

PARKING

- Exhibitor parking passes will be available soon through Exhibitor Registration.
- Parking during move-in and move-out is free.

ELECTRICAL & PLUMBING

- Electrical and plumbing lines are distributed from overhead and are run along the rear of in-line booths.
- No charge for 24-hour power, where available (generator power not included).
- Disconnect labor is charged at straight time, even on the night of move out. (1/2-hour minimum).
- Place orders by advanced deadline date and you will save up to 1/3 off your electrical and plumbing orders.
- No electrical labor is needed for 20 amps 120V or less, unless running wires under carpet.
- Electrical labor is required for the following: Services over 20 amps; services over 150 volts; under carpet distribution (all 1 hour minimum). Labor is required to inspect pre-wired plugs/connectors over 150 volts (1/2-hour minimum).

EXHIBITORS CAN:

- Provide your own power panel distribution system, grounded extension cords (#14-gauge minimum), grounded plug strips and/or grounded cube taps within your display area.
- Pre-wire equipment to match contracted electrical company's receptacles (1/2-hour minimum inspection labor).
- Must use contracted electrical and plumbing labor.
- Must use contracted plumber's supplied compressors.

MATERIAL HANDLING (MH)

- Eastern States Exposition is a right-to-work facility.
- Exhibitors can set up their own booths without the use of power tools.
- Only contracted labor can operate motorized vehicles.
- Exhibitors that need a forklift to remove items from vehicles must pay for MH.
- If assistance is needed for unloading, a certified weight ticket is required. A certified weight ticket can be purchased at weight stations on major expressways (a list of locations can be found under the Travel, Directions & Map portion of the Exhibitor Service Manual).

EXHIBITORS CAN:

- Hand-carry or use a 2-wheel dolly to bring items into your booth.
- Vacuum your booth using a hand-held vacuum (Exhibitor Appointed Contractor cannot vacuum).
- Park non-selling camping vehicles in designated area (must check with Operations Manager).

OUTBOUND SHIPPING INSTRUCTIONS:

- Once your booth is packed, submit your Material Handling Agreement (MHA) to a Freeman Exhibitor Service Desk. Freeman will deliver the MHA(s) to your booth once your Freeman invoice is paid in full.
- At your request, Freeman will print shipping labels for you.
- Exhibitors are responsible for packing booths, labeling crates, and submitting MHA(s) to Freeman. **DO NOT LEAVE THE MHA(S) IN YOUR BOOTH OR ATTACHED TO CRATES.**
- Arrange for a representative to stay with your materials or hire a security service to safeguard your materials until they are picked up by your shipping carrier.

INSURANCE

- General Liability (\$1M), automobile (if necessary), and workman's comp/employer's liability should be provided as a rider through your current insurance policy. Insurance should be in force from the time your equipment leaves your facility until it returns.