

Thank you for your participation MJBizCon 2018!

As the show approaches, there are several important items and deadlines that you need to be aware of to ensure that your show participation is both a productive and successful experience.

Important Deadlines:

Sept 12	Submit your proof of insurance to aliciaf@mjbizdaily.com
Oct 9	If using an EAC (Exhibitor Appointed Contractor) send form to aliciaf@mjbizdaily.com
Oct 15	Early Discount deadline for all Cox services (internet, data, wireless etc.)
Oct 15 – Nov 6	Shipments to Advance Warehouse
Oct 19	Book your hotel rooms https://mjbizconference.com/hotel/
Oct 22	Early Discount deadline for all Freeman services / Free furnishing order form due
Oct 30	Lead Retrieval deadline form due to Expo Logic
Nov 7	Register your onsite staff
Nov 12 & 13 ONLY	Shipments to Show site

What is included in my booth? (You must complete the FREE furnishing order form below)

Every 10 x 10 booth space (100 sq. ft.) includes:

- 8' black pipe and drape back wall
- 3' black pipe and drape sidewalls
- 6' or 4' black draped table
- 2 standard chairs
- Wastebasket
- Booth ID sign
- **FREE-** Material Handling
- **FREE-** Two Lead Retrieval apps if ordered by **Monday, October 30**
- **FREE-** Standard black carpeting
- Online Booth profile
- Four (4) Exhibit Passes

***IMPORTANT: Order your FREE furnishings by October 22, 2018!**

Exhibitor Services Manual

Your Exhibitor Services Manual (ESM) contains all the necessary documentation needed to execute your experience at MJBizCon. The ESM contains the forms, rules, guidelines, deadlines, and information for all your show services.

Important notes regarding the documents within the ESM

- Material Handling** Your onsite material handling is included in your booth fee up to 3,000 pounds per item. This means you will not get a large bill for moving your freight from dock to booth, storing your empties, returning them, and bringing them back to the dock for outbound shipping. There are a few exceptions such as late shipments, heavy machinery, etc., but follow the guidelines and your material handling is on the house!
- Shipping** You are responsible for shipping to the show and arranging return transportation. We HIGHLY encourage you to ship to the advance warehouse (with delivery no later than **Tuesday, Nov 6**). This will provide you a much smoother set-up day as your booth materials will be in your booth when you arrive for set-up.
- Carpet** Standard Black carpeting is provided for your booth at no charge. If you would like a different color carpet or add padding, please complete the carpet order forms online through Freeman.
- Cleaning** Your booth will be vacuumed at no charge on Tuesday evening. If you would like daily vacuuming, please complete the cleaning order form through Freeman Online.
- Lead Retrieval** Included in your booth package are two (2) lead retrieval licenses. Don't miss this **FREE** opportunity to capture and manage your show leads via an app on your phone. To take advantage of this opportunity, you must complete the Expo Logic Lead form by **Monday, October 30**.

Electrical

Your booth package does **NOT** include electrical. If you need electrical for your booth, please complete the electrical order forms through Freeman Online.

Insurance

Per your sales agreement, you are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate, for the event. Failure to secure or provide the insurance does not limit the extent of your liability. If you do not have General Liability Insurance or your underwriter will not provide this to you, you can order a low cost temporary event policy from Buttine Insurance.

You will need to name the following as additional insured prior to the event:

Anne Holland Ventures Inc. dba MJBizCon
2750 S. Wadsworth Blvd. Ste D-200
Denver, CO 80227

-and-

Las Vegas Convention Center
3150 Paradise Rd
Las Vegas, NV 89109

Exhibitor Load-In and Out / Show Floor Hours

Monday, November 12

7:00 am – 6:00 pm	Registration Open	Central Hall
8:00 am – 6:00 pm	Move-In (Booths 600 sq.ft. or larger ONLY)	Central Hall
10:00 am-6:00 pm	Move-In (Booths 400 sq.ft. or larger ONLY)	Central Hall
1:00 pm – 6:00 pm	Move-In (All Exhibitors)	Central Hall

Tuesday, November 13

7:00 am – 6:00 pm	Registration Open	Central Hall
8:00 am – 6:00 pm	Exhibitor Set-up	Central Hall

Wednesday, November 14

7:00 am – 6:00 pm	Registration Open	Central Hall
10:00 am – 6:00 pm	Exhibit Hall Open	Central Hall

Thursday, November 15

7:00 am – 6:00 pm	Registration Open	Central Hall
10:00 am – 6:00 pm	Exhibit Hall Open	Central Hall

Friday, November 16

7:00 am – 3:00 pm	Registration Open	Central Hall
10:00 am – 3:00 pm	Exhibit Hall Open	Central Hall
3:00 pm – 11:59 pm	Exhibitor Tear-Down	Central Hall

Saturday, November 17

8:00 am – 12:00 pm	Exhibitor Tear-Down	Central Hall
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NOTE: Do not tear-down early or you will lose priority points

If you have any questions, please don't hesitate to contact us!

