

MJBizCon 2025

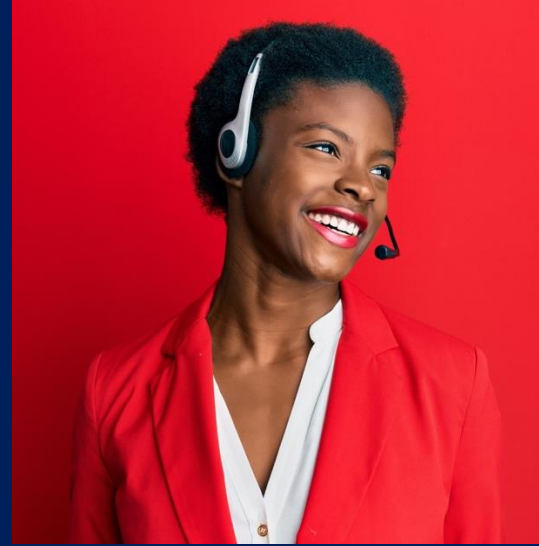
Weed Out Confusion: Cultivate Success with Exhibitor Services

Cassandra Cothron

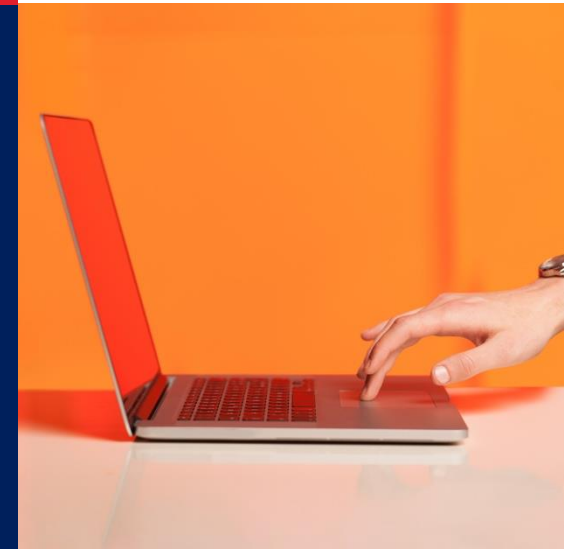
Exhibitor Education Manager, Customer Experience

October 9, 2025

Freeman



MJBizCon[®]





Agenda

- 01 Accessing Your Online Resources
- 02 Show Services Overview
- 03 Shipping and Material Handling
- 04 Show Schedule
- 05 On-Site Tips
- 06 Q&A

