

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

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

ALCOHOLIC BEVERAGES

No alcoholic beverages may be sent to Freeman’s advance warehouse.

BOOTH EQUIPMENT

Each 10’ x 10’ booth will be set with 8’ high back drape and 3’ high side drape. Drape colors vary according to area:

Foodservice	Plum and White back drape, Plum side drape
Facility Operations	Gray and White back drape, Gray side drape
In-Store Merchandise	Blue and White back drape, Blue side drape
Fuel Equipment and Services	Red and White back drape, Red side drape
Technology	Black and White back drape, Black side drape

Booths 300 sqft or less will receive a 7” x 44” two-line identification sign. Booths larger than 300 sqft may receive a 7” x 44” two-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is **not** carpeted. Aisle carpet colors vary according to area:

Foodservice	Plum aisle carpet
Facility Operations	Gray aisle carpet
In-Store Merchandise	Blue aisle carpet
Fuel Equipment and Services	Red aisle carpet
Technology	Black aisle carpet

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Tuesday, August 30, 2022.**

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Please note that the show has a targeted move-in. Please refer to the Target Move-In Floor Plans provided to determine your move-in schedule.

Tuesday	September 27, 2022	12:00 p.m. - 5:00 p.m.
Wednesday	September 28, 2022	8:00 a.m. - 5:00 p.m.
Thursday	September 29, 2022	8:00 a.m. - 5:00 p.m.
Friday	September 30, 2022	8:00 a.m. - 5:00 p.m.
Saturday	October 1, 2022	8:00 a.m. - 5:00 p.m.

Per NACS Show Regulations, all exhibits must be fully installed by **Saturday, October 1, 2022 at 5:00 p.m.**

EXHIBIT HOURS

Sunday	October 2, 2022	10:30 a.m. - 5:30 p.m. New Exhibitor Area 11:30 a.m. - 5:30 p.m. Main Exhibits
Monday	October 3, 2022	10:30 a.m. - 5:30 p.m. New Exhibitor Area 11:30 a.m. - 5:30 p.m. Main Exhibits
Tuesday	October 4, 2022	9:00 a.m. - 1:30 p.m. New Exhibitor Area and Main Exhibits

EXHIBITOR MOVE-OUT

Tuesday	October 4, 2022	2:00 p.m. - 11:59 p.m.
Wednesday	October 5, 2022	8:00 a.m. - 5:00 p.m.
Thursday	October 6, 2022	8:00 a.m. - 5:00 p.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. **Aisle carpet removal will take approximately 45 minutes. The entire empty container return process will take approximately 8-11 hours.**

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Thursday, October 6, 2022 at 5:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Thursday, October 6, 2022 at 12:00 p.m. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping 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 disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the 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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

[Contact Us](#)

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Tuesday, August 30, 2022. 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 Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

SHIPPING INFORMATION

Perishable Materials:

Perishable materials may not be shipped to the Freeman Advance Warehouse. Freeman does not provide temperature-controlled storage or service at the Advance Warehouse. Shipments requiring refrigerated or frozen storage must be sent directly to show site and have the appropriate labels on each piece. Any piece labeled as "Refrigerated" or "Frozen" or indicated on the bill of lading as such will be stored appropriately. Should the labels be unclear, Freeman will use their discretion to handle the product as best described on the bill of lading.

Warehouse Shipping Address:

Please note that the warehouse will be closed on Monday, September 5, 2022 in observance of Labor Day.

Exhibiting Company Name / Booth #
2022 NACS Show
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material beginning **Friday, September 2, 2022** at the above address. Material arriving after **Wednesday, September 21, 2022** will be received at the warehouse with an additional after deadline charge. 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 refrigerated 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 materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. - 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Please refer to the Target Move-In Floor Plans provided to determine your move-in schedule.

Exhibiting Company Name / Booth #
2022 NACS Show
Las Vegas Convention Center
C/O Freeman
3150 Paradise Rd
Las Vegas, NV 89109

Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

Freeman will receive shipments at the exhibit facility beginning **Tuesday, September 27, 2022**. 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: (888) 508-5054.

This show will be marshalled. Please refer to the Marshalling Yard Map & Directions.

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 form for charges for the service.

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.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

LABOR INFORMATION

If utilizing Freeman labor, please refer to the Installation & Dismantle Labor Order Form to place your order for display labor. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Labor Services for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

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 Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Tuesday, August 30, 2022.

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 you 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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.