Alicia Fresquez, Event Coordinator | Phone: (401) 371-3376 | Email: aliciaf@mjbizdaily.com

We look forward to seeing you in Vegas!

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 notification
- 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 black back drape, 3' high black side dividers, one 4' or 6' black draped table, two side chairs, and one wastebasket. Please complete and return the Free Furnishings Order Form to confirm your furnishings needs

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

EXHIBIT HALL CARPET

The exhibit booths will be carpeted in black. The aisles will be carpeted in blue. 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 to take advantage of advance order discount rates. Place your order by OCTOBER 22, 2018.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

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

Monday	November 12, 2018	8:00 a.m. - 6:00 p.m.	Booths 600 sqft & larger only
		10:00 a.m. - 6:00 p.m.	Booths 400 sqft & larger only
		1:00 p.m. - 6:00 p.m.	All exhibitors
Tuesday	November 13, 2018	8:00 a.m. - 6:00 p.m.	

All exhibits must be fully installed by **Tuesday, November 13, 2018 at 6:00 p.m.**

EXHIBIT HOURS

Wednesday	November 14, 2018	10:00 a.m. - 6:00 p.m.
Thursday	November 15, 2018	10:00 a.m. - 6:00 p.m.
Friday	November 16, 2018	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](#).

Friday	November 16, 2018	3:00 p.m. - 11:59 p.m.
Saturday	November 17, 2018	8:00 a.m. - 12:00 p.m.

PLEASE NOTE: Overtime charges for labor and material handling 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 **Saturday, November 17, 2018 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 **Saturday, November 17, 2018 at 10:00 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 # _____
MJBizCon Fall 2018
 C/O FREEMAN
 6675 W Sunset Rd
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **OCTOBER 15, 2018** at the above address. Materials arriving after **NOVEMBER 6, 2018** 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. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:

Exhibiting Company Name / Booth # _____
MJBizCon Fall 2018
 C/O FREEMAN
 Las Vegas Convention Center
 3150 Paradise Rd
 Las Vegas, NV 89109

FREEMAN will receive shipments at the exhibit facility beginning **NOVEMBER 12, 2018**. 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. If required, provide your carrier with this phone number: (702) 579-1700.

Please Note: Overtime rates will apply on all shipments, inbound/outbound, between 5:00 p.m. - 8:00 a.m., Monday - Friday; ALL DAY on Saturdays, Sundays and Holidays.

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

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 www.freeman.com by **OCTOBER 22, 2018**. 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. Additionally, you can now access FreemanOnline from any device - **desktop, laptop, or tablet** via our new **FreemanOnline Mobile App**.

To place online orders, you will be required to login with 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 www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: <http://folmobile.freemanco.com>. A mobile web version of the FreemanOnline Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the Mobile App.

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:

Tuesday	November 13, 2018	8:00 a.m.	-	6:00 p.m.
Friday	November 16, 2018	2:00 p.m.	-	11:59 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.

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 **OCTOBER 22, 2018**.

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 [Pre-Show FAQ](#).

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

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



REDUCING YOUR FOOTPRINT

Freeman actively engages in green practices within day-to-day operations and is committed to producing events in the most environmentally friendly way possible. Freeman has collaborated with a number of customers to make their events greener and is dedicated to broadening this effort.

Green Tips for Exhibitors

Interested in going Green and saving money with your exhibit booth? Follow these tips to assist you in making your sustainable booth strategies at least cost-neutral, and possibly cost-saving!

Supplies and Ordering

- Order exhibit supplies early and utilize online ordering systems to eliminate paper waste.
- Consider renting a booth from Freeman or buying materials locally, preventing shipping cost and lowering emissions.
- Rent Freeman Classic Carpet which contains recycled content and is also recyclable.
- Provide giveaways made of recycled, responsibly grown natural fiber, nontoxic and biodegradable materials. Ensure giveaways are useful, not merely promotional in nature. Electronic Giveaways are smart and trendy, like a USB storage drive with your content already loaded.

Printing, Recycling and Waste Management

- Encourage less printing and provide more information digitally when it comes to booth literature, fulfilling requests via email and website referrals.
- If you need to print, use a local printer in the city where the show will be held and choose paper that contains at least 50% post-consumer recycled content.
- Ask Freeman about new paper-based signage materials that are comparably priced to plastic. There are good alternatives to foam core and PVC which are not as easily recyclable.
- Participate in the exhibit donation program by providing materials that are eligible for donation to local charities, such as pens, bags and notepads.

Shipping and Transportation

- If you must ship materials, planning out your booth in a timely way to meet shipping deadlines can also help maximize consolidation and cost-savings.
- Choose a SmartWay™-certified hauler at no additional cost to ensure your transportation company is practicing sustainable shipping.
- Set a goal to leave no trace behind by shipping out all booth properties and packing materials and donating extra giveaways thereby minimizing any waste for the show.
- If you are attending another trade show that many of your fellow exhibitors are also participating in, ask your General Service Contractor or Show Management to set up a caravan service to save on fuel emissions—and cost of transportation.