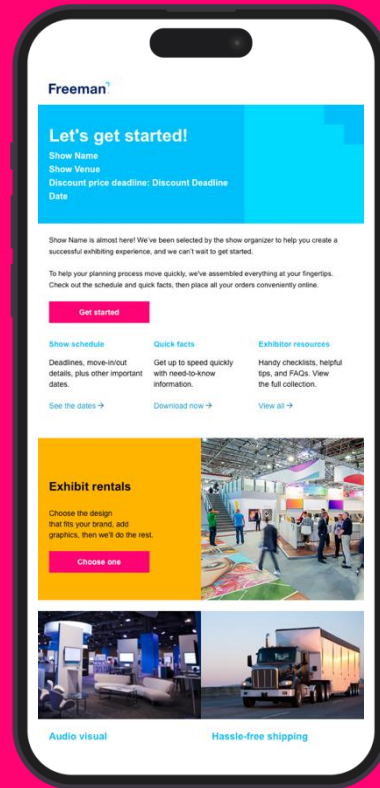
Pre-Show Planning Timeline

Begin 45+ days from the first
move-in date

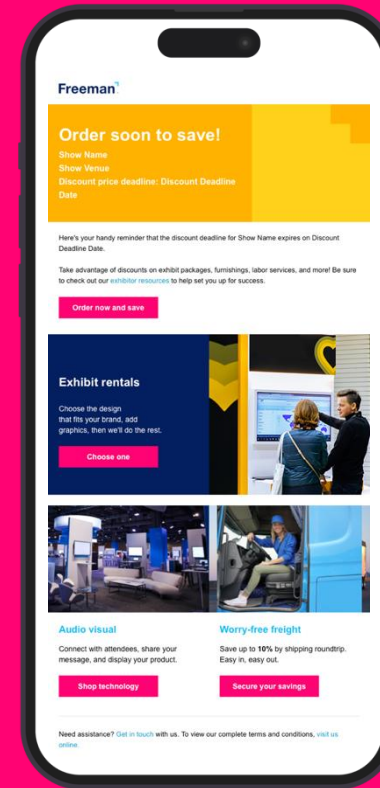


Suggested start no later than
Thursday, October 16

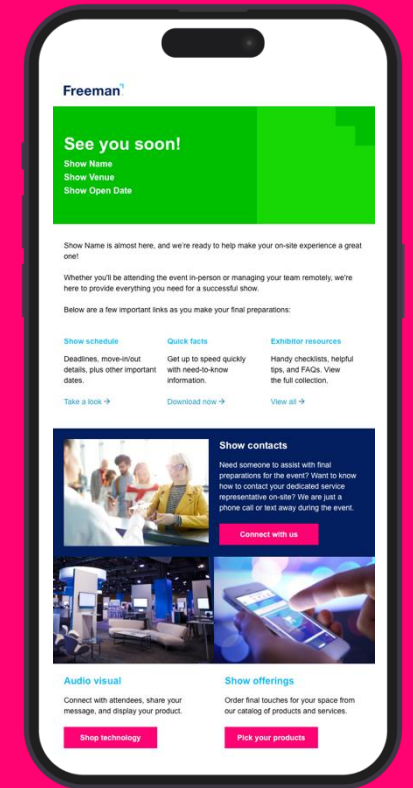
Exhibitor Pre-Show Campaign



Email 1: Let's Get Started
14 weeks before show open



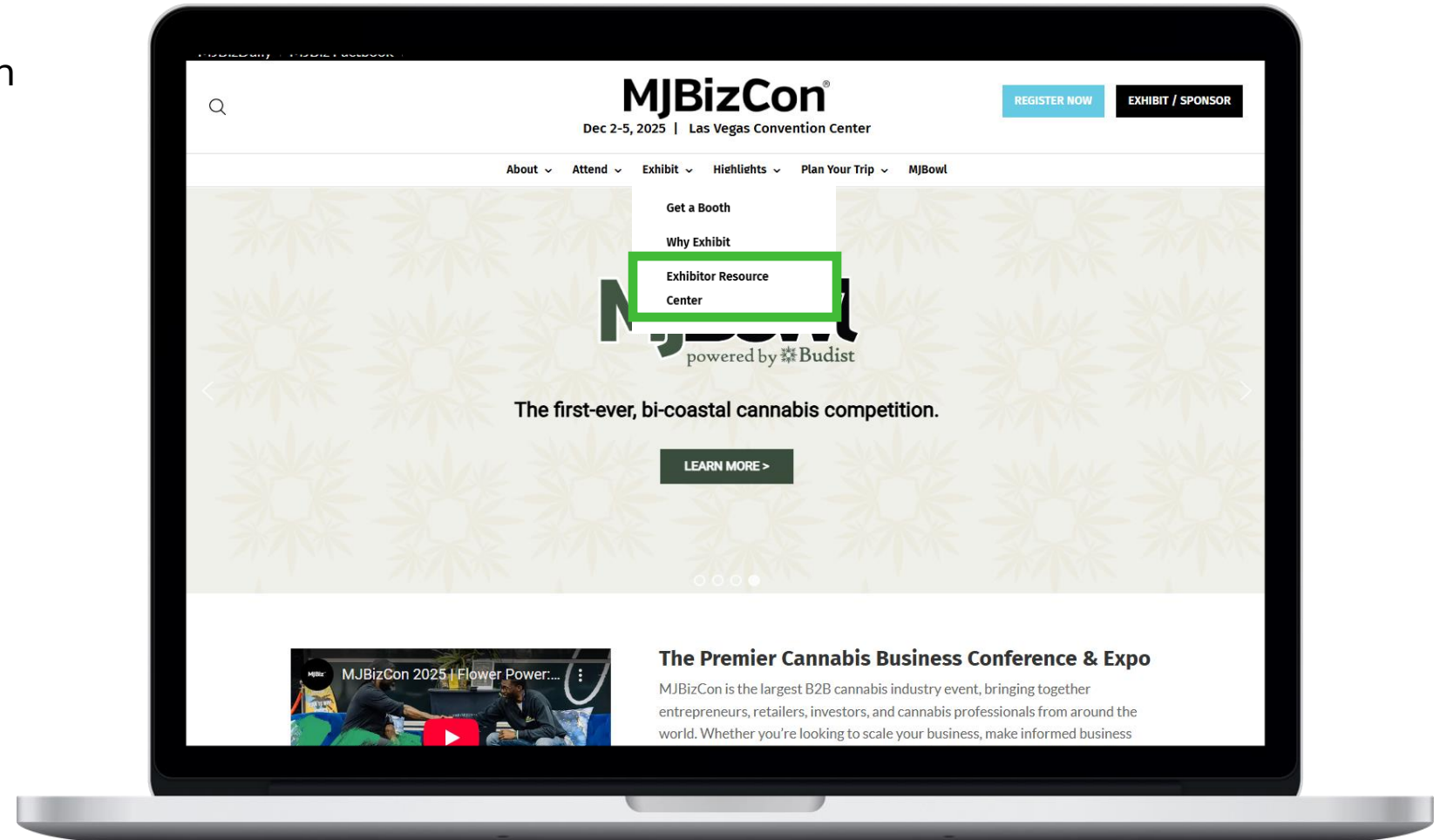
Email 2: Order Soon to Save
One week before discount
deadline



Email 3: See You Soon
One week before show open

Accessing FreemanOnline® from Exhibitor Portal

1. On website, click on **Exhibitor Resource Center** in “Exhibit” drop down menu



Accessing FreemanOnline® from Exhibitor Portal

1. On website, click on **Exhibitor Resource Center** in “Exhibit” drop down menu
2. Click **2025 Exhibitor Services Manual** under “Quick Links”



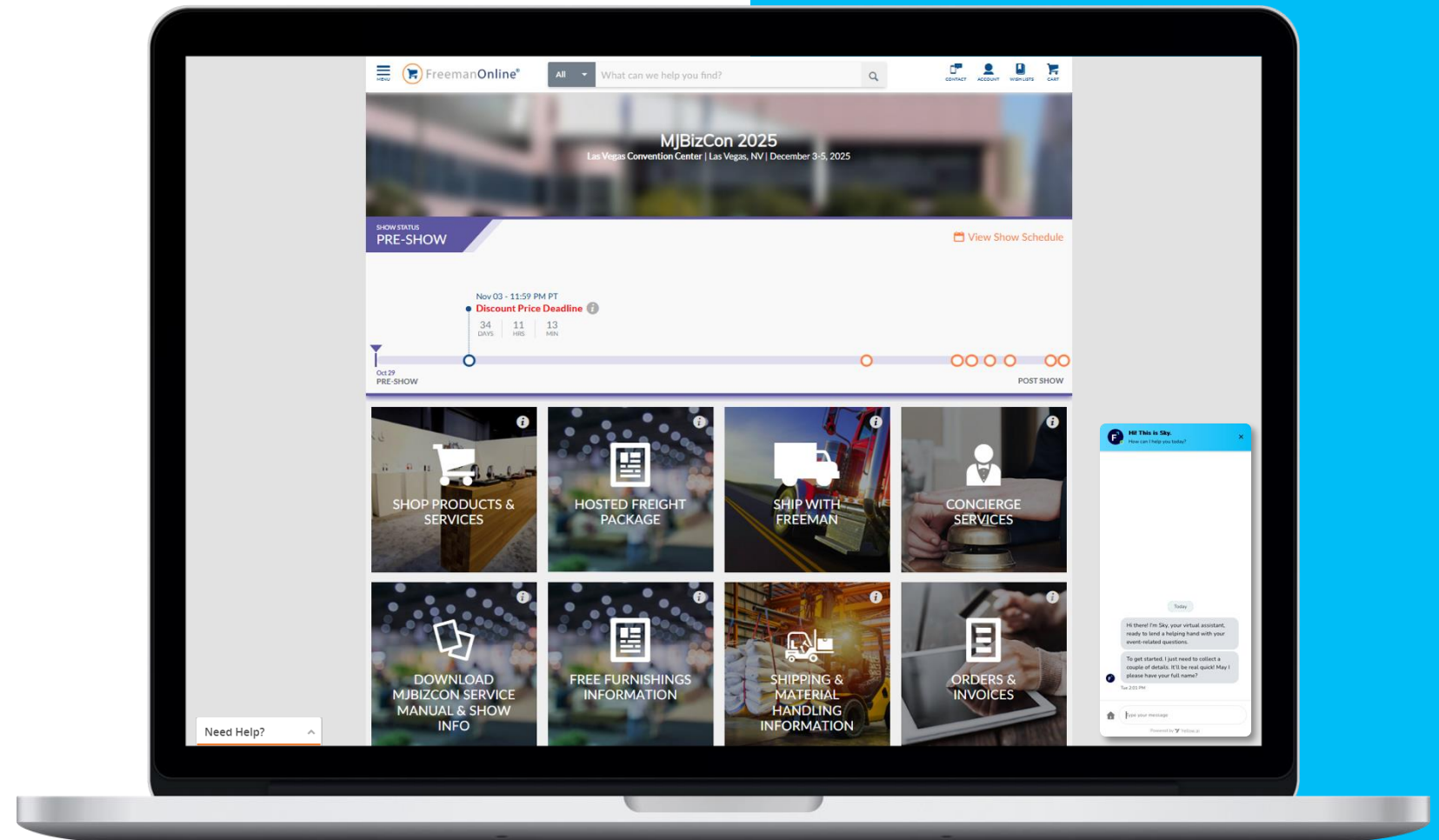
Accessing FreemanOnline® from Exhibitor Portal

