

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.

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black 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.

Important note: electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

Your exhibit space **is NOT carpeted**. Booth carpet or some type of floor covering is strongly recommended. Exhibitors are responsible for safely covering utility cords within their booth space. Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form for more details. Please note, there will be no aisle carpet.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **March 10, 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

Thursday	April 07, 2022	11:00 AM - 5:00 PM	Targeted Move-in
Friday	April 08, 2022	8:00 AM - 5:00 PM	Targeted Move-in
Saturday	April 09, 2022	8:00 AM - 5:00 PM	Targeted Move-in
Sunday	April 10, 2022	8:00 AM - 5:00 PM	Targeted Move-in
Monday	April 11, 2022	8:00 AM - 5:00 PM	Targeted Move-in

All exhibits must be fully installed by **5:00 P.M. on Monday, April 11, 2022**.

***Please refer to the [Targeted Move-in Floorplan](#) for detailed information.**

BOOTHS 300 SQUARE FEET AND LESS can move-in at their Targeted time OR Saturday, Sunday or Monday, April 9 - 11, 2022.

All freight shipped in advanced to the warehouse will be charged straight time regardless of your targeted move-in time.

Please Note: Rates will apply as follows for move-in:

Decorator Labor:

Straight Time: 8:00 A.M. - 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 All Day Saturday and Sunday, April 9 & 10, 2022.

Rigging Labor:

Straight Time: 8:00 A.M. - 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 Double Time: All Day Saturday and Sunday, April 9 & 10, 2022.

Electrical Labor:

Straight Time: 8:00 A.M. - 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 7, 2022, Friday and Monday, April 8 & 11, 2022.
 All Day Saturday and Sunday, April 9 & 10, 2022.

EXHIBIT HOURS

Please Note: Hall E will be open earlier at 9:30 A.M. **Halls A-D will open at 10:00 A.M.**

Tuesday	April 12, 2022	9:30 AM - 5:00 PM
Wednesday	April 13, 2022	9:30 AM - 5:00 PM
Thursday	April 14, 2022	9:30 AM - 4:00 PM

EXHIBITOR MOVE-OUT

Thursday	April 14, 2022	4:00 PM - 10:00 PM
Friday	April 15, 2022	8:00 AM - 5:00 PM
Saturday	April 16, 2022	8:00 AM - 12:00 PM

Please Note: All halls must be clear by 12:00 P.M. on Saturday, April 16, 2022.

As is the industry norm, all trucks with multiple shipments will not be loaded until all shipments for that truck are packed, labeled, and paperwork (MHA's) is completed and processed. This is necessary to ensure an efficient and timely move-out, as well as to accommodate the carrier's delivery schedule.

Please Note: Rates will apply as follows for move-out:

Decorator Labor:

Straight Time: 4:00 P.M. - 4:30 P.M. on Thursday, April 14, 2022, and
 8:00 A.M. - 4:30 P.M. on Friday, April 15, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 14, 2022 and
 All Day Saturday, April 16, 2022.

Rigging Labor:

Straight Time: 4:00 P.M. - 4:30 P.M. on Thursday, April 14, 2022, and
 8:00 A.M. - 4:30 P.M. on Friday, April 15, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 14, 2022.
 Double Time: All Day Saturday, April 16, 2022.

Electrical Labor:

Straight Time: 4:00 P.M. - 4:30 P.M. on Thursday, April 14, 2022, and
 8:00 A.M. - 4:30 P.M. on Friday, April 15, 2022.
 Overtime: After 4:30 P.M. on Thursday, April 14, 2022 and
 All Day Saturday, April 16, 2022.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as aisles are clear of attendees and the freight doors are opened.
- **In an effort to expedite the move-out process and minimize waiting time, please inform your carriers of the load out schedule below:**
- All exhibitor materials must be removed from **all halls** by **12:00 P.M. on Saturday, April 16, 2022**. To ensure all exhibitor materials are removed from **all halls** by the exhibitor move-out deadline, please have all carriers check-in by **8:00 A.M. on Saturday, April 16, 2022**.

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**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #
MD&M West / WestPack / ATX West /
Design & Mfg. / PLASTIC West
 C/O Freeman
 3456 E Miraloma Ave
 Anaheim, CA 92806

Warehouse Receiving Hours:
Monday through Friday
8:00 A.M. - 3:30 P.M.

Freeman will accept crated, boxed or skidded material beginning **Monday, March 07, 2022** Date at the above address. Material arriving after **March 31, 2022** Date 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 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
MD&M West / WestPack / ATX West /
Design & Mfg. / PLASTIC West
 Anaheim Convention Center
 C/O Freeman
 1850 West Street
 Anaheim, CA 92802

NOTE: All Common Carriers and Van lines should check-in at the Marshalling Yard. Certified Weight Tickets must accompany all shipments. Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded.

Freeman will receive shipments at the exhibit facility beginning at your **target date/time during exhibitor move-in. Please refer to the targeted floor plan for your scheduled date and time.** 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. **Trucks checking in after 2:00 P.M., Monday through Friday, for loading/unloading on the same day may be subject to overtime charges.** Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

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 are 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.

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. Please call Exhibitor Support at (888) 508-5054 for an estimate.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by March 10, 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 or +1(512) 982-4186 Local and International.

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

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5602
ExhibitorSupport@freeman.com

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

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

****NEW & IMPORTANT U.S. DEPARTMENT OF TRANSPORTATION INFORMATION****

The U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) announced that new federal regulations designed to improve safety for the motoring public by reducing truck driver fatigue took full effect July 1, 2013.

Working long daily and weekly hours on a continuing basis can lead to chronic fatigue, a higher risk of crashes, as well as a number of serious chronic health conditions with over the road drivers. It is estimated that these new safety regulations will save 19 lives and prevent approximately 1,400 crashes and 560 injuries each year.

See the INTERSTATE TRUCK DRIVER'S GUIDE TO HOURS OF SERVICE located in the Shipping and Material Handling portion of this Exhibitor Manual. This information will allow your carrier to make the decision to either wait for available dock space after arrival, or leave the venue to return the following day to pick-up your exhibit materials.

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 March 10, 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.

No one under 18 years of age is permitted in the exhibit hall at any time. This includes during installation and dismantle, as well as during the exhibition itself.

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 Show Management. In addition, if authorized by the facility and Show Management, 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.