Personnel and Best Practices

- Take advantage of local or regional representatives to staff your booth, rather than bringing staff from far away offices, reducing travel cost.
- Bring Green as part of your company message providing recycling bins in your booth and information on what you have done to exhibit in a sustainable way.

These steps can help as we all strive to make smarter and more environmentally sound decisions. For more information on the Freeman Sustainability Initiative, contact goinggreen@freemanco.com.



INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MJBizCon Fall 2018 / November 14-16, 2018**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 702-579-1700 to speak with one of our experts.

HOSTED FREIGHT PACKAGE

The MJBizCon Fall 2018 show will be sponsoring a Hosted Freight Package for all advance shipments to the warehouse and direct shipments to show site. The Hosted Freight Package has been designed to eliminate any service charges to participating exhibitors such as overtime, special handling, etc. The Hosted Freight Package will ONLY apply if shipments are received at the advance warehouse before the November 6th deadline, or during the direct shipment dates listed below.

WAREHOUSE SHIPMENTS: October 15 - November 6, 2018

DIRECT SHIPMENTS:
November 12, 2018 from 8:00 a.m. to 6:00 p.m. Booths 600 sqft & larger only
November 12, 2018 from 10:00 a.m. to 6:00 p.m. Booths 400 sqft & larger only
November 12, 2018 from 1:00 p.m. to 6:00 p.m. All exhibitors

November 13, 2018 from 8:00 a.m. to 6:00 p.m.

WAREHOUSE HOURS: 8:00 a.m. to 3:30 p.m. Monday through Friday, Holidays excluded.

Description	Price Per CWT
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RATE CLASSIFICATIONS:

Warehouse Shipment received from October 15 - November 6, 2018 No Charge

Direct Shipment received during published move-in dates and times No Charge

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates - 100 lb minimum)

Warehouse Shipment after NOVEMBER 6, 2018.....	\$ 26.75
Show Site Shipment after NOVEMBER 13, 2018.....	\$ 25.50

Any single item over 3,000 lbs. will be subject to additional equipment and labor charges. These charges are the responsibility of the exhibitor.

Please contact our Exhibitor Services Department with any questions at (702) 579-1700 or FreemanLasVegasES@freeman.com with any questions.

Freeman hosted freight package

MJBizCon

November 14-16, 2018

LVCC - Central Hall - Las Vegas, NV

TARGET LEGEND

	MONDAY, NOVEMBER 12, 8AM
	MONDAY, NOVEMBER 12, 10AM
	MONDAY, NOVEMBER 12, 1PM

REVISION
Date: 5/25/2018
By: Brian Begay, NRDC

BOOTH COUNT

Inventory as of 05/25/2018

Dimension	Size	Qty	SqFt
10x10	100	774	77,400
10x20	200	190	38,000
10x30	300	13	3,900
10x40	400	1	400
20x20	400	73	29,200
10x60	600	1	600
20x30	600	15	9,000
20x40	800	8	6,400
30x30	900	1	900
20x50	1,000	1	1,000
30x40	1,200	1	1,200
30x60	1,800	1	1,800
40x60	2,400	1	2,400
Totals:		1,080	172,200

BLDG. LEGEND:

BUILDING LEGEND

FIRE AND SAFETY:

- ALL AISLES MUST BE 10' WIDE
- ALLOWABLE LOBBY SPACE
- PLACEMENT OF ITEMS ALLOWED IN THESE AREAS ONLY
- FIRE EQUIPMENT (MUST REMAIN UNOBSTRUCTED)
- FE: FIRE EXTINGUISHER
- FH: FIRE HOSE
- FSC: FIRE SPRINKLER CONTROL
- FS: FIRE ALARM, STROBE

UTILITIES:

- INDICATES OVERHEAD LIGHTING
- FLOOR DRAIN
- COMPRESSED AIR & GAS AVAILABLE FROM CEILING
- COLD WATER AVAILABLE AT ALL COLUMNS
- 110/208 VOLT SINGLE PHASE & 208/480 VOLT THREE PHASE AVAILABLE AT ALL COLUMNS AND FROM CEILING
- ELECTRICAL ACCESS CEILING AND COLUMNS
- T: TELEPHONE
- C1-C2: ALL COLUMNS AND CEILING
- C3-C5: FROM CEILING/COLUMNS

FLOOR LOAD CAPACITY:

- NORTH 1-4: UNLIMITED
- CENTRAL 1-2: UNLIMITED
- CENTRAL 3-5: UNLIMITED
- C-3 CONCOURSE (TUNNEL BELOW - SEE PLAN): 175 LBS. P.S.F.
- C-384 (TUNNEL BELOW - SEE PLAN): 250 LBS. P.S.F.

