MJBizCon 2026

Weed Out Confusion: Cultivate Success with Exhibitor Services



MJBizCon®
DEC. 1-4, 2026 LAS VEGAS



Cassandra Cothron
Exhibitor Education Manager, Customer Experience

October 29, 2026

Freeman®

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Agenda

01 Accessing Your Online Resources

02 Show Services Overview

03 Shipping and Material Handling

04 On-Site Experience

05 Q&A

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Pre-Show Planning Timeline

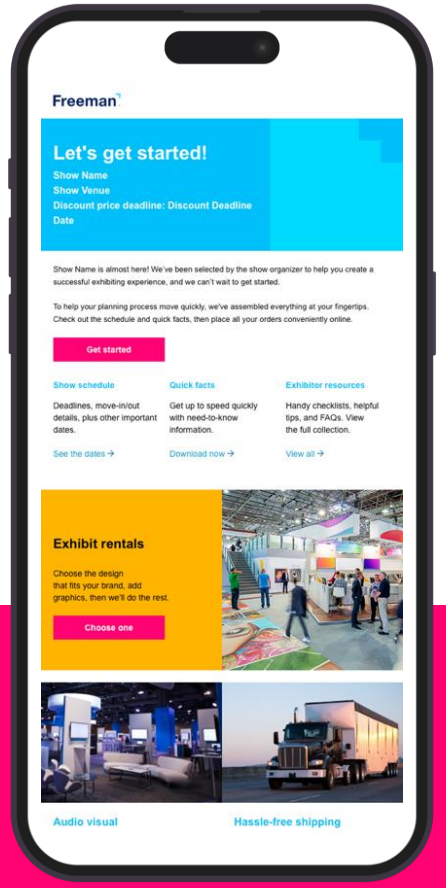
Begin 45+ days from the first move-in date

Suggested start no later than
Wednesday, October 14, 2026

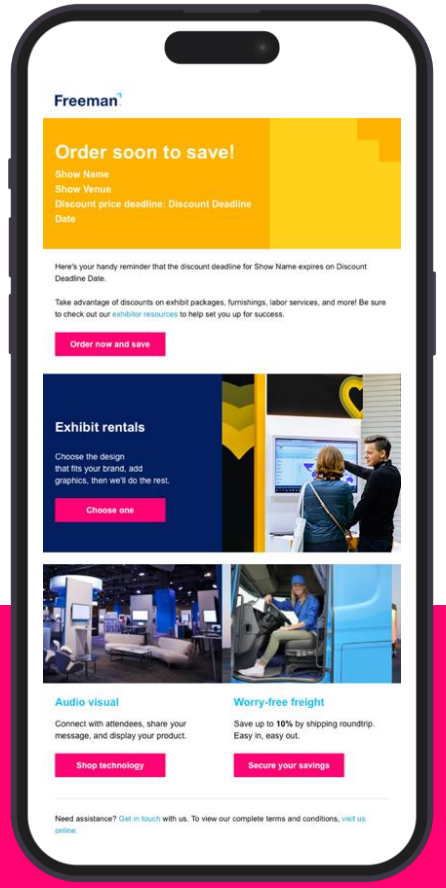


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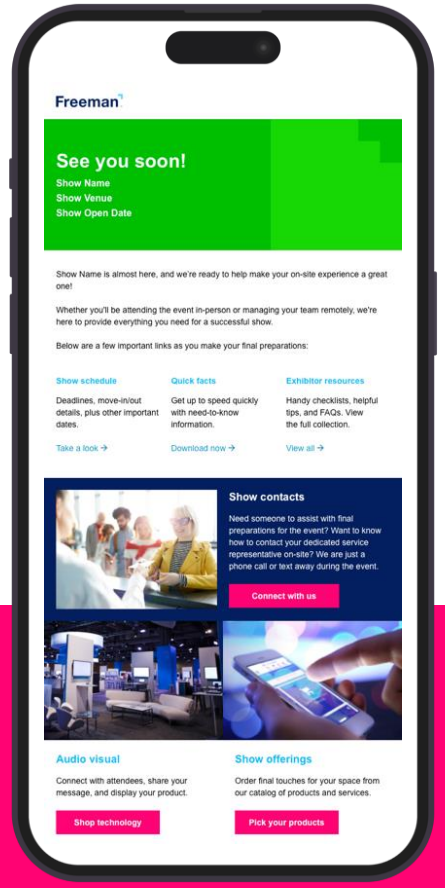
Pre-Show Communications