1. On website, click on **Exhibitor Resource Center** in “Exhibit” drop down menu
2. Click **2025 Exhibitor Services Manual** under “Quick Links”
3. On page 4, under “Vendors” click **Freeman**



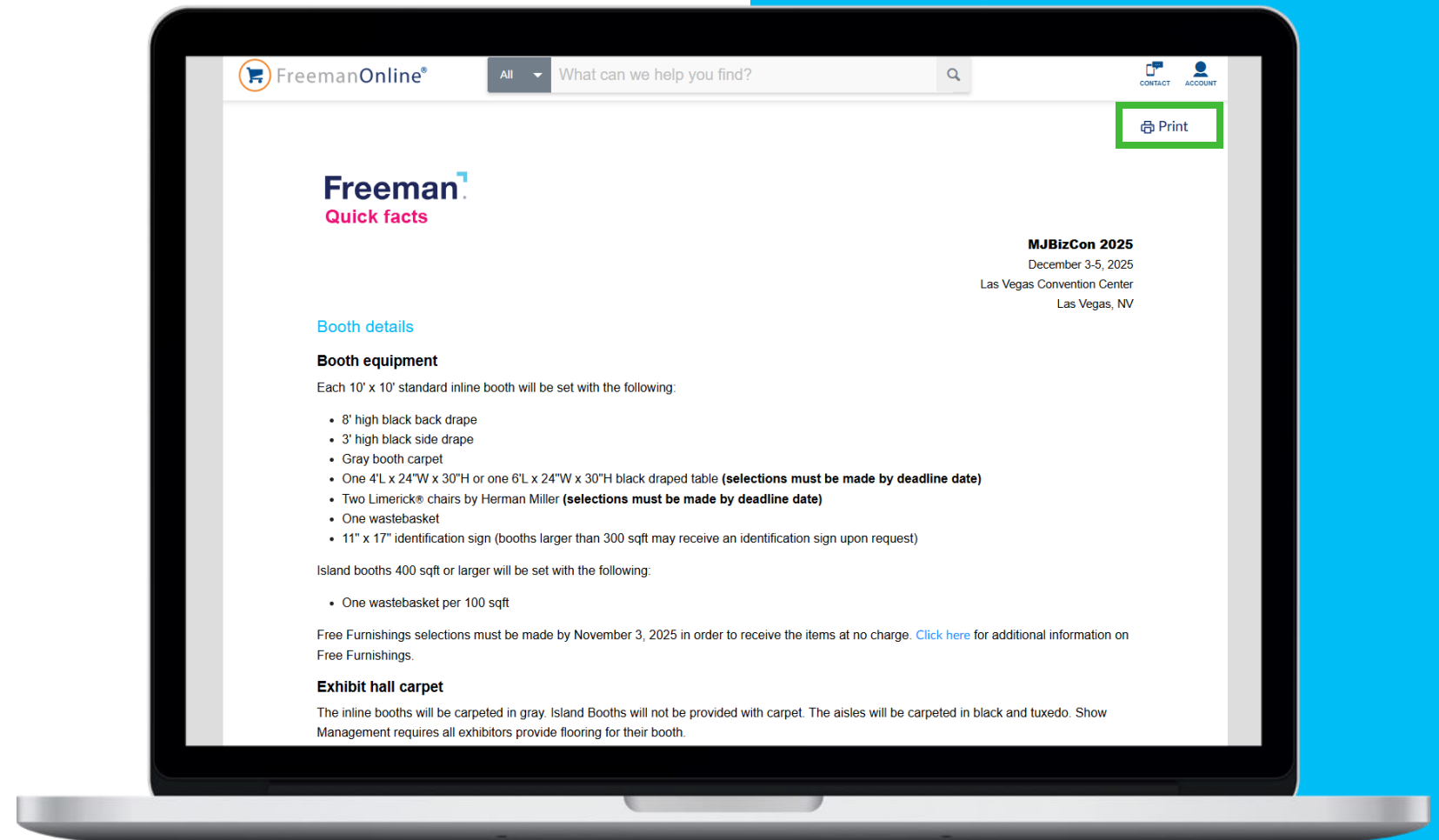
FreemanOnline® Show Home Page

- Show Schedule and Contacts
- What's Included In Your Booth
- Shop Products and Services
- Hosted Freight Package
- Shipping and Material Handling Information
- Free Furnishings Information
- Orders & Invoices
- Exhibitor Education
- Sky Virtual Assistant



Printing and Saving Online Information

- Every informational page on FreemanOnline® has a quick and easy way to print and/or save the contents
- Look for the “print” option at the top right of the page



What's Included In Your Booth

Inline 10' x 10' Booths

- Each inline 10' x 10' booth set with:
 - 8' high black back drape and 3' high black side dividers
 - Gray booth carpet
- Optional free booth furnishings:
 - One 4'L x 24"W x 30" H or 6'L x 24"W x 30"H black draped table
 - Two Limerick® chairs by Herman Miller
 - One wastebasket
- Complete the [Free Furnishings Order Form](#) or make selections online by **November 3** to receive furnishings at no charge; items are charged at standard price after November 3

Additional Notes

- [Hosted Freight Package](#)
- Island booths over 400 sqft receive one wastebasket per 100 sqft
- Booths 300 sq ft or less receive an 11"x17" one-line identification sign. Booths larger than 300 sqft may receive a sign upon request
- Inline booths will be carpeted in gray. Island booths will not be provided with carpet. Show Management requires all booths have flooring.
- Aisles will be carpeted in black and tuxedo

Freeman: MJBizCon 2025 Official Services Contractor

Flooring 	Furnishings 	Signs and Graphics 	Exhibit Solutions 	Cleaning Services 	Shipping Services 
Material Handling 	Forklift and Ground Rigging 	Display Labor 	Electrical and Utilities 	Overhead Rigging 	

Order Freeman Services Early

Take advantage of advance order discount rates



Discount deadline & Free Furnishings Ordering Form due
Monday, November 3



Flooring

Inline booths will be carpeted in gray. Island booths will not be provided with carpet. Show Management requires all booths have flooring.



