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If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high red back drape, 36" high red side dividers, and a 7" x 44" identification sign.

PLEASE NOTE: Any exhibitor wanting to change the layout of the booth (such as 8' drape to 3' drape or eliminating drape from the sides or back of your booth), needs to contact the Stock Show at exhibits@fwssr.com by December 29, 2016.

Changes made at show by Freeman OR by you, the vendor, on site could result in labor charges from Freeman. Freeman along with The Stock Show has the final decision on booth placement, layout and decoration.

Move In & Move Out:

- Jan. 9 8:00 a.m. - 5:00 p.m. Outdoor and Barn Lobbies Move-In
- Jan. 9 Exhibit Hall Move-In Begins; All Exhibitors have a scheduled day and time to begin move-in for 2017.
- Jan. 10 & 12 Exhibit Hall Move-In Continued
- Jan. 12 Outdoor and Barn Lobbies: Move-In complete by 5:00 p.m.
Amon G. Carter Jr., Brown-Lupton North and South Final Setup; Overhead doors will close at noon, and will not re-open until 1:00 a.m. February 5, 2017.
- Jan. 13 8:00 a.m.: Livestock Move-In
10:00 a.m.: All Exhibit Halls and Booths Open to Public
- Jan.13-Feb. 4 **Exhibit Hours:** 9:00 a.m. – 8:00 p.m.
- Feb. 4 Barn Booths: May move out through South doors and exit grounds using Gate 42 onto Trail Drive.
No traffic permitted on Burnett-Tandy Drive until 1:00 a.m., February 5.
- Feb. 4 Brown-Lupton North and South Exhibit Booths may be packed and dismantled starting at 8:00 p.m. Items may be hand carried to vehicles in the Justin Lot. No traffic permitted on Burnett-Tandy Drive until 1:00 a.m., February 5.
- Feb. 5 Amon G. Carter Jr. Exhibits Hall may be packed and dismantled starting at 8:00 p.m. Items may be hand carried to vehicles in Carter Garage Parking Lot. No parking on North end of exhibits hall, on ramps or on Tower Drive will be permitted and no traffic is permitted on Burnett-Tandy Drive until 1:00 a.m., February 5.
- Feb. 5 Vehicles Permitted on the grounds at 1:00 a.m. This is for the safety and protection of our exhibitors and guests attending the Rodeo and The Coors Light Roadhouse events.
- Feb. 6 Move out complete by 5:00 p.m. Monday; All displays, materials and merchandise must be completely removed from show grounds and parking lots by 5:00 p.m.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8801 Ambassador Row
Dallas, TX 75247

(214) 634-1463 fax (469) 621-5601

email: FreemanDallasES@freemanco.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada

(817) 607-5100 Local & International

(469) 621-5810 Fax

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by 5:00 PM on Mon, Feb. 6, 2017.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by 3:00 PM on Monday, February 6, 2017.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department 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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
FT WORTH STOCK SHOW & RODEO
C/O Freeman
5130 Cash Rd
Dallas, TX 75247

The Office & Warehouse Will Be Closed For
Christmas & New Years:
December 23 & 26, 2016
January 2, 2017
Shipments will not be accepted on these dates.

Freeman will accept crated, boxed or skidded material beginning December 7, 2016 at the above address. Material arriving after January 4, 2017 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: 214-634-1463.

Show Site Shipping Address:

Please refer to the Exhibit Guide provided by the Stock Show for area specific dates & times.

Freeman will receive shipments at the exhibit facility beginning January 9, 2017. 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.

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.

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.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form for Display Labor for Straight time and Overtime hours.

FORKLIFT SERVICE

The Stock Show does not provide, or have available, complimentary forklifts. Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance from Freeman on the provided Rigging Labor order form. Please refer to the order form for available equipment & times.

ELECTRIC, TELEPHONE & INTERNET SERVICE

Please refer to the Exhibit Guide provided by the Stock Show for information on these services.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (214) 634-1463.

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 Exhibitor Services at 214-634-1463 or Freeman's Customer Support Center at (888)508-5054 Toll Free US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by deadline dates.

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 214-634-1463 with any questions or needs you may have.