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



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

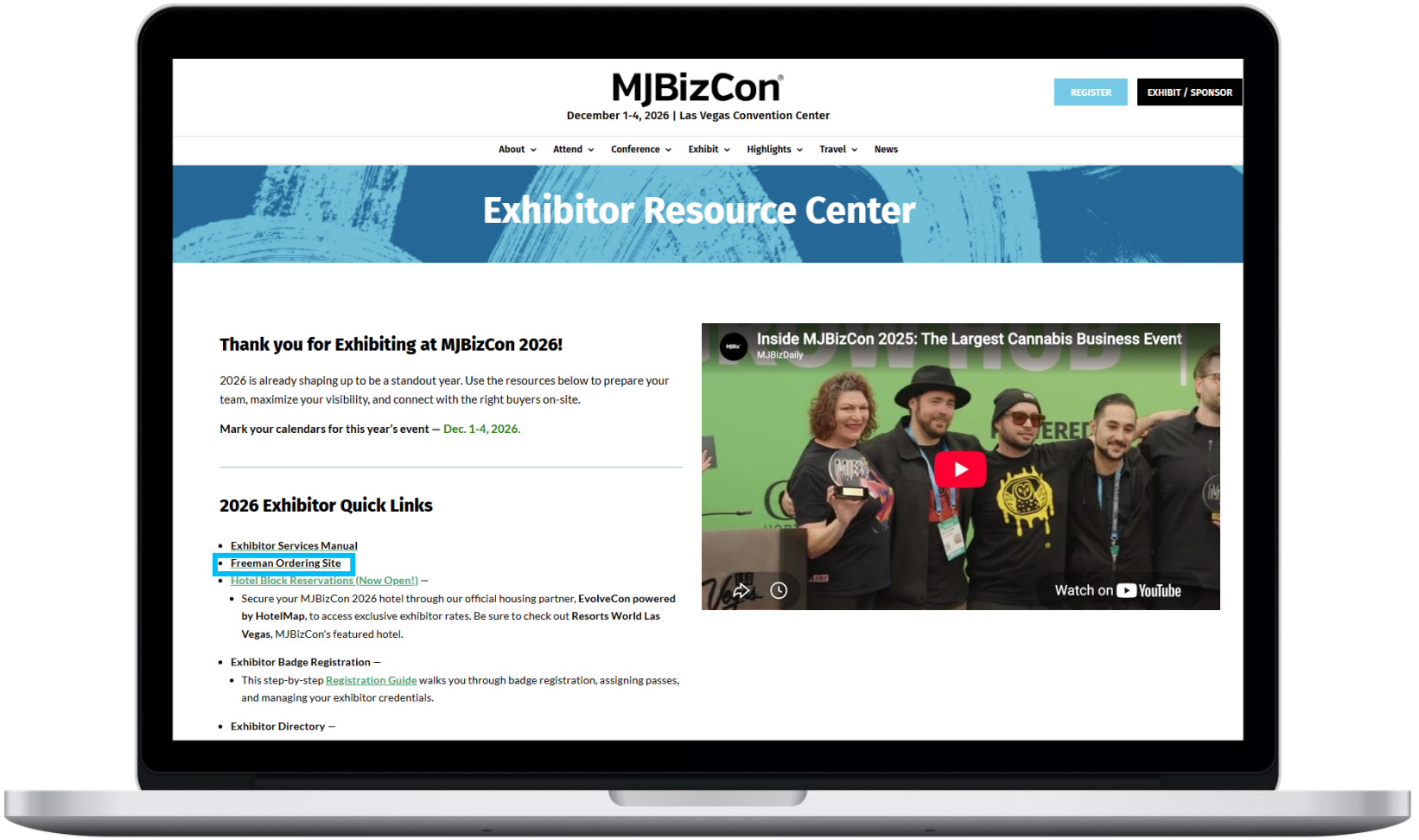


Email 3: See You Soon
One week before show open

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Accessing FreemanOnline® from MJBizCon Exhibitor Portal

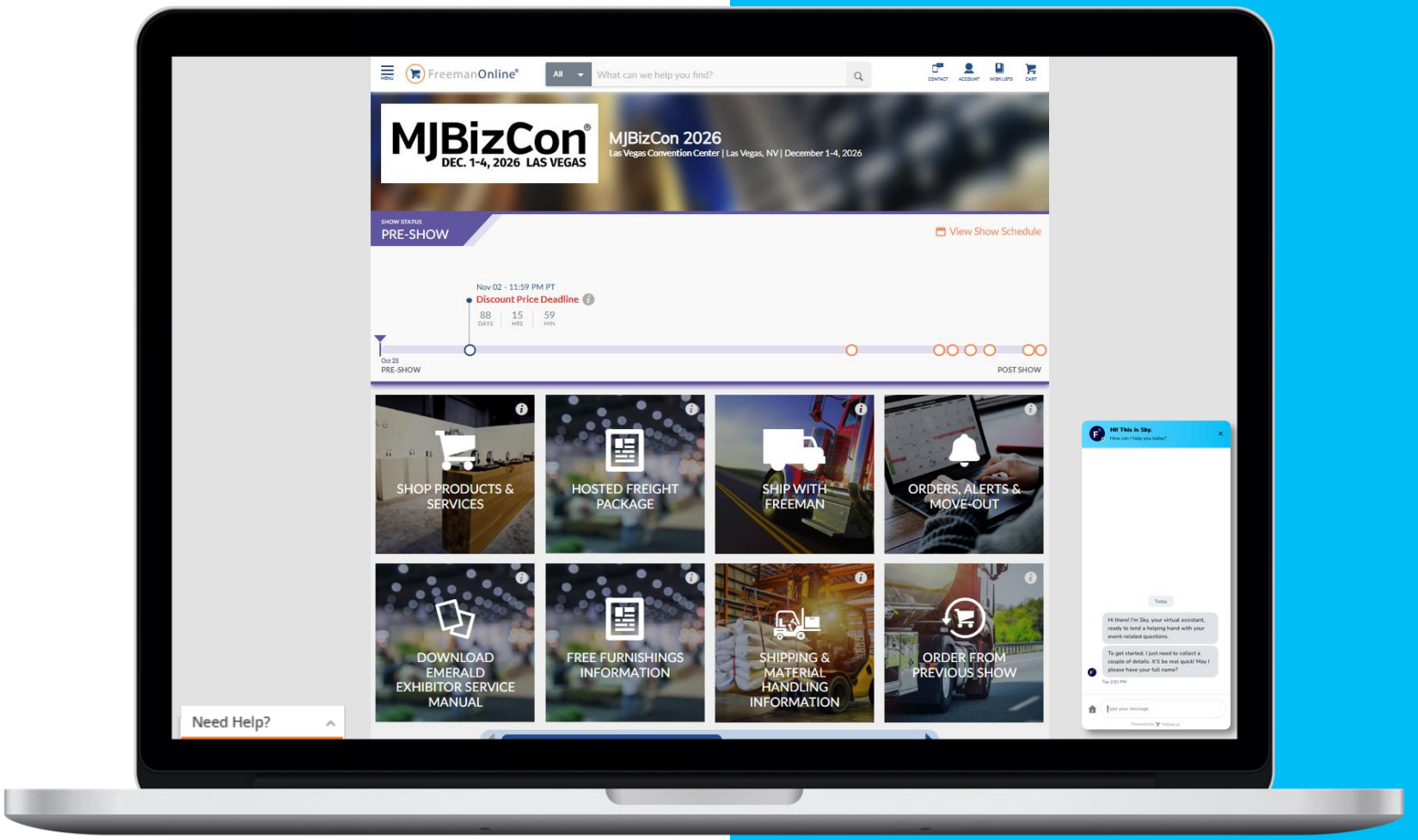
1. From the homepage click **Exhibit** and select **Exhibitor Resource Center** from the dropdown menu
2. On the Exhibitor Resource Center page, click on **Freeman Ordering Site**



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FreemanOnline® Show Home Page

