THE POWER OF FREEMAN ONLINE IN THE PALM OF YOUR HAND

Introducing Freeman Online Mobile, providing you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. Download the app today at folmobile.freemanco.com to:

- Access important show information
- Place orders for Freeman products and services at show site
- Track Freeman freight
- Receive assistance through Concierge Services
- Receive notifications
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT

Each 10’ x 10’ booth will be set with 8’ high Black back drape and 3’ high Black side dividers. You must order carpet if you are not bringing your own floor covering. Also provided is a 7” x 44” two-line identification sign with show logo if ordered in advance. Please complete the Identification Sign Order Form by the deadline date to receive the sign at no charge.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; but floor covering is required. The aisles will be carpeted in Tuxedo (a Black/Gray blend).

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by JANUARY 6, 2016.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

| Wednesday | January 27, 2016 | 3:00 p.m. - 7:00 p.m. |
| Thursday  | January 28, 2016 | 8:00 a.m. - 5:00 p.m. |
| Friday    | January 29, 2016 | 8:00 a.m. - 5:00 p.m. |
| Saturday  | January 30, 2016 | 8:00 a.m. - 5:00 p.m. |
| Sunday    | January 31, 2016 | 8:00 a.m. - 5:00 p.m. (No freight delivery) |
| Monday    | February 1, 2016 | 8:00 a.m. - 5:00 p.m. |

All exhibits must be fully installed by **3:00 p.m. on Monday, February 1, 2016.**

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

| Friday    | February 5, 2016 | 1:30 p.m. - 10:00 p.m. |
| Saturday  | February 6, 2016 | 8:00 a.m. - 5:00 p.m. |
| Sunday    | February 7, 2016 | 8:00 a.m. - 12:00 p.m. |

Please note: All direct to show site freight loaded in on Saturday will be charged for Inbound Overtime. Labor for move-in and/or move-out on Saturday or Sunday will be charged on Overtime. Please refer to the appropriate order form(s) for rates.
**Dismantle and Move-Out Information**

- At the close of the show, empty containers will be returned to the booths in random order beginning at 2:00 p.m. on Friday, February 5, 2016.
- All exhibitor materials must be removed from the exhibit facility by 12:00 Noon on Sunday, February 7, 2016. Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by 10:00 a.m. on Sunday, February 7, 2016.

**Post Show Paperwork and Labels**
Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for pick-up of your exhibit at the close of the show.

**Booth Abandonment**
Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift / Rigging Labor, and/or Dumpster Fee.

**Freeman Online**
Take advantage of discount pricing by ordering online at www.freemanco.com/store by January 6, 2016 at 5:00 p.m.

Our Internet online ordering service, Freeman OnLine, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online, you will receive an email which includes a direct link to Freeman OnLine.

To place online orders, you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine, click on the “Login” link to create a new account. To access Freeman OnLine without using the email link, visit www.freemanco.com/store and click on the “Login” link. If you need assistance with Freeman OnLine, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**Shipping Information**

- **Warehouse shipping address:**
  
  Exhibiting Company Name / Booth 
  World of Concrete 2016
  C/O FREEMAN
  6675 W Sunset Rd
  Las Vegas, NV 89118

  FREEMAN will accept crated, boxed or skidded materials beginning January 4, 2016 at the above address. Materials arriving after January 20, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday. Drivers must check in no later than 3:00 p.m. in order to be off-loaded on arrival date.

- **Showsite shipping address:**
  
  Exhibiting Company Name / Booth 
  World of Concrete 2016
  C/O FREEMAN
  Las Vegas Convention Center
  3150 Paradise Rd
  Las Vegas, NV 89109

  FREEMAN will receive shipments at the exhibit facility beginning at 3:00 P.M. on January 27, 2016. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

  All direct to show site freight loaded in on Saturday will be charged for Inbound Overtime.

  This show will be marshalled. Please see marshalling yard map in this service manual.

  Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

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SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN
6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1700 Fax: (469) 621-5604
FreemanLasVegasES@freemanco.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.
3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (469) 621-5604

FREEMAN EXHIBIT TRANSPORTATION
(800) 995-3579 US & Canada
+1 (512) 982-4187 Outside the US
+1 (817) 607-5183 International Shipping Services
(469) 621-5810 Fax
exhibit.transportation@freemanco.com

CUSTOM EXHIBIT/GRAPHICS
Marci Grodin
(702) 579-1425
marci.grodin@freemanco.com

LABOR INFORMATION
Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

ASSISTANCE
We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

WE APPRECIATE YOUR BUSINESS.
FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE
Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Las Vegas Exhibitor Services at (702) 579-1700 or Freeman’s Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1(512) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY
Order early to take advantage of advance order discount rates, place your order by JANUARY 6, 2016.

AVOID DELAY
Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS
Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC’s). Thank you for your cooperation.

EXHIBITOR ASSISTANCE
For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman’s Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.