INTERNATIONAL SYMBOLS LEGEND

DRAWING INFO

Passport Line Item Number:
4551517

Facility:
LVCC

Hall / Level:
Central Hall

City & State:
Las Vegas, NV

Scale: Custom

Job #: 467352

AE: KRIS KRISTJANSSON

Prod. AE: KRIS KRISTJANSSON

Started: 5/22/2018

Started By: Brian Begay, NRDC

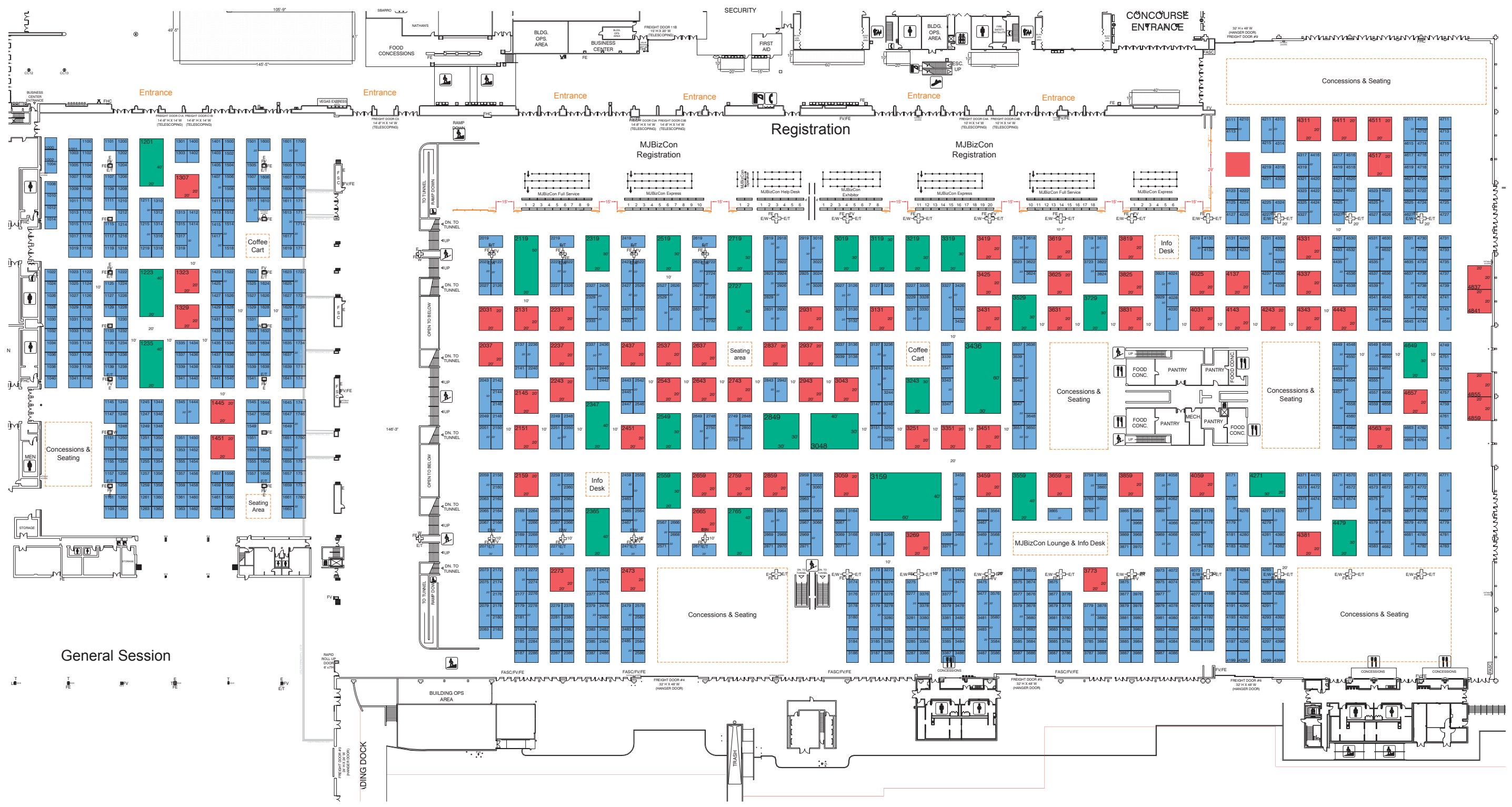
Prod. Branch: Las Vegas

FREEMAN

Disclaimer: Every effort has been made to ensure the accuracy of all information contained on this floorplan. However, no warranties, either expressed or implied, are made with respect to this floorplan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.

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Confidential and Proprietary: The information contained herein is the proprietary information of Freeman and by accessing the information, the recipient agrees to keep the information confidential and not disclose it to any third party without the prior consent of Freeman. Recipient also agrees to only use the information for its internal evaluation purposes and for no other purpose, without the prior consent of Freeman.



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EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION

Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the following to aid in a smooth and efficient move-in and move-out of the trade show

Freeman requests that exhibitors do not tip its employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a FREEMAN management representative.