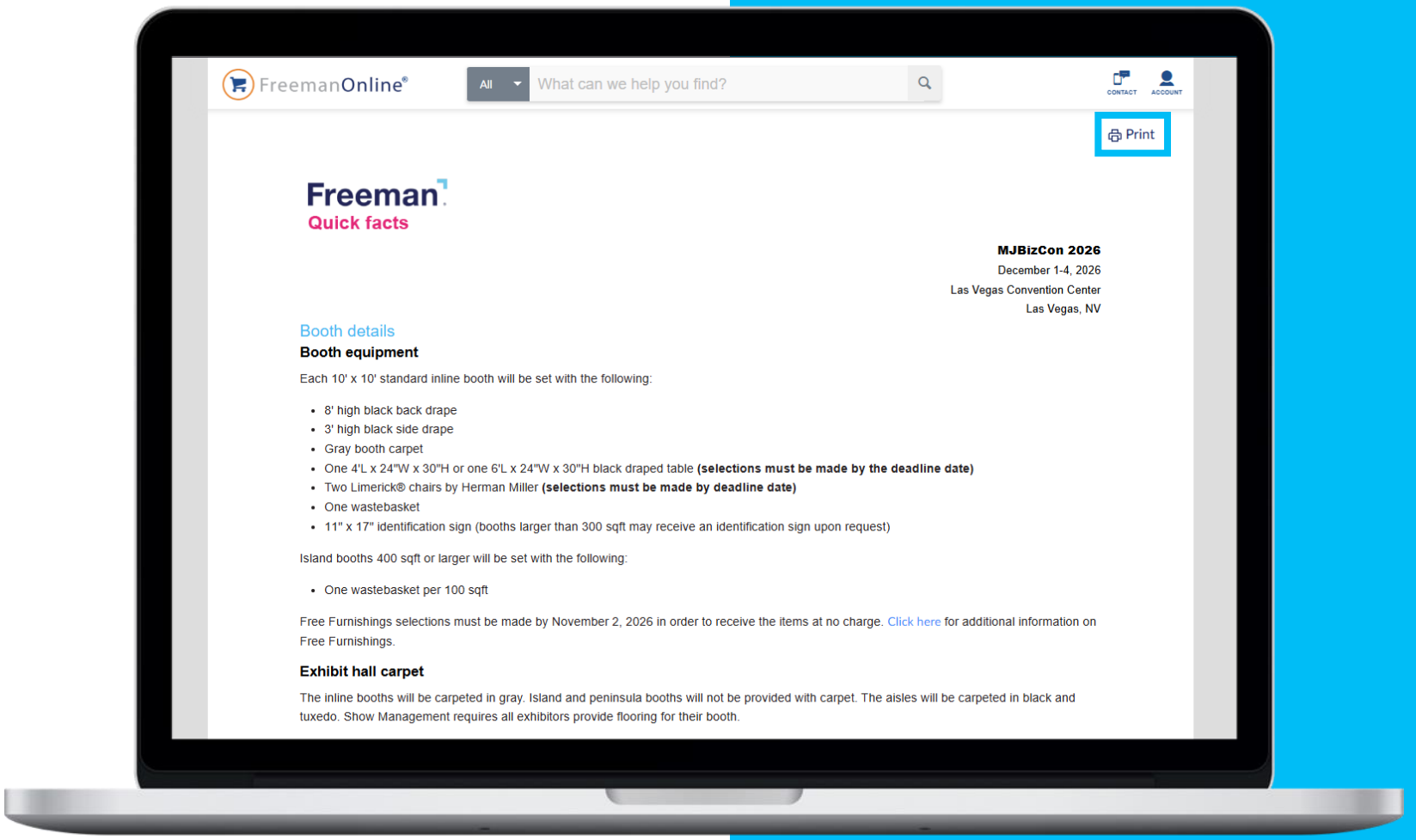
- Show Schedule and Deadlines
- Key Contacts
- Emerald Service Manual
- Shop Products and Services
- Shipping and Material Handling Information
- Exhibitor Education
- Order from Previous Show
- Self-service Features
- First-Time Exhibitor Resources
- Questions? Sky Virtual Assistant
- And much more!



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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



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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 2** to receive furnishings at no charge; items are charged at standard price after November 2

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

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Freeman: Official Services Contractor

Flooring



Furnishings



Display Labor



Overhead Rigging



Shipping Services



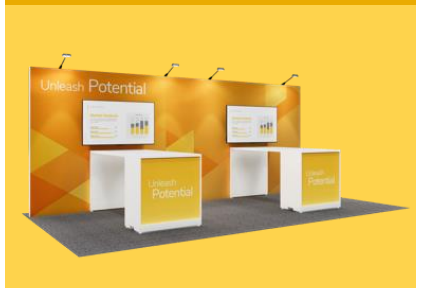
Material Handling



Forklift and Ground Rigging



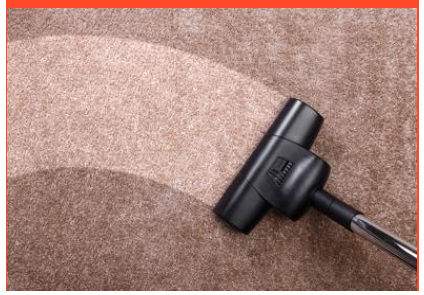
Exhibit Solutions



Electrical and Utilities



Cleaning Services



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Order Freeman Services Early

Take advantage of advance order discount rates

Discount deadline date and free furnishings form due
November 2, 2026



Flooring

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level. Choose from carpet, vinyl, and turf options.

All carpet, padding, and plastic covering contain recycled content and are recyclable.



Furnishings

Lounge furniture options, presentation seating, networking solutions and more

Make selections for your free furnishings online by **November 2** to receive furnishings at no charge. Items are charged at standard price after November 2



New! Furniture Bundles

Simplify your setup with curated furniture bundles to select and go. Each piece is thoughtfully paired for a cohesive look and comfortable setup that's ready to use.

Review our curated packages based on your booth size which include collections of commonly ordered furniture including:

- Barstools
- Café tables
- Draped and undraped tables
- Lounge chairs and couches



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Exhibit Rental and Graphic Solutions

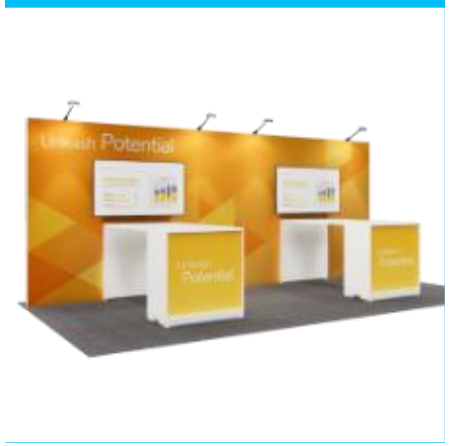
Online Exhibit Bundles



Online Exhibit Packages



Modular Exhibit Collection



Custom Exhibits and Fabrication



Signage and Graphics



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Labor Services



Las Vegas Labor Jurisdictions

Full-time employees of exhibiting companies may:

- set-up and/or tear-down their owned booth materials
- hand-carry their own materials into the exhibit facility through designated hand carry areas or the main entrance; any mechanical assistance is limited to a small lightweight luggage cart
- plug equipment into a single 20-amp for entire booth
  - any orders over 20-amp will require labor for lights, monitors, video walls, etc.
- hang up to four small clip-on lights per booth
- install and dismantle a non-electric sign attached to a booth

Full-time employees of exhibiting companies are prohibited from:

- using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment
- installing or assembling electrical hanging signs and truss.



