



## EASY IS NICE, ON ANY DEVICE

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- 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 white back drape and 3' high white side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

**Reminder:** *No furnishings are included with your booth. You may bring your own or order furniture from Freeman.*

### EXHIBIT HALL CARPET

The exhibit area is NOT carpeted. The aisles will be carpeted in gray. To enhance the appearance of your booth, rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form in this service manual.

### DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates. Place your order by **FEBRUARY 3, 2020**.

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [Pre-Show FAQ](#).

**All exhibitors for WPPI 2020 will be assigned a "targeted" move-in with specific date and time. Please refer to the Target Move-In Floor Plan for your assigned date and time.**

Sunday	February 23, 2020	8:00 a.m. - 5:00 p.m.	Targeted Move-In
Monday	February 24, 2020	8:00 a.m. - 5:00 p.m.	Targeted Move-In
Tuesday	February 25, 2020	8:00 a.m. - 10:00 a.m.	General Move-In

### EXHIBIT HOURS

Tuesday	February 25, 2020	10:00 a.m. - 4:00 p.m.
Wednesday	February 26, 2020	10:00 a.m. - 4:00 p.m.
Thursday	February 27, 2020	10:00 a.m. - 3:00 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [Post-Show FAQ](#).

Thursday	February 27, 2020	3:00 p.m. - 10:00 p.m.
Friday	February 28, 2020	8:00 a.m. - 12:00 p.m.

PLEASE NOTE: Overtime charges for labor will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday, Sunday and Holidays. Please refer to the appropriate order form(s) for rates.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.
- All exhibitor materials must be removed from the exhibit facility by **Friday, February 28, 2020 at 12:00 p.m.** 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 **Friday, February 28, 2020 at 9:00 a.m.**

**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.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an 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. Please call our Exhibitor Services Department at (702) 579-1700 for a quote.

**SHIPPING INFORMATION**

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**WPPI 2020**  
 C/O FREEMAN  
 6675 W Sunset Rd  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **JANUARY 24, 2020** at the above address. Materials arriving after **FEBRUARY 18, 2020** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

**Please refer to the Target Move-In Floor Plan for your assigned date and time.**

Exhibiting Company Name / Booth # \_\_\_\_\_  
**WPPI 2020**  
 C/O FREEMAN  
 Mandalay Bay Convention Resort  
 3970 Las Vegas Blvd S  
 Las Vegas, NV 89119

FREEMAN will receive shipments at the exhibit facility beginning **FEBRUARY 23, 2020**. 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. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

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

**Please note:** Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**SERVICE CONTRACTOR CONTACTS/INFORMATION:****FREEMAN**

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

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by FEBRUARY 3, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

**SERVICE CENTER HOURS**

We will have staff available at the Freeman Services Center as follows:

Sunday	February 23, 2020	8:00 a.m.	-	5:00 p.m.
Monday	February 24, 2020	8:00 a.m.	-	5:00 p.m.
Tuesday	February 25, 2020	8:00 a.m.	-	5:00 p.m.
Wednesday	February 26, 2020	8:00 a.m.	-	5:00 p.m.
Thursday	February 27, 2020	8:00 a.m.	-	8:00 p.m.
Friday	February 28, 2020	8:00 a.m.	-	12:00 p.m.

**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.**