Furnishings

Lounge furniture options, presentation seating, networking solutions and more

Complete the [Free Furnishings Order Form](#) or make selections online by **November 3** to receive furnishings at no charge. Items are charged at standard price after November 3



Signage and Graphics

With state-of-the-art design and printing capabilities, Freeman can bring your banners, signage, and exhibit graphics to life

Exhibit Rental Solutions

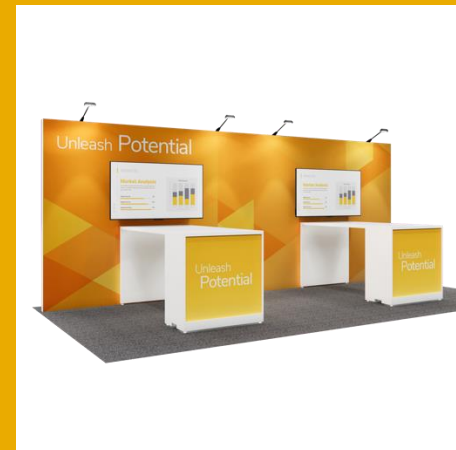
Online Exhibit Bundles



Online Exhibit Packages



Modular Exhibit Collection



Custom Exhibits and Fabrication



Labor Services



Las Vegas Labor Jurisdictions

Full-time employees of exhibiting companies may:

- set-up and/or tear-down their owned booth materials
- perform maintenance on their own equipment after initial set-up
- open boxes, stock shelves, distribute and set product, set-up product and literature
- unload their own vehicles at designated unloading areas as long as it is not a commercially registered vehicle
- use a lightweight hand cart to move small items



Display Labor Services



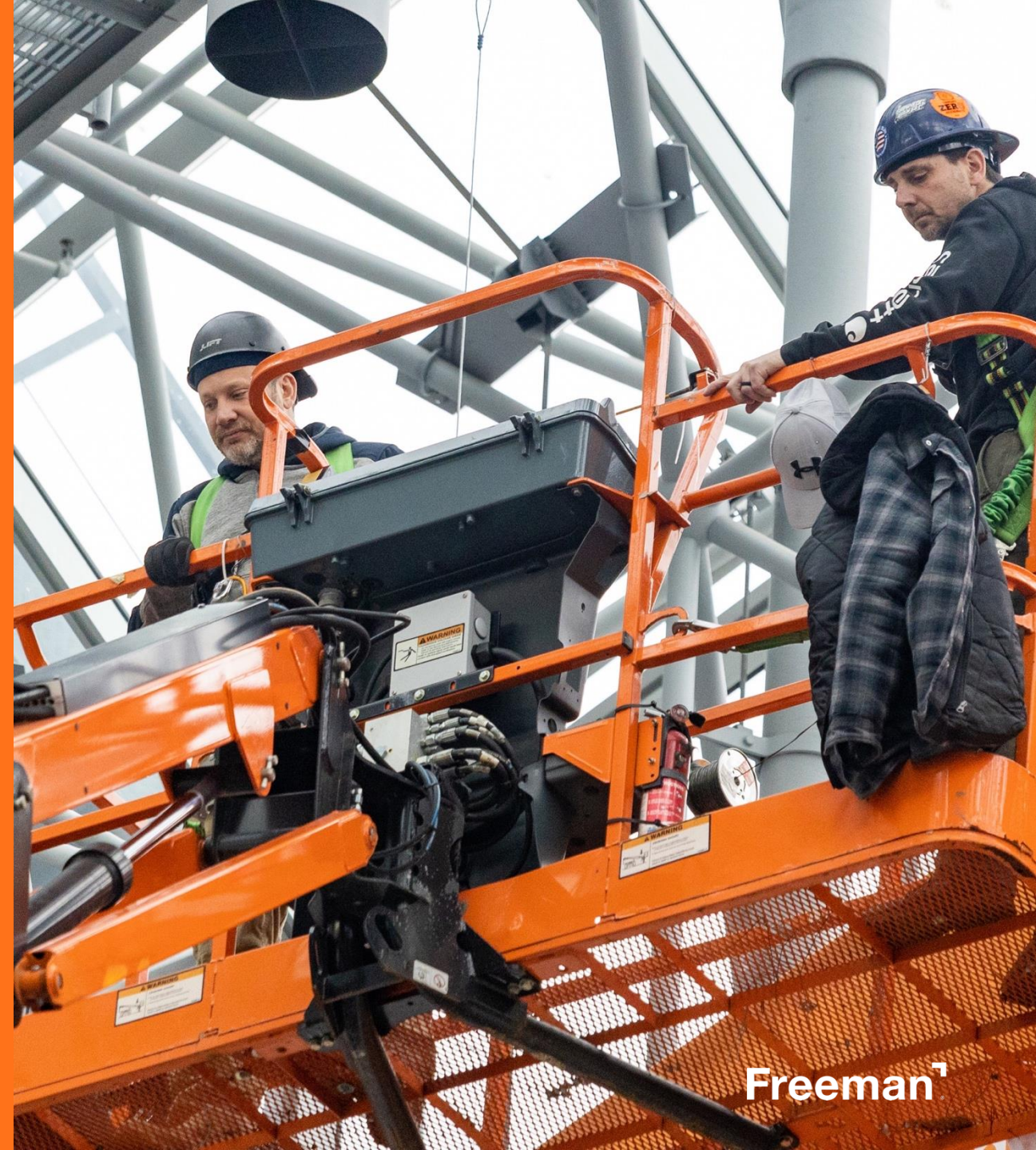
Display Labor Services

Ordering tips

- Display labor rates are per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day
- Check-in at exhibitor service center for labor calls not requested for the start of the working day
- If you need to cancel labor, it must be completed in writing; 24 hr in advance
- Freeman supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared



Hanging Signs and Overhead Rigging



Hanging Signs and Overhead Rigging

Ordering tips

- Check exhibit hall rules and guidelines
- Rate is per person/per hour
- Start time guaranteed only at the start of each working day; One hour min and ½ hour increments thereafter
- Exhibitors must submit a signed Structural Integrity form; include set-up instructions with the order form and with sign crates
- Arrange for shipping to the advance warehouse, use the hanging sign shipping label



Electrical and Utilities



Electrical and Utilities

Ordering tips

- Order in advance for best price; installed prior to your arrival
- Provide complete information, including floorplan, booth orientation, location and load of main power drop, and on-site contacts
- Access helpful resources on FreemanOnline® like usage guides