Display Labor Services



Display Labor Services

- 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 labor will be completed prior to show opening and before the hall must be cleared



Hanging Signs and Overhead Rigging



Hanging Signs and Overhead Rigging

- Check exhibit hall rules and guidelines
- Rate is per crew/per hour
- Start time guaranteed only at the start of each working day; One hour min and half 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

- 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 by ordering services as needed.



Material Handling Services



Shipping and Material Handling Overview



The Freeman warehouse will be closed Thursday, November 26, 2026 and Friday, November 27, 2026 in observance of Thanksgiving

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Hosted Freight Package

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

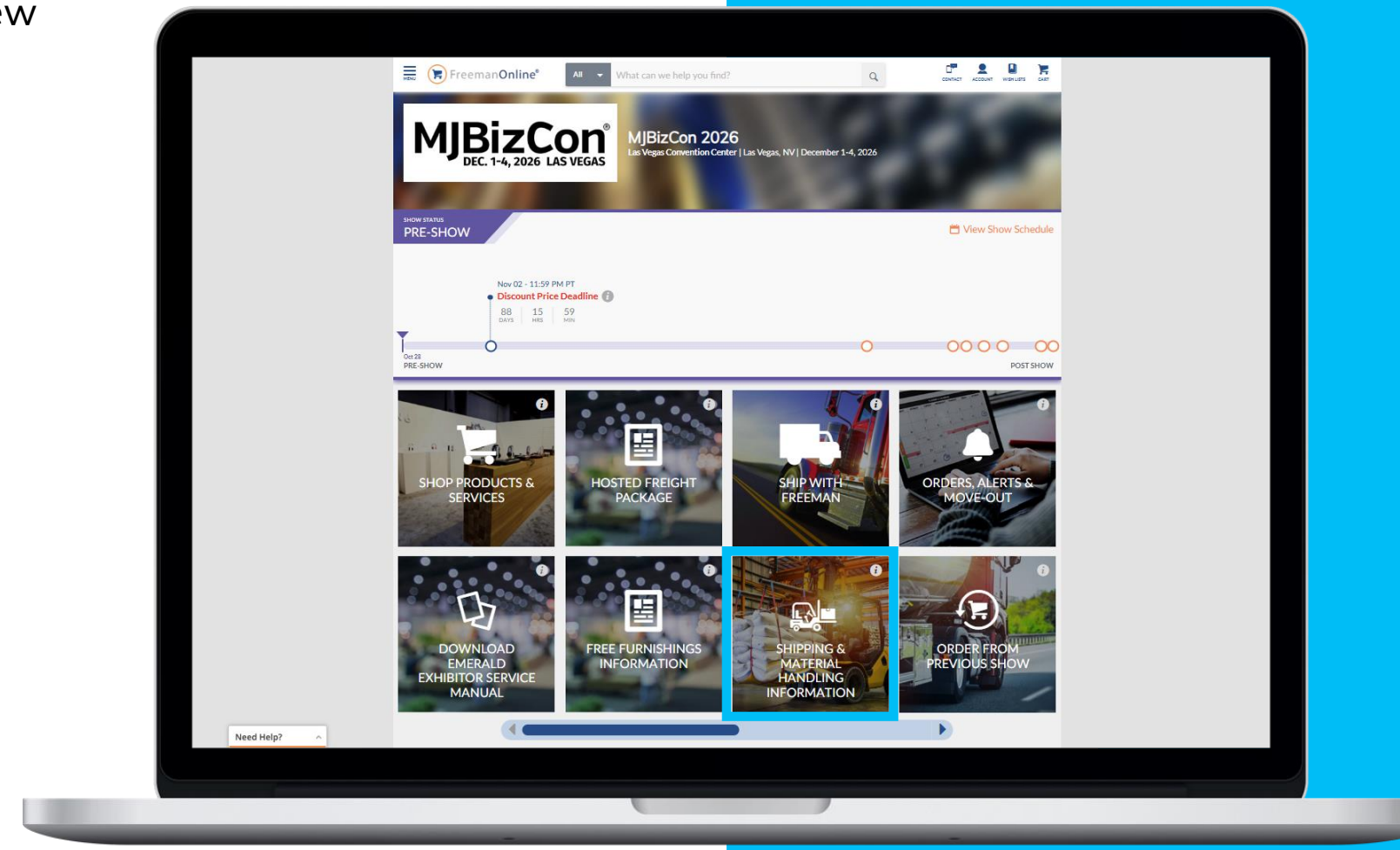
- Only applies if shipments are received at the advance warehouse before the deadline (11/24) or during direct shipment dates listed on FreemanOnline®
- *Any single item over 3,000 lbs subject to additional equipment and labor charges; charges are exhibitor responsibility



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Shipping and Material Handling Information

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



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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
- Freeman requires certified weight tickets when checking into the marshalling yard
- If your driver does not have certified weight tickets, Freeman has a full-size certified scale available at the yard.