PER SHOW MANAGEMENT

TASK	EXHIBITORS MAY	FREEMAN RESPONSIBILITIES
Material Handling	<ul style="list-style-type: none"> • As an exhibitor you may “hand carry” material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry. • Any mechanical assistance is limited to a small dolly. • The assistance of any motorized device or pallet jack is not permitted. • When exhibitors choose to “hand carry” they may not access designated material handling areas. • Must use specific exhibitor hand carry areas or main entrance of the facility. • In all other circumstances items should be considered material handling. <p>In no circumstance is any exhibitor authorized to use Freeman material handling equipment for any purpose.</p>	<ul style="list-style-type: none"> • Freeman has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor. • Freeman has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move in and move out of the tradeshow. • Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas. • Freeman is not responsible for any material it does not handle. • For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available on Freeman's website at www.freemanco.com/store.
Electrical	<p>The following work may be performed by the exhibitor's full-time company employees with positive identification such as a medical card or payroll stub but may not be performed by your Exhibitor Appointed Contractor (EAC).</p> <ul style="list-style-type: none"> • Plug in equipment into any 20A/120VAC receptacle. • May hang up to four small clip-on lights per booth. • May connect modems, printers, computers and keyboards, test and tune their own equipment, and run their own communications cable between machines in the same booth above the booth carpet. • Mounting of monitors (to include plasma screens, LCD & CRT) and the installation of hanging brackets. 	<ul style="list-style-type: none"> • All electrical distribution. • All under-carpet electrical distribution. • Any additional electrical requirement needs or changes to preorders. • Distribution and connection of all power in excess of 20A/120V. • Distribution and connection of all 208V and 480V power. • Distribution of all electrical equipment necessary to provide electrical service.
Non-Electrical Hanging Signs	<ul style="list-style-type: none"> • Install and dismantle a non-electric sign attached to a booth by the exhibitor's full-time employee or approved EAC. 	<ul style="list-style-type: none"> • Assembly and disassembly of hanging signs. • Hanging of non-electrical signs and decorative materials from the ceiling. • Installing chain hoist and attaching signs (over 250 lbs).

EXHIBITOR AND OFFICIAL SERVICES CONTRACTOR INFORMATION *(continued)*

TASK	EXHIBITORS MAY	FREEMAN RESPONSIBILITIES
Rigging / Electrical Hanging Signs and Truss	<ul style="list-style-type: none"> • Exhibitors <u>MAY NOT</u> install or assemble electrical hanging signs and truss. 	<ul style="list-style-type: none"> • Assembly and disassembly of electrical hanging signs, including rotating and header signs. • Lighting without dimmers. • Programmable theatrical lighting, production, related rigging and audio-visual. • Suspended trusses with or without legs that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors and/or video wall. • Hoist ground-supported stand-alone truss whose sole purpose is overhead distribution of electrical. • Suspended truss with motorized hoist and non-dimmable and non-programmable lights. • Installing chain hoist. • Special effects equipment. • Laser lighting. • Video monitors and plasma screens including units fed by a live camera or are part of a multi-screen coordinated image.
Ground Supported Truss and Lighting	<ul style="list-style-type: none"> • Ground-supported truss that is considered to be "booth structure" or mixed-use truss may be assembled by you, your full-time employee or by an approved EAC. • Truss which is not assembled by Freeman is subject to all electrical rules and jurisdictions in regard to any electrical work in the truss. 	<ul style="list-style-type: none"> • Installation and dismantle of self-climbing and/or mechanized truss systems. • Installation and dismantle of any programmable dimmable lighting fixtures that are attached to any ground-supported truss. • Meeting room ground supported truss for the purpose of audio, visual, theatrical lighting.
Booth Cleaning and Porter Service	<ul style="list-style-type: none"> • Clean and wipe down products and display merchandise and other parts of the exhibit. • Exhibitor Appointed Contractors (EAC's) are not permitted to vacuum or utilize floor cleaning equipment on the show floor . 	<ul style="list-style-type: none"> • All booth vacuuming and porter service.
Booth Installation and Dismantle	<ul style="list-style-type: none"> • As an Exhibitor you may choose to utilize your own personnel to set up and dismantle your exhibit. • If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. • You may hire Freeman to act as your Exhibitor Appointed Contractor (EAC) to perform this work. • You may hire an Exhibitor Appointed Contractor (EAC) to perform this work. • All EAC's must have the appropriate credentials submitted to Show Management and the facility. 	<ul style="list-style-type: none"> • When it comes to installation and dismantling of exhibits, no one does it better than Freeman. With more than 75 years of experience, our group of specialists are ready to assist you with all of your exhibit requests from beginning to end. Whether you choose to supervise or you need the assistance of a full-time Freeman employee, we can meet all your needs, from shipping and storage to emergency on-site repairs to basic installation and dismantling to support service coordination including electrical, furnishings and more. Freeman has the resources and the capabilities to help you have the most successful show experience possible. • To secure Freeman labor, please utilize the labor forms enclosed. Skilled Freeman Labor is available to act as your EAC.
Cameras, Audio and Video Systems	<ul style="list-style-type: none"> • Install and operate their own manufactured or product systems when less than 20 amps or not suspended from the ceiling. • Plug in small sound devices. • Install exhibitor's own manufactured cameras by exhibitor's full time employees. • Exhibitors may elect to staff certain positions: <ul style="list-style-type: none"> • Technical Director • Lighting Designer • Video Engineer or Audio Engineer • Slow Motion Machine Operator • Advance Projectionist • Audio Board Operator • Video Board Operator • Live Camera Operator • Lighting Board Operator 	<p>Freeman will be responsible for the following staffing when an integrated system draws more than 20 amps or is suspended from the ceiling:</p> <ul style="list-style-type: none"> • Crane Operator • Audio Technician • TV Sound Boom Operator • Character Generator • Advanced Audio Visual Technician • Tape Operator • Audio Visual Technician • Video Wall Technician • Video Utility Person • Assistant TV Audio Tech • Projectionist • High Rigger • Ground Rigger • Lighting Tech
Telephone	<ul style="list-style-type: none"> • May plug and unplug their phones, modems, faxes or credit card readers. 	<ul style="list-style-type: none"> • Cox must distribute all concealed and under-carpet wiring.