Cleaning Services

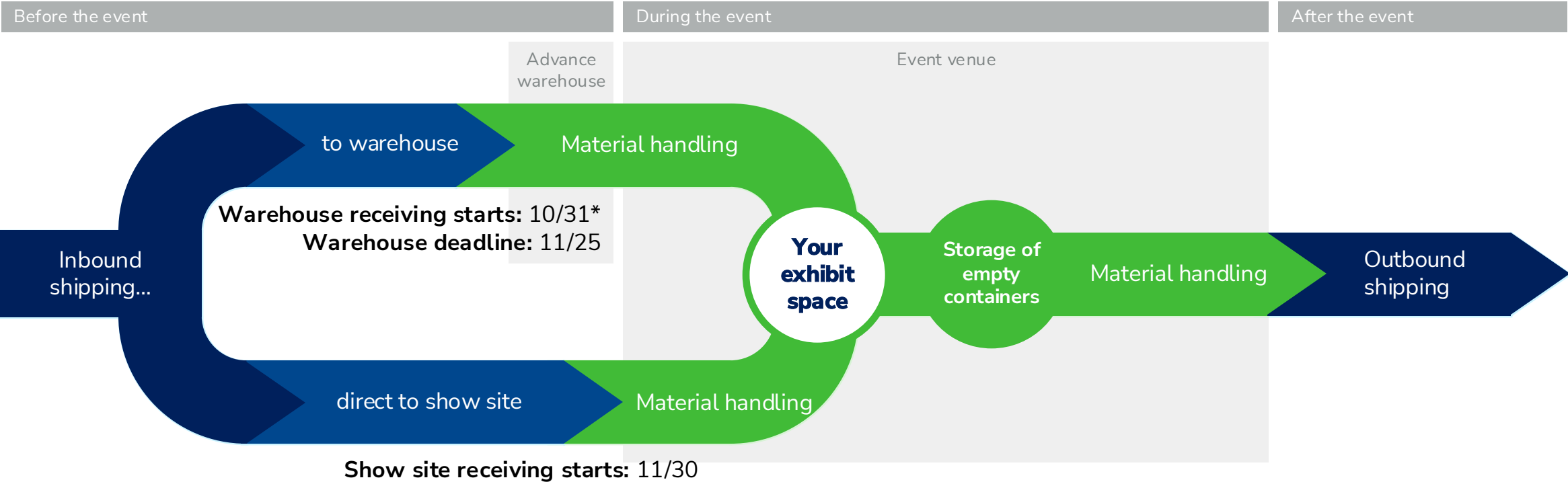
Keep your booth spotless and pristine with cleaning services. Order services as needed.



Material Handling Services



Shipping and Material Handling Overview



Freeman warehouse will be closed on November 27 and November 28 in observance of Thanksgiving

Hosted Freight Package

Eliminates service charges for shipments to advance warehouse or show site*



Only applies if shipments are received at the advance warehouse before the deadline (11/25) or during direct shipment dates listed on [FreemanOnline®](#)

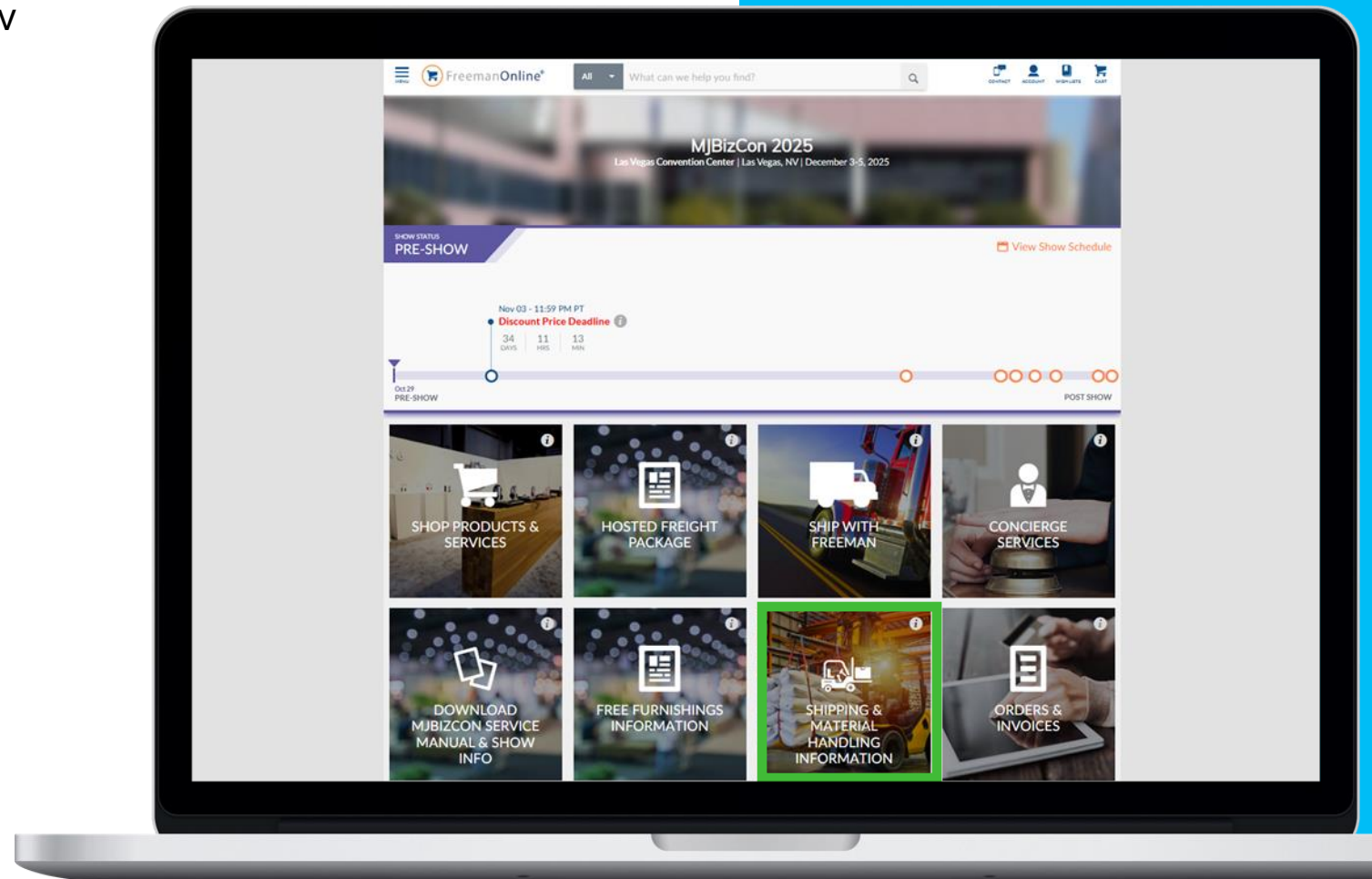


*Any single item over 3,000 lbs subject to additional equipment and labor charges; charges are exhibitor responsibility