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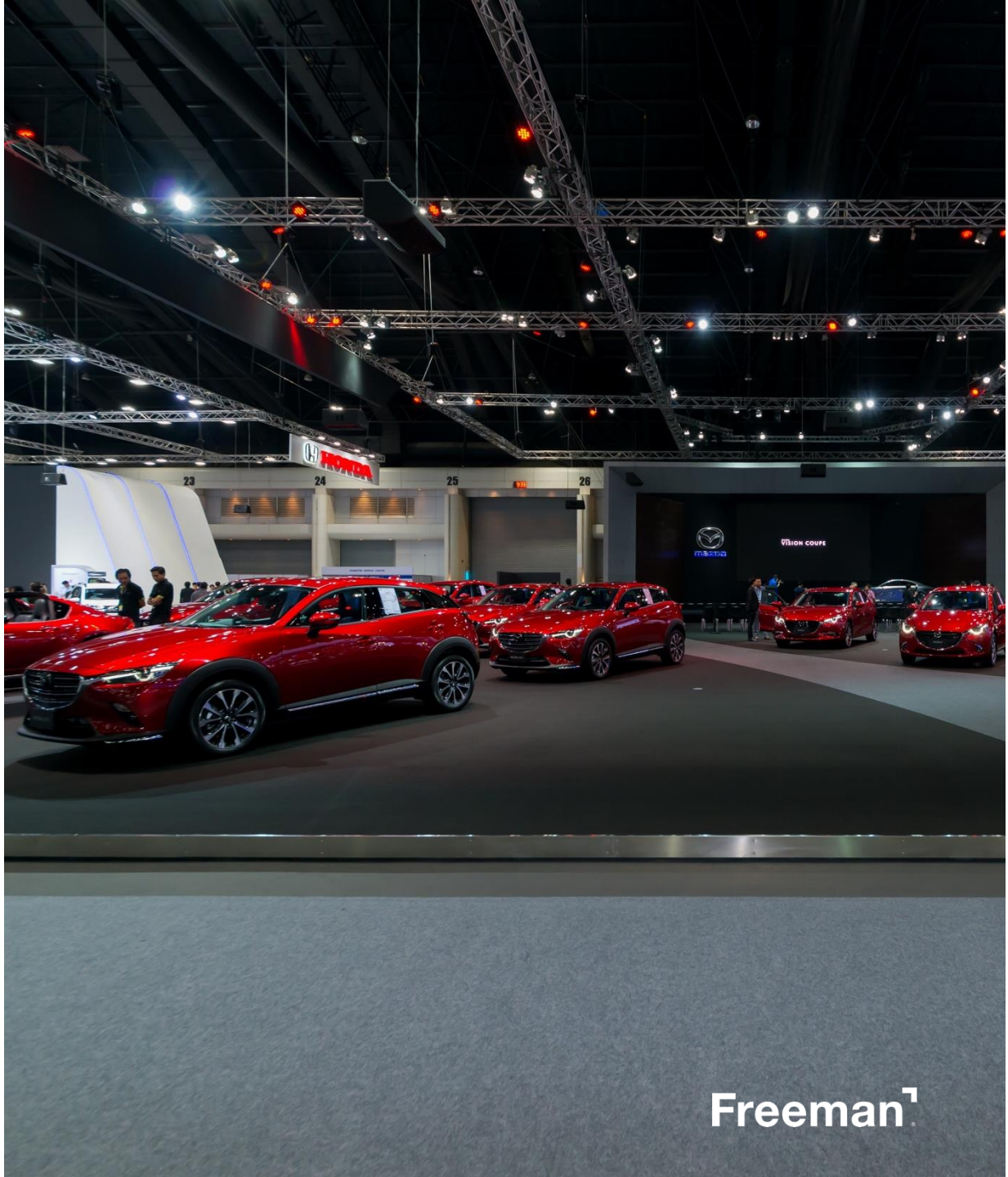
POV Cart Service

- Privately owned vehicles or 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.
- Cart service includes storage of empty cardboard/ product boxes at no additional charge
- To receive this service, proceed directly to the facility and check in at the designated Cart Service Check-in area. There will be signage to direct you.
- View rates and qualifying vehicles on FreemanOnline®



Mobile Unit & Vehicle Spotting

- Includes automobiles, tractors, cranes, or a piece of equipment that can be towed to the booth on wheels
- Exhibitors or agents with mobile units or vehicles to be displayed in the booth, will require a Freeman escort to their respective booth
- This service is available at a round-trip rate of $365.00 per trip
- Restrictions on the level of fuel permitted in vehicles varies; review facility regulations
- Be sure to fill out the Mobile Unit & Vehicle Spotting form on FreemanOnline®





Empty Container Storage

During move-in

- Label empty cartons, fibers, and crates with “Empty” stickers
- Empty Stickers available at Freeman Service Desk
- Empty containers must be removed from booth

During move-out

- Empty containers are returned at close of show when aisle carpet is rolled; this can take several hours
- Keep this process in mind when scheduling outbound travel. Freeman-supervised labor available to pack up your booth if needed.

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Priority Empty Return Labels

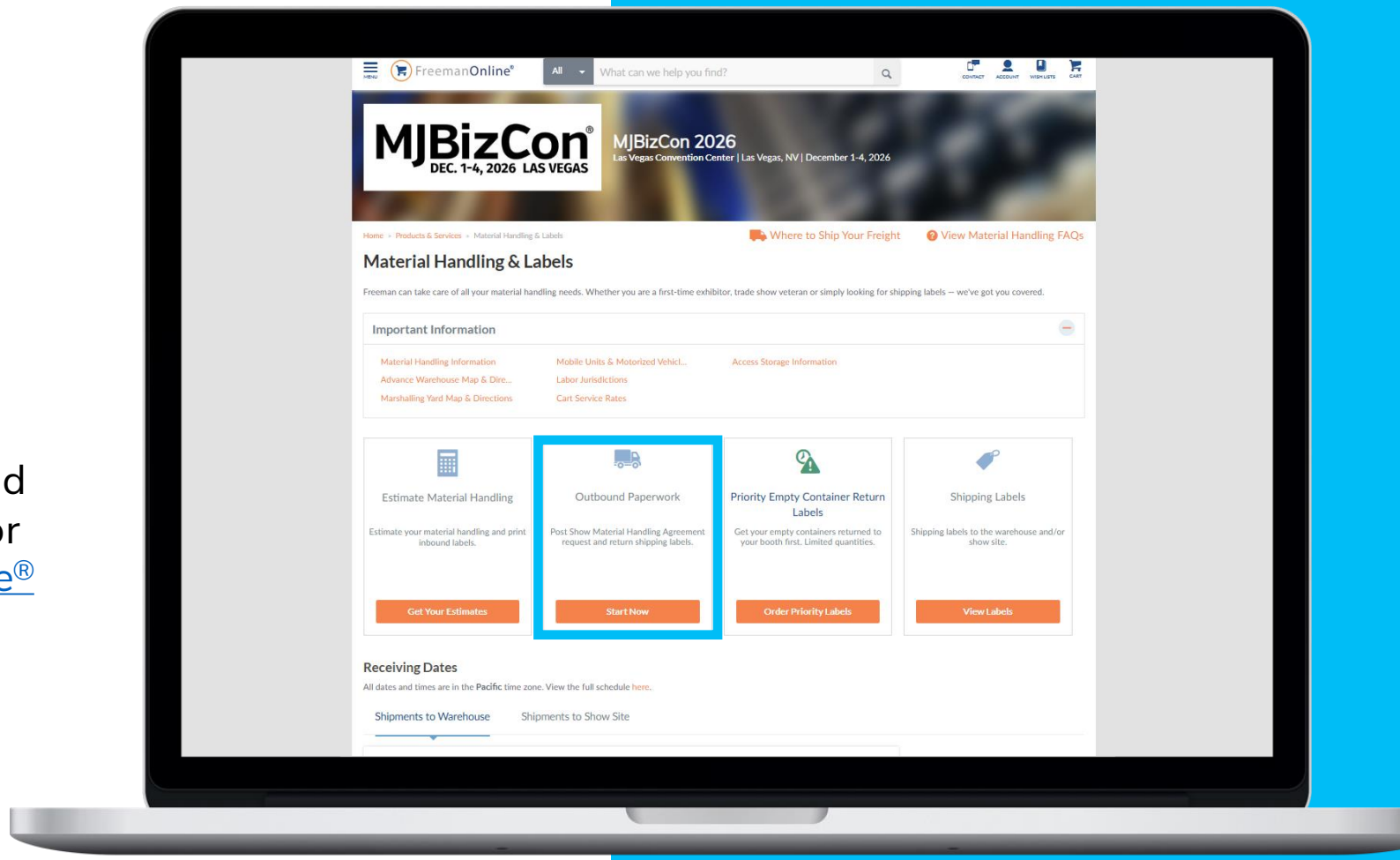
- This service guarantees that empty containers with priority labels are returned within two and a half hours of event close
- One label is needed for each container being stored
- Limited quantity available per show
- Request your label(s) when ordering other services on **FreemanOnline®**