Las Vegas Convention Center
3150 Paradise Rd., Las Vegas, NV 89109
November 14-16, 2018

Exhibitor Appointed Contractor Authorization Form

Deadline: Tuesday, October 9th

Exhibiting Company: _____ Booth Number: _____

Name and phone # of onsite exhibitor: _____

We intend to use the following Exhibitor Appointed Contractor (EAC) to perform services in our booth:

EAC Company Name: _____

EAC Onsite Contact and Phone Number: _____

Type of Service to be Performed: _____

Additional names of EAC onsite contractors:

1. _____
2. _____
3. _____

Inform your EAC that they **MUST** send a copy of their General Liability Insurance Certificate no later than **Thursday, October 9th, 2018** or they will **NOT** be permitted to provide service for your exhibit. The exhibiting **company name** and **booth number** must be listed on Certificate of Insurance.

It is the responsibility of the **exhibitor** to see that each representative of an EAC abides by the official rules and regulations of this event.

Contractors must pick up a temporary contractor badge at Badge Assistant located in the Registration Area. EAC's are required to wear their company credentials (name tag or badge) at all times and temporary badge given to them by MJBIZCON.

EXHIBITOR MOVE-IN

Monday November 12, 2018 8:00 a.m. - 6:00 p.m. Booths 600 sqft & larger only

10:00 a.m. - 6:00 p.m. Booths 400 sqft & larger only

1:00 p.m. - 6:00 p.m. All exhibitors

Tuesday November 13, 2018 8:00 a.m. - 6:00 p.m.

All exhibits must be fully installed by Tuesday, November 13, 2018 at 6:00 p.m.

Please return to this form and insurance certificate to:

Alicia Fresquez, Event Coordinator | E-mail: AliciaF@mjbizdaily.com | Phone: (401) 371-3376

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



LAS VEGAS FIRE REGULATIONS

Please find below general guidelines for fire safety. Please refer to the Clark County's Fire Prevention website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc.

Clark County Fire Prevention Department:

<http://www.clarkcountynv.gov/building/fire-prevention/Pages/SpecialEvents.asp>

Clark County Temporary Operational Fire Permit:

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

Clark County Fire Permit by Inspection - Application:

<http://www.clarkcountynv.gov/building/Forms/PermitByInspectionApplication.pdf>

The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Fire Systems for Covered Booths
 - (if they contain vehicles, open flame, hot works, or if they are over 1,000 sq. ft. that will be in place for more than seven show days)
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures
- Compressed Gases, Cryogenic Fluids, Hot Works (welding operations)

For information specific to the Las Vegas Convention Center, please contact the LVCVA Convention Services Department at (702) 892-2915.

For information specific to the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (855) 408-1349.

For information specific to the Sands Expo Center, please contact Sands Customer Service at (702) 733-5070

PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.

1. **In accordance with the Nevada Clean Indoor Air Act, smoking is prohibited in exhibit areas.**
2. **All materials used in construction and decoration of an exhibit must be flame retardant.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used. NFPA 701 is the accepted standard.
3. **All exits and exit aisles must be kept clear and unobstructed.** No furniture, signs, easels, chairs or displays may protrude into aisles unless shown on the Fire Marshal approved floor plan
4. **Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
5. **All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.** Crates are not to be used as exhibit supports.
6. **All fire hose racks, fire extinguishers, strobe lights and emergency exits must be visible and accessible (3' clearance for hoses and extinguishers) at all times.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
7. **Exhibitors who intend to display a vehicle within the confines of their exhibit booth must obtain a vehicle display permit from the Clark County Fire Marshal.** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or defueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Exception: Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office.
8. **Combustible materials must not be stored beneath display vehicles.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
9. **Vehicles in building for unloading must not be left with engine idling.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
10. **No storage of any kind is allowed behind booths or near electrical service.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE.**

LAS VEGAS FIRE REGULATIONS (continued)

11. **All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
12. **Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug connectors must be UL approved with built-in overload protection.** Connectors must not be used to exceed their listed ampere rating.
13. **Electrical work under carpets or flooring must be installed by the official electrical service provider.** All cords must be flat, three conductor, #14 AWG or larger.
14. **All temporary wiring must be accessible and free from debris and storage materials.** Hard backed booths must have power supplies dropped within the booth.
15. **Flammable or combustible liquids are prohibited inside of buildings except as approved by the Office of Fire Protection and Safety.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
16. **Compressed gas cylinders, including LPG, are prohibited unless approved by the Office of Fire Protection and Safety.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Exception: Please contact the Las Vegas Convention Center for their specific guidelines.