Shipping and Material Handling Information

- Shipping and material handling overview
- Material handling rates
- Shipping labels
 - Warehouse and show site labels
 - Hanging sign labels
- Marshalling yard information
- Empty storage details
- Outbound information





The Marshalling Yard

- 6555 W Serene Ave Las Vegas, NV 89139
- Carriers delivering to or picking up from the facility must check in at the marshalling yard
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available
- Certified weight tickets are required when checking into the marshalling yard
- If your driver has valid certified weight tickets, Freeman will accept these tickets. If your driver does not, Freeman has a full-size certified scale available at the yard
- For information to share with your carrier visit [FreemanOnline®](#)

POV Cart Service

- POVs are defined as cars, pick-up trucks, vans, and other trucks designed for passenger use, not cargo or freight
- 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. Freight must not exceed 300 lbs.
- This service is available at a round-trip rate of \$271.00 per trip
- Cart service includes storage of empty cardboard/product boxes at no additional charge
- Parking lot congestion expected; ship to warehouse or show site when possible





Empty Container Storage

During move-in

- Tag cartons, fibers, and crates with “Empty” stickers
- Empty cartons and cases must be removed from booth

During move-out

- Empty containers begin returning at close of show when aisle carpet is removed, can take many hours
- Keep this process in mind when scheduling outbound travel. Freeman-supervised labor available to pack up your booth if needed.

Priority Empty Return Labels

- This service guarantees that empty containers with priority labels are returned within two and a half hours of event close
- One label is needed for each container being stored
- Each label is \$160. Limited quantity available per show.
- Request your label(s) when ordering other services on **FreemanOnline®**

Freeman.

**When
customers
are gone,
you can
be too.**

**Be among the first to pack up
with priority empty returns.**

We'll have your empty containers
back within two and a half hours of
show close **guaranteed.**

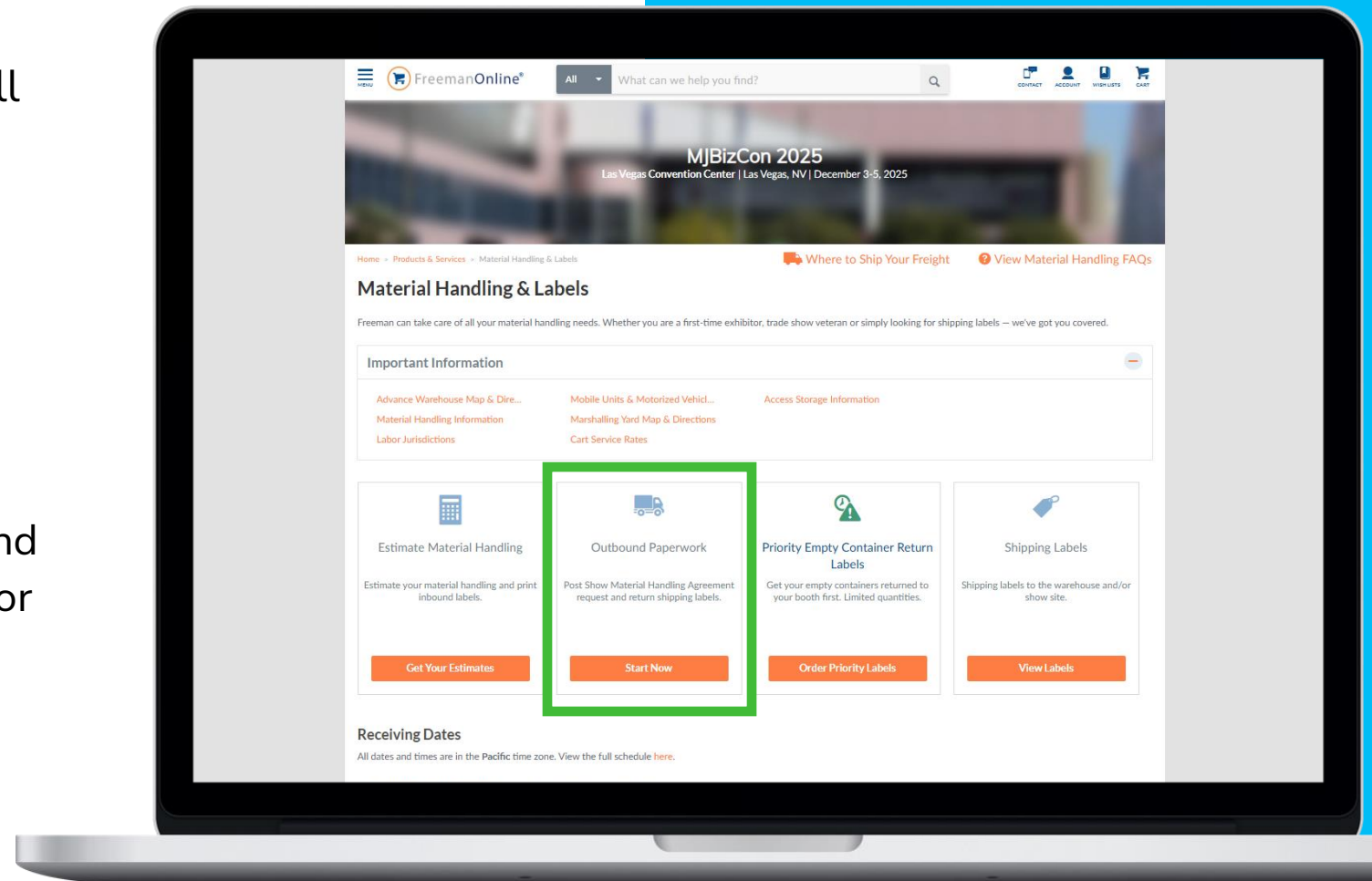
**Visit the Exhibitor Service Center
for more information**

Next time - order ahead online

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Outbound Paperwork Process

- Outbound paperwork is needed for all shipments, regardless of carrier
- Fill out outbound shipping details in advance or on-site
- Requested paperwork will be passed out during show
- Once shipments are packed up, outbound paperwork must be turned in to Exhibitor Services
- Freight should be left labeled in booth



Outbound Paperwork On-Site Tips

- Include carrier name and phone number (not transportation broker), desired level of service, and number of pieces
- Sign, print clearly and include phone number
- Freight will be re-routed by Freeman if carrier fails to arrive by check-in deadline

MATERIAL HANDLING AGREEMENT

INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

SHIPPER'S NUMBER: 512687-15
MHA #: 15

DATE: 07/11/2023 10:13 AM

BOOTH NO.: TFC

DATE/TIME RECEIVED: _____ AM/PM

FROM: FREEMAN CHICAGO
OK
WEFTEC 2023
McCormick Place
2301 S LAKE SHORE DR
Chicago, IL 606161497

TO: MC COOK, ILLINOIS 605253481 USA

DECLARED VALUE: \$ _____ (Optional)

SPECIAL INSTRUCTIONS

RE-ROUTE VIA _____ BY _____
DATE _____ TIME _____ AM/PM

CARRIER: _____ PHONE #: _____

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE

Desired Level of Service: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater.