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Outbound Paperwork Process

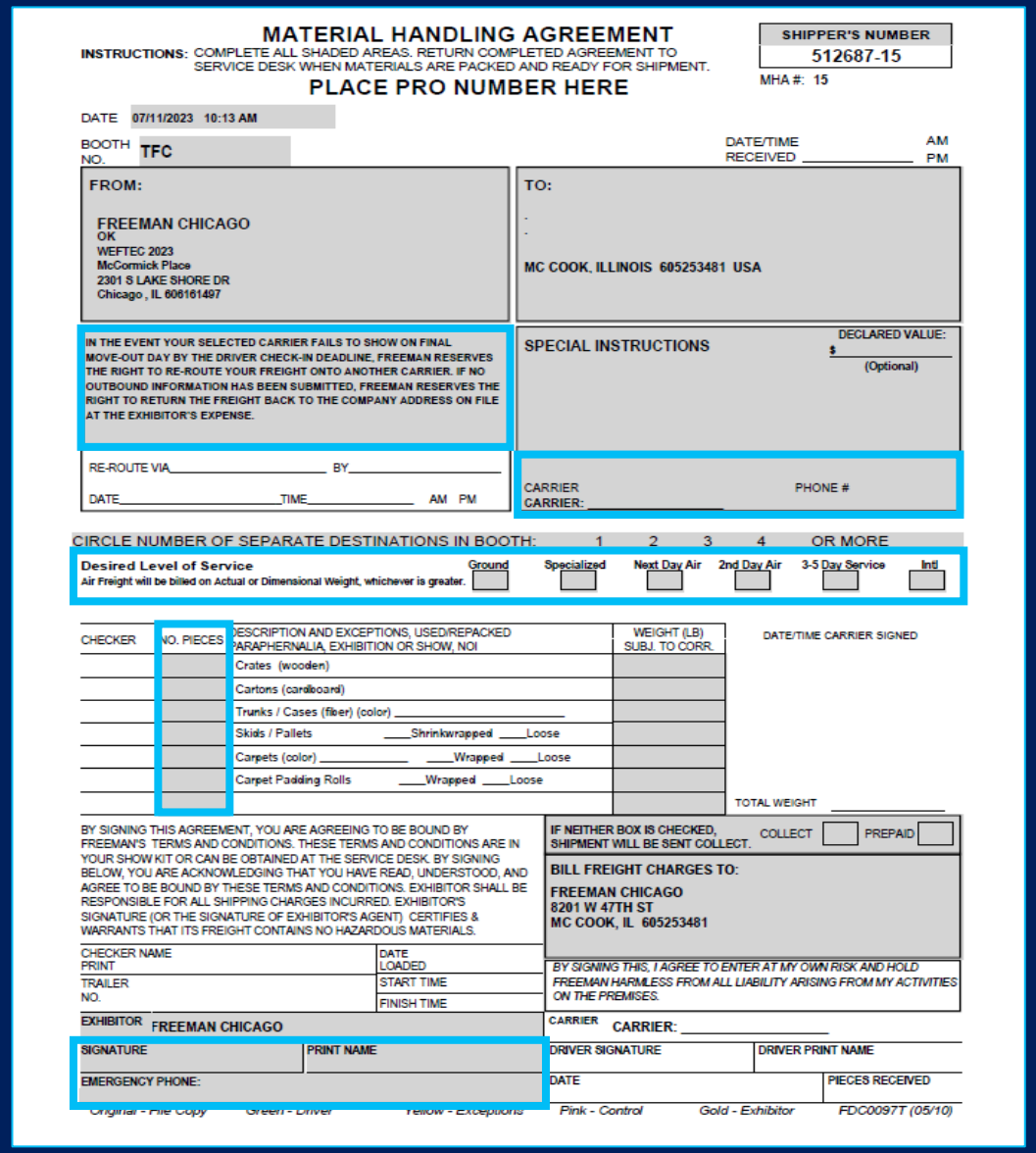
- Outbound paperwork is needed for all shipments, regardless of carrier
- Fill out outbound shipping details in advance or on-site
- Requested paperwork will be passed out during show
- Once shipments are packed up, outbound paperwork must be turned in to Exhibitor Services or submitted on FreemanOnline®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



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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
- If carrier fails to arrive by check-in deadline, freight will be re-routed by Freeman



MATERIAL HANDLING AGREEMENT

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

PLACE PRO NUMBER HERE

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

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY BY THE DRIVER CHECK-IN DEADLINE, FREEMAN RESERVES THE RIGHT TO RE-ROUTE YOUR FREIGHT ONTO ANOTHER CARRIER. IF NO OUTBOUND INFORMATION HAS BEEN SUBMITTED, FREEMAN RESERVES THE RIGHT TO RETURN THE FREIGHT BACK TO THE COMPANY ADDRESS ON FILE AT THE EXHIBITOR'S EXPENSE.

