

**SHOW INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set with 8' high back drape, 3' high side dividers and a 7" x 44" one-line identification sign.

**EXHIBIT HALL CARPET**

Aisle carpet is provided by Show Management. Floor covering is required for all indoor exhibits. Rental carpet is available through Freeman.

**SHOW COLORS**

| Hall                                    | Aisle Carpet | Side Divider Pipe & Drape | Back Wall Pipe & Drape |
|---|--------------|---------------------------|------------------------|
| North Hall                              | Green        | Green                     | Green/White            |
| Central Halls                           | Blue         | Blue                      | Blue/White             |
| South Hall - Lower (S1 & S2)            | Burgundy     | Burgundy                  | Burgundy/White         |
| South Hall - Upper (S3 & S4)            | Tuxedo       | Black                     | Black/White            |
| Technologies for Worship - C5 (partial) | Gray         | Gray                      | Gray/Burgundy          |
| Outdoor Media & Equipment - Orange Lot  | N/A          | N/A                       | N/A                    |
| RTNDA - Las Vegas Hilton                | N/A          | Red                       | Red/White              |

**DISCOUNT PRICE DEADLINE DATE**

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by **MARCH 14, 2008**.

Save money and order labor in advance. All display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN (Please refer to Target Floor Plans for assigned move-in date and time.)**

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

|           |                |           |   |           |            |
|-----------|----------------|-----------|---|-----------|------------|
| Monday    | April 7, 2008  | 8:00 a.m. | - | 8:00 p.m. | Targeted   |
| Tuesday   | April 8, 2008  | 6:30 a.m. | - | 8:00 p.m. | Targeted   |
| Wednesday | April 9, 2008  | 6:30 a.m. | - | 8:00 p.m. | Targeted   |
| Thursday  | April 10, 2008 | 6:30 a.m. | - | 8:00 p.m. | Targeted   |
| Friday    | April 11, 2008 | 6:30 a.m. | - | 8:00 p.m. | Targeted   |
| Saturday  | April 12, 2008 | 6:30 a.m. | - | 8:00 p.m. | Targeted * |
| Sunday    | April 13, 2008 | 8:00 a.m. | - | 2:00 p.m. | Targeted   |

All exhibits must be fully installed by **Sunday, April 13 at 2:00 p.m.**

\* All crates must be labeled by Saturday, April 12 at 10:00 p.m.

**EXHIBIT HOURS**

|           |                |           |   |           |
|-----------|----------------|-----------|---|-----------|
| Monday    | April 14, 2008 | 9:00 a.m. | - | 6:00 p.m. |
| Tuesday   | April 15, 2008 | 9:00 a.m. | - | 6:00 p.m. |
| Wednesday | April 16, 2008 | 9:00 a.m. | - | 6:00 p.m. |
| Thursday  | April 17, 2008 | 9:00 a.m. | - | 4:00 p.m. |

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

|          |                |           |   |           |
|----------|----------------|-----------|---|-----------|
| Thursday | April 17, 2008 | 4:00 p.m. | - | 8:00 p.m. |
| Friday   | April 18, 2008 | 6:30 a.m. | - | 8:00 p.m. |
| Saturday | April 19, 2008 | 6:30 a.m. | - | 5:00 p.m. |

## DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process could take up to **Friday, April 18 at 8:00 a.m.**
- All exhibitor materials must be removed from the exhibit facility by **Saturday, April 19 at 5:00 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, April 19 at 2:00 p.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.

## FREEMAN ONLINE®

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit [www.myfreemanonline.com](http://www.myfreemanonline.com) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

## SHIPPING INFORMATION

Warehouse shipping address:

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
 NAB SHOW  
**C/O FREEMAN**  
**6675 West Sunset Road (215 & Rainbow)**  
**Las Vegas, NV 89118**

FREEMAN will accept crated, boxed or skidded materials beginning **MARCH 10, 2008** at the above address. Materials arriving after **MARCH 31, 2008** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. **Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday-Friday. The Marshalling Yard will be open from 6:00 a.m. - 6:00 p.m. Drivers must check in no later than 3:30 p.m. in order to be off-loaded on arrival date.**

Showsite shipping address:

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
 NAB SHOW  
**C/O FREEMAN**  
**LAS VEGAS CONVENTION CENTER**  
**3150 Paradise Road**  
**Las Vegas, NV 89109**

FREEMAN will receive shipments at the exhibit facility beginning at **8:00 A.M.** on **APRIL 7, 2008**. 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.

***This show will be marshalled – Please see marshalling yard map in this service manual.***

**Please note:** All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

|           |                |           |   |           |
|-----------|----------------|-----------|---|-----------|
| Monday    | April 7, 2008  | 8:00 a.m. | - | 5:00 p.m. |
| Tuesday   | April 8, 2008  | 6:30 a.m. | - | 5:00 p.m. |
| Wednesday | April 9, 2008  | 6:30 a.m. | - | 5:00 p.m. |
| Thursday  | April 10, 2008 | 6:30 a.m. | - | 5:00 p.m. |
| Friday    | April 11, 2008 | 6:30 a.m. | - | 5:00 p.m. |
| Saturday  | April 12, 2008 | 6:30 a.m. | - | 8:00 p.m. |
| Sunday    | April 13, 2008 | 7:30 a.m. | - | 6:30 p.m. |
| Monday    | April 14, 2008 | 7:30 a.m. | - | 6:00 p.m. |
| Tuesday   | April 15, 2008 | 9:00 a.m. | - | 6:00 p.m. |
| Wednesday | April 16, 2008 | 9:00 a.m. | - | 6:00 p.m. |
| Thursday  | April 17, 2008 | 9:00 a.m. | - | 8:00 p.m. |
| Friday    | April 18, 2008 | 6:30 a.m. | - | 8:00 p.m. |
| Saturday  | April 19, 2008 | 6:30 a.m. | - | 5:00 p.m. |

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN  
 7000 Placid Street #101  
 Las Vegas, Nevada 89119  
 Ph: (702) 263-1404 Fax: (702) 263-9260

AVW-TELAV AUDIO VISUAL SOLUTIONS  
 3325 W. Sunset Road, Suite A  
 Las Vegas, Nevada 89118  
 Ph: (702) 263-1484 Fax: (702) 263-1494

FREEMAN EXHIBIT TRANSPORTATION  
 Ph: (800) 995-3579 Fax: (214) 615-6515

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 labor need to pick up and release their labor at the Freeman Service Desk. Refer to the order form under Display Labor for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 407-4696.

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 702-407-4696 or Freeman's Customer Support Center at 888-508-5054.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **MARCH 14, 2008**.

#### AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### SAFETY TIPS

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.

You are not allowed to ship Hazardous Materials. If you do so, you will be in violation of federal law, and may be subject to civil penalties of not more than \$27,000 for each offense.

#### EXHIBITOR ASSISTANCE

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (702) 407-4696 with any questions or needs you may have.