Ground ☐ Specialized ☐ Next Day Air ☐ 2nd Day Air ☐ 3-5 Day Service ☐ Intl ☐

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS, USED/REPACKED PARAPHERNALIA, EXHIBITION OR SHOW, NOI	WEIGHT (LB) SUBJ. TO CORR.	DATE/TIME CARRIER SIGNED
		Crates (wooden)		
		Cartons (cardboard)		
		Trunks / Cases (fiber) (color) _____		
		Skids / Pallets _____ Shrinkwrapped _____ Loose		
		Carpets (color) _____ Wrapped _____ Loose		
		Carpet Padding Rolls _____ Wrapped _____ Loose		
			TOTAL WEIGHT	

BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

CHECKER NAME: _____ DATE LOADED: _____
TRAILER NO.: _____ START TIME: _____
FINISH TIME: _____

EXHIBITOR: FREEMAN CHICAGO

SIGNATURE: _____ PRINT NAME: _____
EMERGENCY PHONE: _____

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. COLLECT ☐ PREPAID ☐

BILL FREIGHT CHARGES TO: FREEMAN CHICAGO
8201 W 47TH ST
MC COOK, IL 605253481

BY SIGNING THIS, I AGREE TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTIVITIES ON THE PREMISES.

CARRIER: _____ CARRIER: _____
DRIVER SIGNATURE: _____ DRIVER PRINT NAME: _____
DATE: _____ PIECES RECEIVED: _____

Original - File Copy Green - Driver Yellow - Exceptions Pink - Control Gold - Exhibitor FDC0097T (05/10)



Shipping Services

- Shipments originating from countries other than U.S. must be cleared through customs
- Review dates for advance warehouse, show site, target dates and check-in times when confirming with shipper
- Freeman Transportation® specialists available for custom quotes



MJBizCon Specialty Contractors

**Audio Visual
and Computer
Rental:** Shepard
AV

Booth Security:
Special
Operations
Associates Inc

Facility:
LVCC

**Floral and
Plants:**
Expo Ease

**Food and
Beverage:**
Sodexo Live

Insurance:
Marsh Total
Event Insurance

**International
Shipping and
Customs:**
Phoenix Intl
Business
Logistics

**Photography
and Video:** Expo
Ease

**Telephone and
Internet:** Cox
Business

Important Show Site Information



Early move-in begins **November 30**



Must meet one (1) of these requirements:

- Booth is 800 sqft or larger
- Exhibitor with heavy machinery or large shipping containers



Submit early move-in request to operations@mjbiz.com for approval

Important Show Dates and Times

Exhibitor Move-In

Sun, Nov 30	1pm – 6pm	Large exhibitors only with approval
Mon, Dec 1	8am – 1pm	Booths 400 sqft or larger only
Mon, Dec 1	1pm – 6pm	All exhibitors
Tues, Dec 1	8am– 6pm	All exhibitors

Exhibit Hours

Wed, Dec 3	10am – 6pm
Thurs, Dec 4	10am – 6pm
Fri, Dec 5	10am – 3pm

Exhibitor Move-Out

Fri, Dec 5	3pm – 11pm	11am carrier check-in deadline
Sat, Dec 6	8am – 12pm	12pm exhibit clear deadline



On-site Exhibitor Services

Connect with us on-site to receive the highest level of service



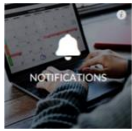
Look for a “contact us” flyer left in your exhibit space

FreemanOnline® Self-Service Features

FreemanOnline® provides self-service functionality as well!



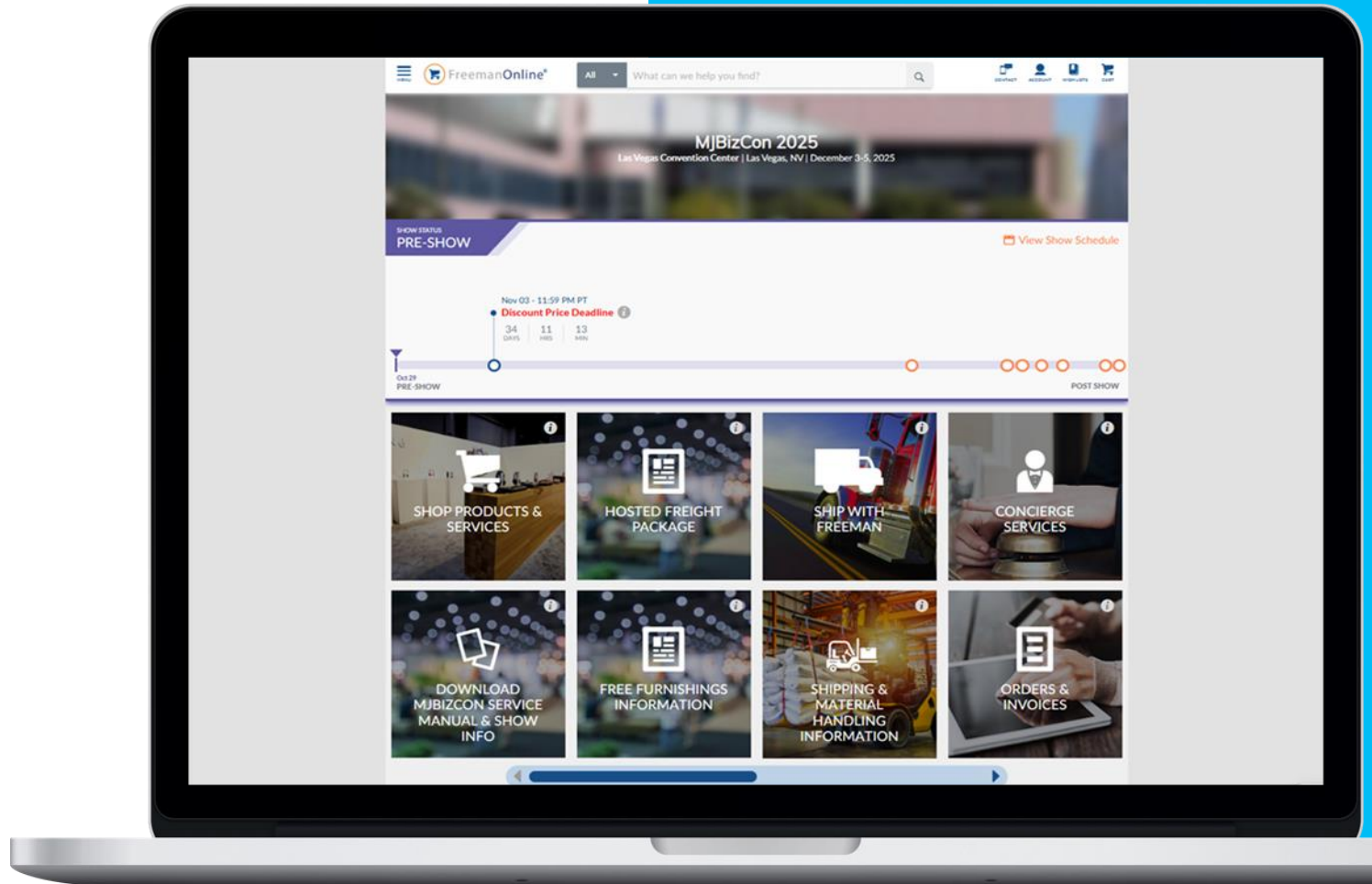
Concierge Services – request service directly from the comfort of your booth



