

F R E E M A N

6555 West Sunset Road
Las Vegas, NV 89118
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FreemanLasVegasES@freemanco.com

CONFERENCE OF AUTOMOTIVE REMARKETING 2010

MARCH 3-4, 2010
CAESARS PALACE
LAS VEGAS, NEVADA

SERVICE INFORMATION

BOOTH EQUIPMENT

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

EXHIBIT HALL CARPET

The exhibit area is carpeted. To enhance the appearance of your booth, rental carpet is available through FREEMAN. Please refer to the Carpet Brochure and Order Form in this service manual.

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 **FEBRUARY 17, 2010**.

Save money by ordering cleaning services and labor in advance. All cleaning orders as well as display and rigging labor orders placed at show site will be charged an additional 30% above the advance rate.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

Wednesday	March 3, 2010	10:00 a.m.	-	5:00 p.m.
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EXHIBIT HOURS

Wednesday	March 3, 2010	5:30 p.m.	-	7:00 p.m.	(Networking Reception & Expo)
Thursday	March 4, 2010	8:00 a.m.	-	9:00 a.m.	(Continental Breakfast & Expo)
		12:00 p.m.	-	2:00 p.m.	(Lunch & Expo)
		5:45 p.m.	-	7:30 p.m.	(Networking Reception & Expo)

EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Thursday	March 4, 2010	7:30 p.m.	-	10:00 p.m.
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Freeman will begin returning empty containers at the close of the show.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 4 at 10:00 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 **Thursday, March 4 at 8:00 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.

SERVICE CONTRACTOR CONTACTS/INFORMATION:

FREEMAN

6555 West Sunset Road
Las Vegas, Nevada 89118
Ph: (702) 579-1400 Fax: (469) 621-5604

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

3325 West Sunset Road, Suite A
Las Vegas, Nevada 89118
Ph: (702) 263-1484 Fax: (702) 263-1494

SERVICE CENTER HOURS

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

Wednesday	March 3, 2010	10:00 a.m.	-	7:00 p.m.
Thursday	March 4, 2010	8:00 a.m.	-	10:00 p.m.

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 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 # _____
CONFERENCE OF AUTOMOTIVE REMARKETING 2010
C/O FREEMAN
6675 West Sunset Road
Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **FEBRUARY 1, 2010** at the above address. Materials arriving after **FEBRUARY 26, 2010** 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. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Due to limited dock space, all shipments should be directed to the warehouse address.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

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.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **FEBRUARY 17, 2010**.

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.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

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 www.freemanco.com/preshowFAQ.

For more information and helpful hints on postshow procedures and move-out, please go to www.freemanco.com/postshowFAQ.

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.