17. **Certain halogen lamps have been banned at the Las Vegas Convention Center, Mandalay Bay Convention Center, Sands Expo Center, and Cashman Center.**

Halogen lamps at the Las Vegas Convention Center, Sands Expo Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb.

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48.

18. **Single-level covered exhibits require automatic fire sprinklers underneath covered areas greater than 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days).** Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits.

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

Exception: Please contact the Las Vegas Convention Center, Sands Expo Center or Cashman Center for their specific guidelines.

19. **Please note: These are Clark County Fire Department guidelines. Please contact the the event facility for specific guidelines.**

Multi-level covered exhibits require automatic fire sprinklers underneath all covered areas on each level when the walking surface of the upper level(s) is over 1,000 square feet that will be in place for 7 or more show days (not including move-in and move-out days). Upper level areas of multi-level exhibit booths exceeding 300 square feet shall not have less than two remote means of egress. Sprinklers are also required when there will be vehicles, open flame, or hot works underneath any covered areas. The permit that is required is only for the installation of fire sprinklers, not for structural review of exhibits. Any exhibit with an upper deck area to be occupied must be evaluated and stamped by a licensed engineer. Stamped plans should be present within the exhibit for potential verification by the Fire Marshal upon request

Exception: Where the booth is used in an event with duration less than 7 calendar days and does not contain vehicles, open flame or hot works, automatic fire sprinklers are not required, provided the aggregate area of unsprinklered booths within the room does not exceed 30% of the room size.

20. **Tents in excess of 400 square feet, canopies in excess of 700 square feet, and temporary membrane structures must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their Tents/Canopies guidelines.

21. **Demonstration cooking and food warming in exhibition spaces shall comply with the Clark County Fire Code and facility regulations.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines

22. **The use of candles and other open flame decorative devices must be approved by the Clark County Fire Marshal.**

Exception: Please contact the Las Vegas Convention Center for their specific guidelines

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **MJBizCon Fall 2018 / November 14-16, 2018**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

CART SERVICE

FREEMAN will provide Cart Service for your event. **CART SERVICE** is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

DEFINITION OF PRIVATELY OWNED VEHICLE:

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

RATES:

This service is provided at no charge if received during dates and times listed below.

DIRECTIONS:

- To receive this service, proceed directly to the Las Vegas Convention Center and check in at the designated POV Check-In area (see map). There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

AVAILABILITY:

Please proceed to the POV Check-In area (see map) for staging, checking in, processing paperwork and determining if vehicles are **qualify** for Cart Service. **Please note:** We anticipate that during peak periods, wait time can exceed 2-3 hours. Cart Service will be available on the following dates and times:

Move-In

Monday	November 12, 2018	8:00 a.m. - 6:00 p.m.	Booths 600 sqft & larger only
Monday	November 12, 2018	10:00 a.m. - 6:00 p.m.	Booths 400 sqft & larger only
Monday	November 12, 2018	1:00 p.m. - 6:00 p.m.	All exhibitors
Tuesday	November 13, 2018	8:00 a.m. - 6:00 p.m.	

MoveOut

Friday	November 16, 2018	4:00 p.m. - 11:59 p.m. *
Saturday	November 17, 2018	8:00 a.m. - 12:00 p.m.

* Please visit the Freeman Service Desk to complete and/or submit an Outbound Material Handling Agreement.

VEHICLES THAT QUALIFY:



Sedan



SUV



Pickup



Van

VEHICLES THAT DO NOT QUALIFY:



