

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high white back drape, 3' high white side drape, one 6'L x 30"H white draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

### Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing hotel carpet.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by January 09, 2024.

### Exhibitor move-in

Tuesday, February 06, 2024      8:00 AM - 2:00 PM

### Exhibit hall hours

Tuesday, February 06, 2024      3:00 PM - 6:00 PM

Wednesday, February 07, 2024    8:00 AM - 6:00 PM

Thursday, February 08, 2024    8:00 AM - 12:00 PM

### Exhibitor move-out

Thursday, February 08, 2024    12:00 PM - 5:00 PM

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.

## Shipping and material handling

### Warehouse shipping address:

20th Annual RLA Conference and Expo 2024  
C/O Freeman  
6675 W Sunset Rd  
Las Vegas, NV 89118  
USA

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning January 08, 2024 at the above address.
- Material arriving after January 31, 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 AM - 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

20th Annual RLA Conference and Expo 2024  
Mirage Events Center  
C/O Freeman  
3400 Las Vegas Blvd S, Receiving Rd 1  
Las Vegas, NV 89109  
USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning February 06, 2024.
- 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: (888) 508-5054.

### Service contractor contact information

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation@](#).

### **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](#).

### **Exhibitor service hours**

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM 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.

### Pre-show checklist

#### **Labor information**

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

#### **Show paperwork and labels**

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### During show checklist

#### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

### Move-out checklist

#### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by February 08, 2024 - 5:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by February 08, 2024 - 3:00 PM. In the event your selected carrier fails to

subject to change.

show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

**Excessive trash and booth abandonment**

- Note that 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-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.