

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

BOOTH EQUIPMENT

Each supplied standard 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. Drape will not be provided for island booths. Peninsula booths will be set with 8' high drape only on the backwall side of the booth.

Booths 300 sqft or less will receive an 11" x 17" one-line identification sign. Booths larger than 300 sqft may receive an 11" x 17" one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is carpeted with multi-colored venue carpet.

FINISHED SURFACES

If your display maximizes the height limitation, additional back drape or finished surfaces may be required for exposed display areas above the standard 8' back drape or 3' side drapes included in your booth. This will be at the expense of the exhibitor. Refer to SHOT Show Display Regulations and Height Restrictions for full information in display heights and ceiling heights.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Tuesday, December 19, 2023.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

INBOUND FREIGHT TARGET SCHEDULE

For deliveries shipped directly to Caesars Forum only.

This schedule refers to the time your carrier has been assigned for check-in at the Freeman Marshalling Yard. No trucks will be checked in for unloading after 2:00 p.m.

This target does not apply to exhibitors who ship materials in advance to the Freeman warehouse or exhibitors who are hand carrying their freight. All Freeman advance warehouse freight will be in the booth at the beginning of the stated target time. Therefore, by shipping to the warehouse, your freight will arrive to your booth earlier than shipping direct to show site.

This schedule is for move-in of your display/exhibit only. You are not required to set your display or equipment at this time.

FREIGHT TARGET TIMES

Exhibitors are assigned a freight target time for the on-time arrival of freight carriers to the Freeman Marshalling Yard. The list listed on the target floor plans does not mean that your freight will be unloaded at that time. It could possible be unloaded within one to eight hours of the designated time listed.

DO NOT order set-up labor until the end of your assigned target period. Keep in mind that you will still need to take into account any hanging signs, electrical, internet and carpet that will need to be installed before your booth set-up can begin.

The target schedule is contingent on your truck checking into the Marshalling Yard during the correct check-in time for your booth. If you cannot adhere to your assigned target move-in schedule and wish to change the date, you must make the necessary arrangements with Freeman. If you would like to inquire about getting a different freight target time, please complete and return the Freight Target Change Request Form by December 19, 2023.

Written requests are preferred and will be acknowledged in writing. Please include dimensions and weight of largest/heaviest piece, total number of pieces/trailers, booth number, carrier, current target date and requested target date. If approved, be sure to give a copy of the approved target time change to your driver.

If you are bringing a vehicle to your booth, please complete the Mobile Unit & Vehicle Spotting Order Form in the Shipping & Material Handling section. This will help us to schedule your vehicle efficiently. To be included in the blanket permit, please complete the Vehicle Display Form located at www.shotshow.org/erc by November 17, 2023.

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Important: Move-in times vary by area. Confirm your schedule on the target floor plan located in the Exhibitor Resource Center.

Exhibitors may begin set-up of their booths once their freight has been delivered in accordance with the Target Move-In Schedule.

Friday	January 19, 2024	1:00 p.m. - 6:00 p.m.	According to target move-in floorplan
Saturday	January 20, 2024	8:00 a.m. - 6:00 p.m.	According to target move-in floorplan
Sunday	January 21, 2024	8:00 a.m. - 6:00 p.m.	According to target move-in floorplan
Monday	January 22, 2024	8:00 a.m. - 10:00 p.m.	According to target move-in floorplan

CLEAN FLOOR POLICY

In an effort to ensure a successful show opening, we are enforcing the Clean Floor Policy again this year. Please see Clean Floor Policy for additional information.

PRIVATELY OWNED VEHICLES (POV's)

Privately owned vehicles (POV's) may be unloaded on Sunday, January 21, 2024 from 8:00 a.m. to 8:00 p.m. and Monday, January 22, 2024 from 6:00 a.m. to 8:00 p.m. During move-out, POV's will be reloaded on Friday, January 26, 2024 from 5:00 p.m. to 9:00 p.m.

EXHIBIT HOURS

Tuesday	January 23, 2024	8:30 a.m. - 5:30 p.m.
Wednesday	January 24, 2024	8:30 a.m. - 5:30 p.m.
Thursday	January 25, 2024	8:30 a.m. - 5:30 p.m.
Friday	January 26, 2024	8:30 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

Friday	January 26, 2024	5:00 p.m. - 11:59 p.m.
Saturday	January 27, 2024	12:01 a.m. - 5:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show. The entire process will take several hours.
- All exhibitor materials must be packed and ready for reloading by **Saturday, January 27, 2024 at 5:00 p.m.**
- All carriers must check-in no later than **Saturday, January 27, 2024 at 1:00 p.m.** If your outside carriers do not check-in prior to 1:00 p.m., Freeman will re-route the shipment via the most convenient manner available.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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 shipping 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 disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the 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.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by Tuesday, December 19, 2023. 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 Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

SHIPPING INFORMATION

The warehouse will be closed December 22, December 25 and January 1 for the holidays.

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
2024 SHOT Show - Caesars Forum
 C/O Freeman
 6675 W Sunset Rd
 Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material beginning **Monday, December 18, 2023** at the above address. Material arriving after **Tuesday, January 16, 2024** will be received at the warehouse with an additional after deadline charge. 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 refrigerated 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 materials are accepted at the warehouse Monday through Friday between the hours of 7:00 a.m. - 2:30 p.m. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
2024 SHOT Show
Caesars Forum
C/O Freeman
3911 Koval Ln
Las Vegas, NV 89109

Show site freight must be delivered on the assigned target date. Please refer to the target floor plan in the **Shipping & Material Handling** section of FreemanOnline or the **Shipping** section at www.shotshow.com.

Shipments arriving before **1:00 p.m. on Friday, January 19, 2024** 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: (888) 508-5054.

Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

This show will be marshalled. Please refer to the Marshalling Yard Map & Directions.

Please note: Any materials received and/or delivered 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 form for charges for the service.

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**

[Contact Us](#)

Submit order forms [here](#).
(888) 508-5054

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

LABOR INFORMATION

If utilizing Freeman labor, please refer to the Installation & Dismantle Labor Order Form to place your order for display labor. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Labor Services for Straight Time and Overtime hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

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 Exhibitor Support at (888) 508-5054 US & Canada.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by Tuesday, December 19, 2023.

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 you booth. This can cause serious injury or damage to materials.

The SHOT Show does not allow anyone under the age of 16 in the exhibit halls at any time.

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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.