Trailer



Commercial Van



Rentals

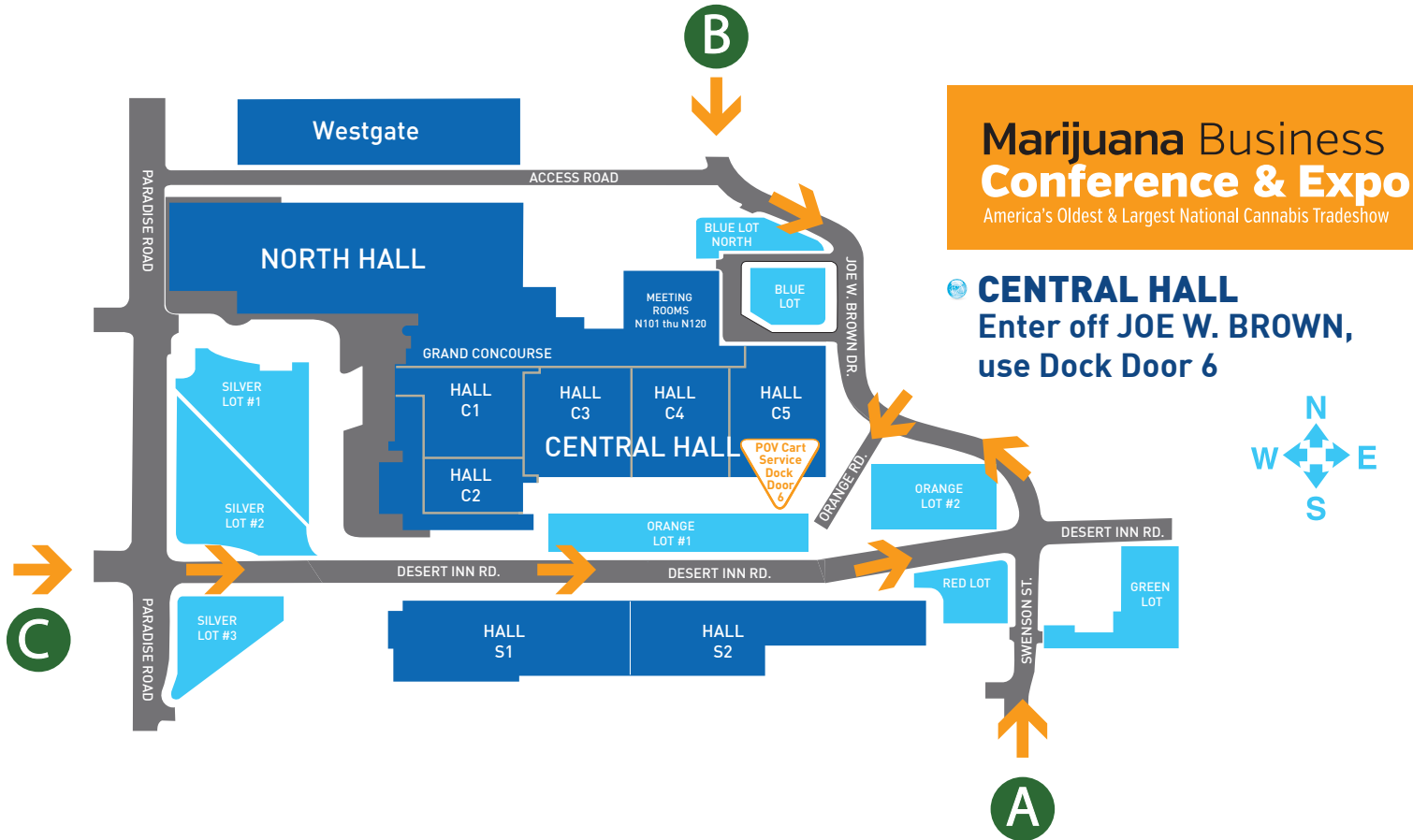


Bobtail



Stakebed

Las Vegas Convention Center Central Hall POV / Cartload Location Map



- A** Driving from I-15 heading North
Exit on Flamingo heading East
Turn left on Swenson St. (Swenson becomes Joe W. brown after Desert Inn Rd.)
Turn left on Orange Road (first left after Desert Inn Road)
Proceed to Dock Door #6
- B** Driving from I-15 heading South
Exit on Sahara heading East
Turn right on Joe W. Brown.
Turn right on Orange Road
Proceed to Dock Door #6
- C** Driving from West Las Vegas.
Take Desert Inn heading East
Turn left on Joe W. Brown
Turn left on Orange Road (first left after Desert Inn Road)

FREEMAN CART SERVICE IS A FEATURE FOR PRIVATELY OWNED VEHICLES (POV) WHICH MEET THE REQUIREMENTS FOUND ON THE FREEMAN CART SERVICE FORM IN THE EXHIBITOR SERVICES MANUAL.

MAP IS SUBJECT TO CHANGE.

ADVANCE WAREHOUSE
6675 West Sunset Road
Las Vegas, NV 89118

Hours of Operation:

Warehouse hours are Monday through Friday from 8:00 a.m. to 3:30 p.m., Holidays excluded.

Directions:

From I-15 Northbound or Southbound

Exit 1-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right

From US-93 / I-515 Northbound

Exit I-215 West
Exit Jones Boulevard (stay in center lanes)
Cross over Jones Blvd staying to the right
Continue on Raphael Rivera Way
Freeman will be on right



MARSHALLING YARD
6555 West Serene Avenue
Las Vegas, NV 89139

*This location does not accept deliveries.
This location is only for the staging of trucks delivering to show site facilities.*

Please note:

- All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility.
- Please be advised that certified weight tickets are required when checking into the Marshalling Yard. For your convenience, Freeman has available a full-size certified scale at the Marshalling Yard. If your driver has valid certified weight tickets, Freeman will accept these tickets and your driver will not have to scale at the Freeman Marshalling Yard.
- All carriers will be assigned an unloading number according to driver check-in time.

Directions:

From I-15 Northbound

Exit NV160 W/Blue Diamond Rd
Left onto Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From I-15 Southbound

Exit NV160 W/Blue Diamond Rd
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

From US-93 / I-515 Northbound

Exit I-215 West
Exit I-15 South
Merge on NV160 W/Blue Diamond
West on Blue Diamond Rd
(approximately 4 miles)
Left on S Torrey Pines Dr
From stop sign at Serene, go straight
Marshalling Yard is directly ahead

