



General Shipping Information

May 15-17, 2019 • Mandalay Bay Convention Center, Las Vegas, NV

Please review the targeted move-in floor plan that is in this section of the manual. All freight should be scheduled to arrive on the day that your company is scheduled to set-up. The hours that freight will be accepted are as follows:

Saturday	May 11	8:00 am - 5:00 pm	Special Targets/ Freeman Move In (Halls C-F)
Sunday	May 12	8:00 am - 5:00 pm	Targeted Exhibitors (Halls C-F)
Monday	May 13	8:00 am - 5:00 pm	Targeted Exhibitors (Halls C-F)
Tuesday	May 14	8:00 am - 5:00 pm	Targeted Exhibitors (Halls C-F)

Preparing Your Materials for Shipping

A significant portion of your on-site labor charges can be eliminated or greatly reduced by following some simple suggestions:

- ◆ Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number. Previous shipping labels should be removed or obliterated.
- ◆ All shipments must be properly boxed or crated. Articles packed in excelsior (wood shavings) must be entirely enclosed due to fire hazard.
- ◆ Prior to leaving your plant or office, make sure as much of the electrical interconnection and complex wiring to your equipment, as possible, is done.
- ◆ The person in charge of installing your exhibit should know HOW and WHEN shipments were made in case they become lost. Tracking numbers and memoranda of shipping details in their possession will save valuable time.
- ◆ Prepay all shipments; collect shipments will not be accepted at the warehouse.

Targeted Move-In

Due to the number of exhibitors participating in HD Expo, the set-up of your booth is scheduled (or targeted) to optimize efficiency. Please note that although you are scheduled to set-up on a certain day it does not mean that your freight will be delivered & unloaded by 8:00am on that day. Do **NOT** schedule your labor for early morning unless you are sending your freight in advance to the Freeman warehouse.

Please review the targeted move-in floor plan in this section of the HD Expo Exhibitor Manual. All freight should be scheduled to arrive on the day that your company is scheduled to set-up.

Bills of Lading - Inbound Freight

A copy of your Bill of Lading should be forwarded to Freeman Decorating Company.

A Bill of Lading is your instructions to the carrier who will deliver your materials to either the warehouse or exhibit hall. The bill of lading should indicate the number of pieces in your shipment and a description of the pieces (carton, crate, skid, etc.). At the point the goods are shipped to the destination, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading.

To aid in tracing your shipment, a copy of this bill should be forwarded by mail to Freeman.

Freight shipments should be made on straight bills of lading, which should be carefully prepared to show number of pieces, weight, classification, etc. A delivery ticket showing the number of pieces, classification, weight, etc. should accompany shipments made with anything other than straight bills of lading. WHERE EXHIBITORS FAIL TO PROVIDE ACCURATE WEIGHTS, FREEMAN DECORATING SHALL DETERMINE WEIGHT AND CHARGE ACCORDINGLY.

If an exhibitor sells any equipment and/or supplies from his exhibit, the exhibitor MUST complete a Property Pass for the buyer. This Property Pass is required in order for the buyer to remove the product and will be collected by show security at the point of exit. If an exhibitor sells any equipment and/or supplies which the customer will pick-up or remove from the hall at the close of the show via the loading dock, the exhibitor must complete a bill of lading naming the customer as purchaser. Both the exhibitor and the customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock to remove items from the hall. The customer will be required to check-in with their vehicle at the designated Freeman Decorating check-in area in order to be dispatched to available dock space (please see "Exhibitor Unloading" and "Privately-Owned Vehicles" for more information). Please note that the exhibitor is responsible for any move-out charges.

Shipping Your Hanging Sign

Ship all hanging signs in containers with the special sign labels that are included in this section of the manual. Please take all necessary steps to identify your Hanging Signs. Refer to the Hanging Sign/Truss Order Form which is in this section of the manual. Mark bill of lading "HANGING SIGN". Prepay all shipments, collect shipments will not be accepted at the warehouse.

Outbound Shipping

- ◆ Refer to the "Show Schedule" in the *General Information* section for the specific dismantling times
- ◆ Freeman accepts no responsibility for misdirected shipments as a result of old shipping labels that remain on containers.
- ◆ Exhibits and materials, which have not been removed from the exhibit area on the removal day, will be transported to the Freeman warehouse, at an additional charge, to await disposition.
- ◆ Freeman reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable time period after the close of the show.
- ◆ There is an additional charge for delivery of shipments back to the Freeman warehouse for loading onto outbound carriers at the close of the show.

Shipments Back to Warehouse

For delivery of shipments, at the close of the show, back to the Freeman warehouse for loading onto outbound carriers, there is an additional charge.

Shipping

Freeman Transportation can handle all of your shipping needs including ground and airfreight. Contact Freeman Transportation at:

Phone: 800-995-3579

On-line: www.exhibit.transportation@freemanco.com

Or see the Freeman Transportation brochure in this section of the Manual for additional information.



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ADVANCE SHIPMENTS TO THE FREEMAN WAREHOUSE

- **Friday, April 12, 2019** first day for Advanced Shipments to arrive
- **Tuesday, May 7, 2019** final day for Advanced Shipments to arrive

Materials arriving after **MAY 7, 2019** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. Drivers must check in no later than 3:30 p.m. in order to be off-loaded on arrival date.**

Shipments cannot be received at the warehouse after 3:30pm on Tuesday, May 7, 2019.

The empties will be removed, stored and returned at the close of the show. Upon completion of crating or packaging, materials will be moved from the booth to the dock and reloaded on designated vehicles for the next destination. All rates are outlined on the Material Handling Order Form listed in Shipping Information section of the Manual.

Note: Freight received at the warehouse after 3:30pm on **Tuesday, May 7, 2019**, is subject to a 30% late charge.

ADVANCE SHIPMENTS to Freeman should be addressed as follows:

Your Firm Name
Booth No.
HD Expo 2019
C/O Freeman Decorating
6675 West Sunset Road
Las Vegas, NV 89118

**LABELS FOR ADVANCE SHIPPING TO
THE FREEMAN WAREHOUSE ARE
AVAILABLE IN THIS SECTION**

DIRECT SHIPMENTS TO SHOW SITE

- **Sunday, May 12, 2019 ~ First Day for Direct Shipments to Arrive**
- **Tuesday, May 14, 2019 ~ Final Day for Direct Shipments to Arrive**

Shipments of freight directly to the center must be scheduled to arrive on your target date & time. Please review the targeted move-in fold-out floor plan that is in the SERVICE ORDER FORMS SECTION of this manual to determine your move-in date and please ship accordingly.

Freeman will receive crated shipments at the dock of the Mandalay Bay Convention Center, deliver the shipment to the booth, store the empty crates, return the empty crates to the booth at the close of the show, and reload on outbound carriers after completion of packing or crating.

All rates are outlined on the Material Handling Order Form located in the Shipping Information Section of this Manual.

DIRECT shipments to Mandalay Bay Convention Center should be addressed as follows:

Your Firm Name
Booth No.
HD Expo 2019
C/O Freeman
Mandalay Bay Convention Center
3970 Las Vegas Blvd South
Las Vegas, NV 89119

**LABELS FOR SHIPPING DIRECTLY TO THE
MANDALAY BAY CONVENTION CENTER ARE
AVAILABLE IN THIS SECTION
OF THE MANUAL**