EASY IS NICE, ON ANY DEVICE
FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

SERVICE INFORMATION

BOOTH EQUIPMENT
Each 10’ x 10’ booth will be set with a 7” x 44” one-line identification sign unless located within a specialty pavilion.

The standard booth furnishings supplied with your contracted exhibit space are an 8’ high back drape and 3’ high side rail for in-line and peninsula booths. Show colors for Vision Expo West 2019 are as follows:

<table>
<thead>
<tr>
<th>Lenses + Processing Technology</th>
<th>Medical + Scientific</th>
<th>Eyewear + Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drape: Gray</td>
<td>Drape: Gray</td>
<td>Drape: Gray</td>
</tr>
<tr>
<td>Side Rail: Gray</td>
<td>Side Rail: Gray</td>
<td>Side Rail: Gray</td>
</tr>
<tr>
<td>Aisle Carpet: Green</td>
<td>Aisle Carpet: Dark Blue</td>
<td>Aisle Carpet: Orange</td>
</tr>
</tbody>
</table>

Galleria
- Drape: No Drape Allowed
- Side Rail: No Drape Allowed
- Aisle Carpet: Red

Drape and aisle carpet colors are subject to change.

If further detail or questions surrounding carpet color are needed, please contact show management.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted. Floor covering/carpeting is required for your entire contracted booth space. Please see enclosed Carpet Order Form to place your order. The aisles will be carpeted as listed above.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates. Place your order by AUGUST 26, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN
For more information and helpful hints on preshow procedures and move-in, please go to Pre-Show FAQ.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Targeted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>September 16, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Targeted</td>
</tr>
<tr>
<td>Tuesday</td>
<td>September 17, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Targeted</td>
</tr>
<tr>
<td>Wednesday</td>
<td>September 18, 2019</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>Targeted</td>
</tr>
</tbody>
</table>

EXHIBIT HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>September 19, 2019</td>
<td>9:30 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>September 20, 2019</td>
<td>9:30 a.m. - 6:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>September 21, 2019</td>
<td>9:30 a.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>
EXHIBITOR MOVE-OUT
For more information and helpful hints on postshow procedures and move-out, please go to Post-Show FAQ.

Saturday   September 21, 2019   5:00 p.m. - 8:00 p.m.
Sunday    September 22, 2019   8:00 a.m. - 5:00 p.m.
Monday    September 23, 2019   8:00 a.m. - 5:00 p.m.
Tuesday   September 24, 2019   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. The entire process will take approximately 8 hours.
• All exhibitor materials must be removed from the exhibit facility by Tuesday, September 24, 2019 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 Tuesday, September 24, 2019 at 8:00 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.

FREEMANONLINE®
Take advantage of discount pricing by ordering online at FreemanOnline by AUGUST 26, 2019. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect - before, during and after your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access FreemanOnline without using the email link, visit FreemanOnline.

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:
Monday   September 16, 2019   8:00 a.m. - 5:00 p.m.
Tuesday   September 17, 2019   8:00 a.m. - 5:00 p.m.
Wednesday September 18, 2019   8:00 a.m. - 5:00 p.m.
Thursday  September 19, 2019   8:00 a.m. - 6:00 p.m.
Friday    September 20, 2019   8:00 a.m. - 6:00 p.m.
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Monday    September 23, 2019   8:00 a.m. - 5:00 p.m.
Tuesday   September 24, 2019   8:00 a.m. - 12:00 p.m.
SHIPPING INFORMATION
Warehouse shipping address:
Exhibiting Company Name / Booth # ____________
Vision Expo West 2019
C/O FREEMAN
6675 W Sunset Rd
Las Vegas, NV  89118

FREEMAN will accept crated, boxed or skidded materials beginning AUGUST 19, 2019 at the above address. Materials arriving after SEPTEMBER 10, 2019 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. Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W. Warehouse receiving hours are Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (702) 579-1700.

Showsite shipping address:
Exhibiting Company Name / Booth # ____________
Vision Expo West 2019
C/O FREEMAN
Sands Expo Center
201 Sands Ave
Las Vegas, NV 89169

FREEMAN will receive shipments at the exhibit facility beginning SEPTEMBER 16, 2019. 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. Certified weight tickets must accompany all shipments. 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: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the Material Handling Order Form for rates.

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

CUSTOM EXHIBIT/GRAPHICS
Karen Robles
(702) 579-1556
Karen.Robles@freeman.com

CUSTOM EXHIBIT/GRAPHICS - GALLERIA
Steven Young
(201) 299-7523
Steven.Young@freeman.com
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 on FreemanOnline to take advantage of advance order discount rates. Place your order by AUGUST 26, 2019.

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.

For their own safety, children under 18 are NOT allowed in the exhibit hall during installation and dismantle.

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.
Interested in going green and saving money? Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.

**BEFORE THE SHOW**

**1. booth structure**

**Option 1 Multiple Use**
Use Forest Sustainable Certified (FSC) wood to build your booth and crates. Get creative! Design your booth with a small shipping footprint to minimize carbon emissions. Freeman’s eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

**Option 2 One-time Use**
Rent locally from nearby Freeman offices to reduce both shipping costs and carbon emissions.

**2. carpet**

**Option 1 Rent**
Rent rather than buy carpet to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

**Option 2 Color**
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.

**3. shipping**

- **Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.
- **Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.
- **Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

**4. graphics**

**Option 1 Multiple Use**
Print on a durable substrate without dates, event names, or locations.

**Option 2 One-time Use**
Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

**5. printing**

- **Reduce printing and go digital** with your booth literature.
- **Print locally.** Supporting local businesses while reducing shipping? It’s a win-win.
- **Print on at least 50 percent post-consumer recycled paper.**
**REDUCING YOUR FOOTPRINT**

**ON SITE**

**save energy**
- Use Energy Star-rated equipment for audio-visual equipment and monitors.
- Power down. Turn off equipment at the end of each day.
- Light up your booth with CFLs, LEDs, or other energy-efficient lighting.

**MOVE OUT**

**train your team**
- Educate your installation and dismantling teams about recycling and donation processes.

**shipping out**

**Pack in, pack out.**
- Leave no traces on show site.

**Join a caravan.**
- If you’re shipping directly to another show, ask Freeman Transportation about joining a caravan to your next show.

**leftover materials**

**Remember to label.**
- Clearly label recyclable leftover material for disposal.

**Donate the rest.**
- Ask the Freeman Exhibitors Services desk about local donation programs.

**TYPICALLY* RECYCLABLE**

- Cardboard: Used for signs or shipping boxes
- Glass: Green, brown, clear
- Plastics: Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylic) clear, smoked, or tinted; Visqueen used to protect flooring
- Metal: Aluminum cans/steel banding
- Paper: Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard
- Wood: Non-laminate wood

**TYPICALLY* DONATE-ABLE**

- Furniture: Purchased items
- Home furnishings: Decor staging materials
- Unused raw materials: Plywood, subflooring, non-laminate wood
- Flooring: 100 square feet of flooring. Excludes carpet.
- Left over giveaways: Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

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**FREEMAN**

**FREEMAN.COM**