SPECIAL INSTRUCTIONS

DECLARED VALUE: $ _____ (Optional)

RE-ROUTE VIA_____ BY_____

DATE_____TIME_____ AM PM

CARRIER 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.
		Crates (wooden)	
		Cartons (cardboard)	
		Trunks / Cases (fiber) (color) _____	
		Skids / Pallets ___Shrinkwrapped ___Loose	
		Carpets (color) _____ ___Wrapped ___Loose	
		Carpet Padding Rolls ___Wrapped ___Loose	

DATE/TIME CARRIER SIGNED

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.

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

CHECKER NAME PRINT | DATE LOADED

TRAILER NO. | START TIME | FINISH TIME

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.

EXHIBITOR FREEMAN CHICAGO

CARRIER CARRIER: _____

SIGNATURE | PRINT NAME

DRIVER SIGNATURE | DRIVER PRINT NAME

EMERGENCY PHONE:

DATE | PIECES RECEIVED

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

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Shipping Services

- Shipments originating from countries other than U.S. must be cleared through customs
- Review dates for advance warehouse receiving, show site receiving and driver check-in times when confirming with shipper
- Choose a tradeshow-experienced carrier to ensure reliable delivery, proper freight handling, on-time arrival
- Freeman Transportation® specialists available for custom quotes

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Specialty Contractors

- Audio Visual: Shepard AV
- Booth Security: Special Operations Associates INC
- Floral and Plants: Expo Ease
- Food and Beverage: Sodexo Live
- Insurance: Marsh Total Event Insurance
- International Shipping and Customs: Phoenix International Business Logistics
- Photography: Expo Ease
- Telephone and Internet: Cox Business

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Important Show Site Information

- Early move-in begins **November 29**

  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

- Move-in begins for exhibitors 400sqft or larger only **November 30 at 8am**

- Move-in begins for all exhibitors on **November 30 at 1pm**



Important Show Dates and Times

Exhibitor Move-In

Sun, Nov 29	1:00pm – 6:00pm	Large Exhibitors with Approval
Mon, Nov 30	8:00am – 1:00pm	Booths 400sqft or Larger
Mon, Nov 30	1:00pm – 6:00pm	All Exhibitors
Tues, Dec 01	8:00am – 6:00pm	All Exhibitors

Exhibit Hall Hours

Wed, Dec 02	10:00am – 5:00pm
Thurs, Dec 03	10:00am – 5:00pm
Fri, Dec 04	10:00am – 3:00pm

Exhibitor Move-Out

Fri, Dec 04	3:00pm – 11:00pm	
Sat, Dec 05	8:00am – 12:00pm	Carrier check-in: 10:00am Exhibit clear: 12:00pm

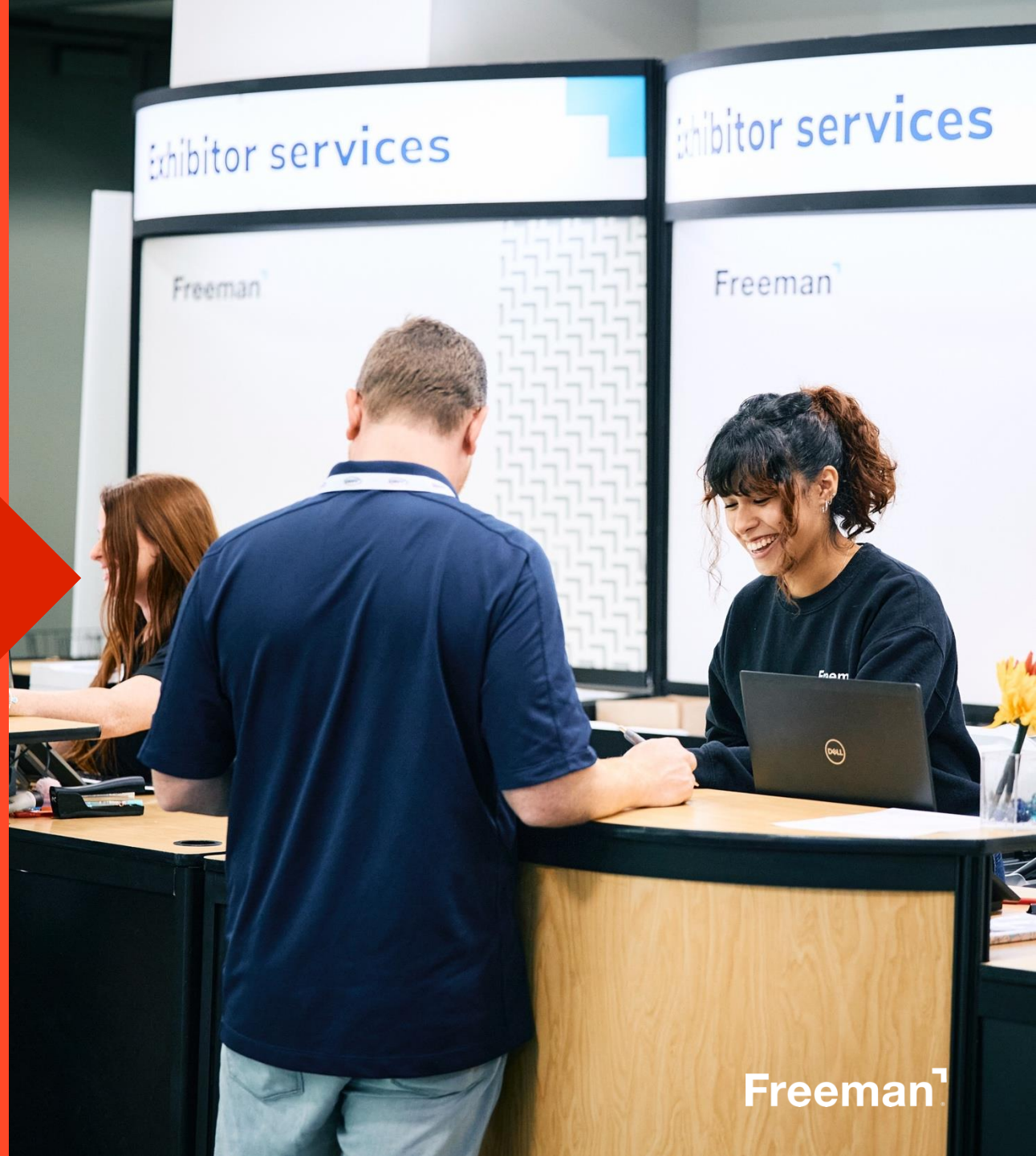
Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.