Notifications – set up and view important live event notifications for you and your team



Show Move-Out - submit and finalize outbound paperwork digitally



Cost-Saving and Planning Tips



Review all tools available in the Exhibitor Service Manual and on the MJBizCon Exhibitor Resource Center

Order prior to vendor discount deadline dates for best rates

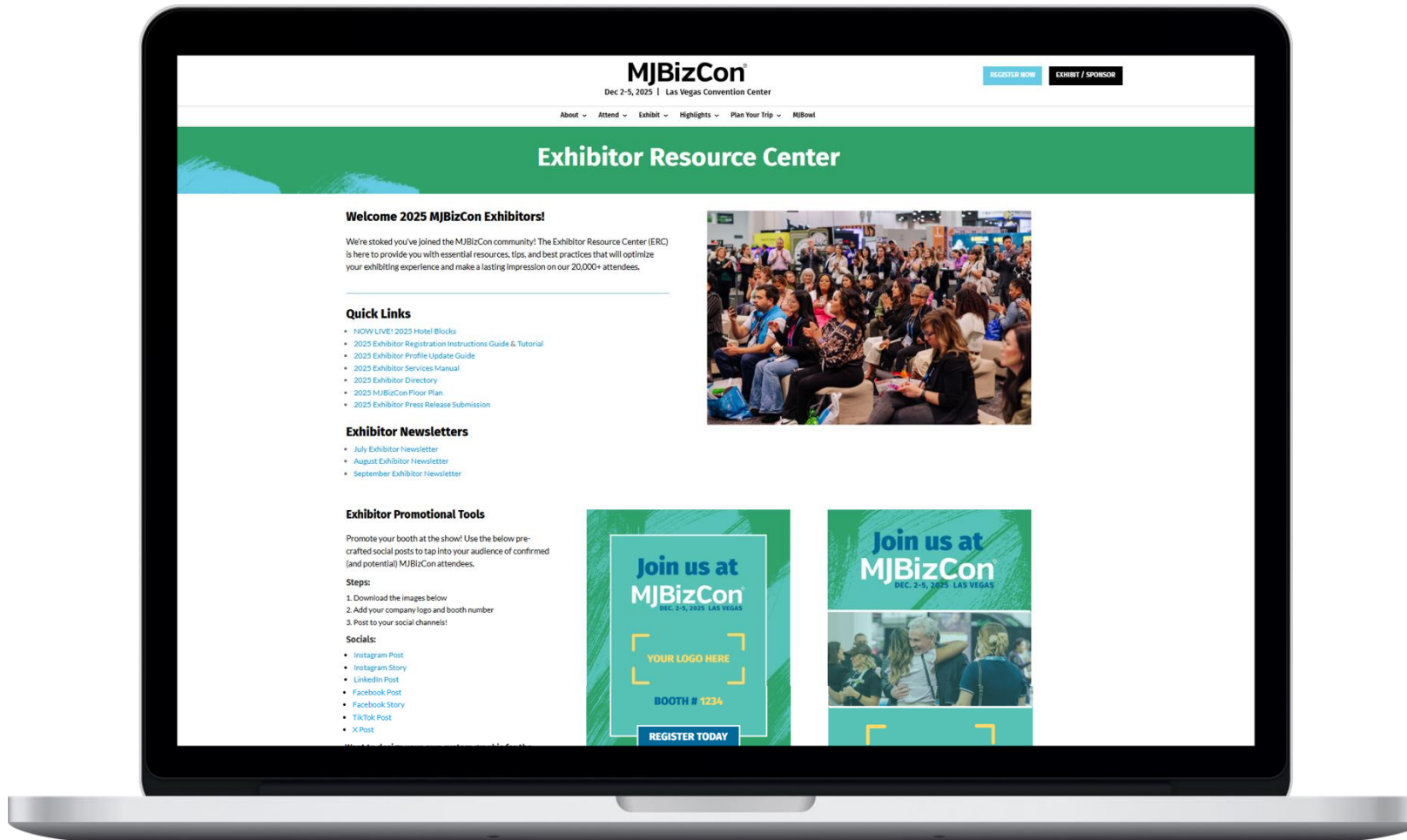
Include set-up instructions with labor order and inside crates

Consolidate shipments and avoid late to warehouse fees

Ensure all teams have all paperwork on-site

Allow extra time in your departure plans for freight return, booth teardown, and settling all invoices with Freeman and specialty vendors

MJBizCon Official Tools: Exhibitor Resource Center



- [Exhibitor Resource Center](#)
- [Exhibitor Service Manual](#)
- [Badge Registration](#)
- [Book Your Hotel](#)
- [Exhibitor Directory](#)
- [Available Sponsorships](#)
- [Custom Promotional Tools](#)
- [Exhibitor Press Releases](#)

Have Additional Questions? Contact Us!



Phone

7am–7pm CT (M–Th)
7am–5pm CT (Fri)

Domestic:

1-888-508-5054

International:

1-817-210-4869



Text

7am–7pm CT (M–Th)
7am–5pm CT (Fri)

Domestic:

1-888-508-5054

International:

1-817-210-4869



Email

Responds within
1-2 business days

Domestic:

[Freeman.com/contactus](https://freeman.com/contactus)

International:

[Internationalsupport
@Freeman.com](mailto:Internationalsupport@Freeman.com)



Chat

7pm–4am CT (Sun)
7am–4am CT (M–Th)
7am–5pm CT (Fri)

Domestic and

International:
[Freeman.com/store](https://freeman.com/store)



WhatsApp

7am–7pm CT (M–Th)
7am–5pm CT (Fri)

Domestic and

International:
1-214-984-3514

Q&A





Thank You!