
BOOTH EQUIPMENT

Each 8' x 6' booth will be set with 8' high gray back drape, 3' high gray side drape, one 6'L x 24"W x 30"H white draped table, one wastebasket, one 500 watt (5 amp) electrical line, and an 11" x 17" one-line identification sign. Two chairs will be provided by the facility.

You have the option of changing your 30" table to a 42" high counter at no charge. Please complete and return the Package Table Change Form or order online by the deadline date.

EXHIBIT HALL CARPET

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

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Tuesday, December 26, 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](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Sunday January 21, 2024 11:00 a.m. - 6:00 p.m.

EXHIBIT HOURS

Monday January 22, 2024 8:30 a.m. - 5:30 p.m.

Tuesday January 23, 2024 8:30 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

Tuesday January 23, 2024 4:00 p.m. - 6:00 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at the close of the show.
- All exhibitor materials must be packed and ready for reloading by **Tuesday, January 23, 2024 at 6:00 p.m.**
- All carriers must check-in no later than **Tuesday, January 23, 2024 at 5:00 p.m.** If your outside carriers do not check-in prior to 6:00 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 26, 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.

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

SHIPPING INFORMATION

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

Warehouse Shipping Address:

Exhibiting Company Name / Booth #

SHOT Show Supplier Showcase 2024

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, 2023** 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.

PLEASE NOTE: All exhibitor freight should be sent to the Freeman warehouse.

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 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.

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 26, 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.