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

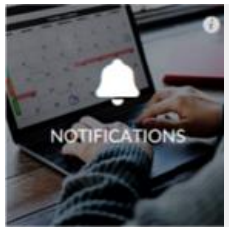


FreemanOnline® Self-Service Features

FreemanOnline® provides self-service functionality as well!



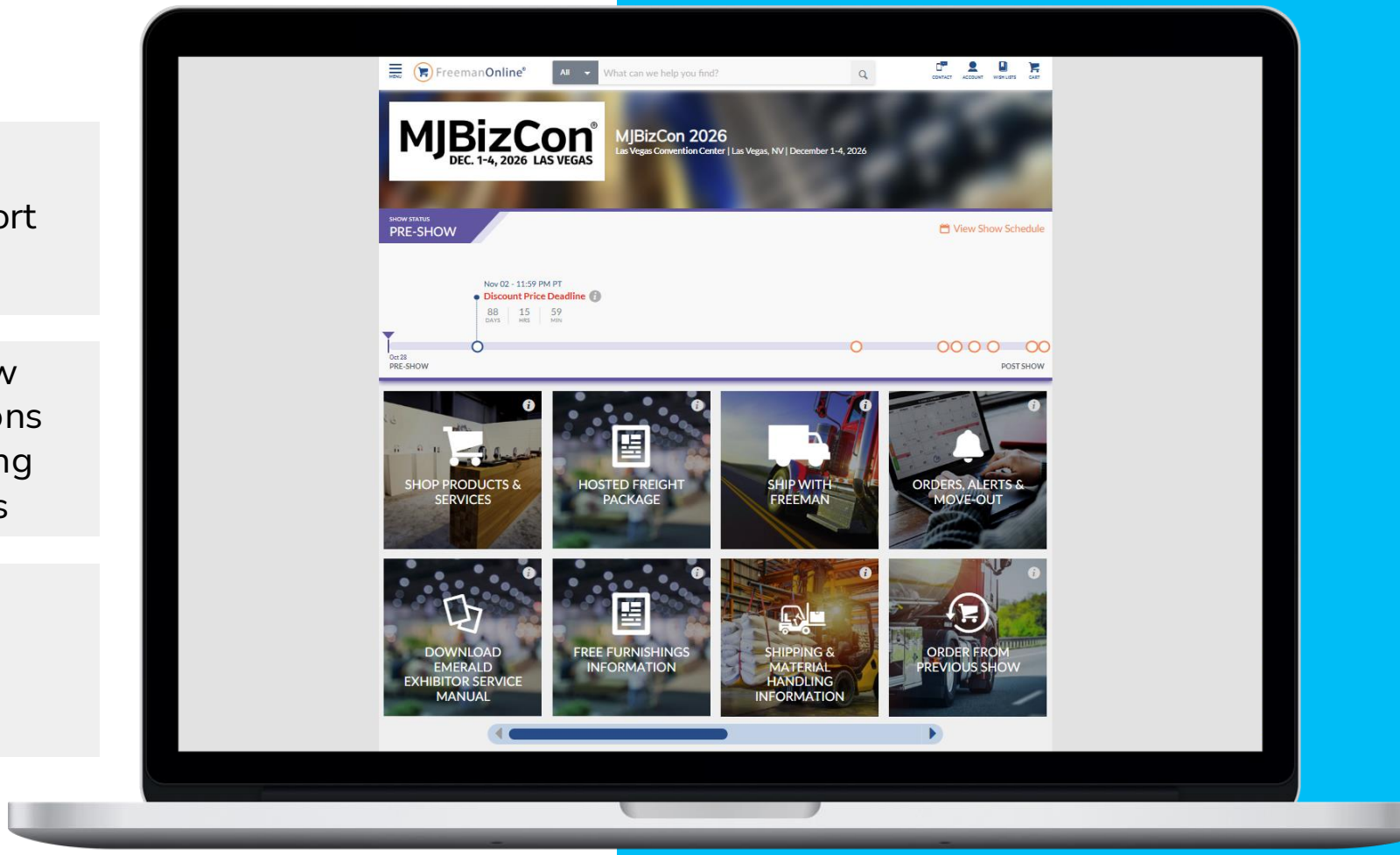
Concierge services – request service directly from the comfort of your booth



Notifications – set up and view important live event notifications for you and your team, including freight and empty return alerts



Show move-out - submit and finalize outbound paperwork digitally



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Cost-Saving and Planning Tips

Plan to arrive with enough time to set up your booth and allow extra time in your departure plans for empty freight return and booth teardown



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

If shipping to show site, order labor services to begin after freight arrival

Ensure all teams have all paperwork on-site (labor instructions, order confirmations, tracking numbers)

Before show opening, check out your space to ensure all shipments have arrived and confirm all orders have been completed or are in process

Before departing, stop by the service desk and specialty vendors to review and settle all final invoices

Have Additional Questions? Contact Us!

Phone	Text	WhatsApp	Chat	Email
7am–7pm CT (M-Th) 7am-5pm CT (Fri) **Domestic:** 1-888-508-5054 **International:** 1-817-210-4869	7am–7pm CT (M-Th) 7am-5pm CT (Fri) **Domestic:** 1-888-508-5054 **International:** 1-817-210-4869	7am–7pm CT (M-Th) 7am-5pm CT (Fri) **Domestic and International:** 1-214-984-3514	7pm-4am CT (Sun) 7am–4am CT (M-Th) 7am-5pm CT (Fri) **Domestic and International:** Freeman.com/store	Responds within 1-2 business days **International:** Internationalsupport @Freeman.com

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MJBizCon Official Tools: Exhibitor Resource Center



- Exhibitor Services Manual
- Badge Registration
- Hotel Blocks
- MJBizCon Mobile App
- Exhibitor Profile + Directory
- Sponsorship Opportunities
- Exhibitor Newsletters
- Custom Promotional Tools
- Exhibitor Press Releases
- And More!

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Q&A





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