

EASY IS NICE, ON ANY DEVICE

FreemanOnline[®] provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move-out process
- Access invoices after the show

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

As part of your contract to exhibit in JCK Las Vegas 2023, each 10' x 10' is furnished with complimentary booth carpet, one-line company identification sign (for Freeman booth packages only), one-time vacuuming of your booth, **(1) 1000 watt electrical outlet (intended to be used to power showcases)**, and one wastepaper basket per company.

Unless otherwise indicated, all exhibitors are required to have a booth structure - either a custom booth (must be approved by show management) or a Freeman booth package.

Booth Structure Approval

You can bring a custom booth display that you own. [View guidelines and restrictions here](#). Please email your custom booth information to jckbooth@reedexpo.com for approval. Custom booth deadline is Friday, April 7, 2023. Please submit to Show Management as soon as possible.

Cost-Effective Exhibitor Booth Packages

JCK Las Vegas has created turnkey packages should you not wish to bring a custom booth display. A reminder: take advantage of the early-bird pricing and order your package by Monday, May 1, 2023 to save 40%. [Please click here to view Packages](#).

Your booth ID sign will be produced using the ID sign list supplied to Freeman by Reed Exhibitions.

Booth carpeting will be provided for exhibitors by Show Management. Please do not submit the Carpet Order Form in the Furnishings & Carpet section unless you would like to order a special carpet other than the one provided. If you choose to install your own carpet, it must be installed on top of the general show carpet. If you order from Freeman, you will be invoiced for any order submitted.

Please see Freeman Package Carpet Removal Form for Custom Booths only if you do not want the color provided.

Show Management will vacuum your booth the night before the show opens. You may order vacuuming for the remaining three days or porter service. If you want to order either of these services, refer to the Cleaning Order Form in the Facilities Services section of the manual.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **Monday, May 1, 2023**.

SHOW COLORS

Pavilion

Booth Carpet

Level 1 - Hall G:

Essentials & Tech	Black
First Look	Black
Gallery - Level 1 (Hall G Foyer)	Multi Color/Facility
Hong Kong	Black
India	Black
Korea.....	Black
Mexico	Black
South Africa	Black
Thailand	Black
Türkiye	Black
UAE.....	Black

Level 2 - Halls A, B, C:

Bella Italia, Germany, Spain, Greece	Black
Bridal	Black
Bridge.....	Black
Clockwork.....	Black
Currents	Black
Design Collective	Gray
Diamond Plaza.....	Black
Gallery - Level 2	Black
Innovation Hub	Black
Lab Grown Diamonds	Black
Plumb Club.....	Gray

Level 2 - Hall D:

GEMS (including AGTA and ICA).....	Black
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**** Carpet colors may change at discretion of show management. ****

Should you wish to order a custom booth, please email JCKexhibits@freeman.com.

Please see Freeman Package Carpet Removal Form if you do not want the color provided as listed above.

Show Management will vacuum your booth the night before the show opens. You may order vacuuming for the remaining three days or porter service. If you want to order either of these services, refer to the Cleaning Order Form in the Facility Services section of the manual.

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](#).

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Monday, May 1, 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.

SHOW SCHEDULE**EXHIBITOR MOVE-IN**

The times listed below refer to booth installation. Please refer to the Targeted Move-In Floor Plan in the Target Move-In Floor Plan Tab for delivery of booth materials directly to the show.

GEMS

Monday	May 29, 2023	8:00 a.m. - 5:00 p.m.	By Target Only
Tuesday	May 30, 2023	8:00 a.m. - 5:00 p.m.	By Target Only
* All exhibitor materials must be tagged for removal (empty storage) by 3:00 p.m., Tuesday, May 30, 2023.			
Wednesday	May 31, 2023	PRODUCT ONLY DAY **	

All exhibits must be completely assembled no later than 5:00 p.m. on Tuesday, May 30, 2023.

JCK

Monday	May 29, 2023	8:00 a.m. - 5:00 p.m.	By Target Only
Tuesday	May 30, 2023	8:00 a.m. - 5:00 p.m.	By Target Only
Wednesday	May 31, 2023	8:00 a.m. - 5:00 p.m.	By Target Only
Thursday	June 1, 2023	PRODUCT ONLY DAY **	

* Overtime rates will apply.

All exhibits must be completely assembled no later than 5:00 p.m. on Thursday, June 1, 2023.

**** What is Product Only Day?**

Product Only Day is intended for picking up your product from your armored car carrier, setting up your product displays and attending to last minute details in your booth.

On Wednesday, May 31, 2023 after 5:00 p.m., all crates, containers, ladders and tool boxes **MUST** be removed and no booth construction will be permitted after this date and time. If these items are not removed by this date and time, they will be tagged as empty and forced in to Access Storage at your expense. Please advise your EACs (subcontractors) regarding this policy.

EXHIBIT HOURS**GEMS**

Thursday	June 1, 2023	9:30 a.m. - 6:00 p.m.
Friday	June 2, 2023	9:30 a.m. - 6:00 p.m.
Saturday	June 3, 2023	9:30 a.m. - 6:00 p.m.
Sunday	June 4, 2023	9:30 a.m. - 6:00 p.m.
Monday	June 5, 2023	9:30 a.m. - 4:00 p.m.

JCK

Friday	June 2, 2023	9:30 a.m. - 6:00 p.m.
Saturday	June 3, 2023	9:30 a.m. - 6:00 p.m.
Sunday	June 4, 2023	9:30 a.m. - 6:00 p.m.
Monday	June 5, 2023	9:30 a.m. - 4:00 p.m.

EXHIBITOR MOVE-OUT

Monday	June 5, 2023	4:00 p.m. - 8:00 p.m.
** PLEASE NOTE: NO LABOR IS ALLOWED ON THE JCK SHOW FLOOR 4:00 PM - 6:00 PM		
Tuesday	June 6, 2023	8:00 a.m. - 5:00 p.m.
Wednesday	June 7, 2023	8:00 a.m. - 5:00 p.m.

PLEASE NOTE: Overtime charges for labor will apply Monday through Friday from 5:00 p.m. to 8:00 a.m. and all day on Saturday and Sunday.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers at 7:00 p.m., Monday, June 5, 2023 and will be finished by 8:00 a.m., Tuesday, June 6, 2023. Many booths will not receive their crates until Tuesday, so please plan your travel accordingly.
- All exhibitor materials must be removed from the exhibit facility by:
 - GEMS:** 8:00 p.m., Monday, June 5, 2023
 - JCK:** 5:00 p.m., Wednesday, June 7, 2023
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by:
 - GEMS:** 6:00 p.m., Monday, June 5, 2023
 - JCK:** 1:00 p.m., Wednesday, June 7, 2023
- In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
JCK Las Vegas 2023
C/O Freeman
6675 W Sunset Rd
Las Vegas, NV 89118

Freeman will accept crated, boxed or skidded material beginning **Monday, April 24, 2023** at the above address. Material arriving after **Thursday, May 18, 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 x 92"L. 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.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
JCK Las Vegas 2023
Venetian Expo & Convention Center
C/O Freeman
201 Sands Ave
Las Vegas, NV 89169

Freeman will receive shipments at the exhibit facility beginning **Monday, May 29, 2023**. 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.

Freeman's material handling service is NOT intended for high value shipments (such as jewelry) as there is no signature confirmation required for us to deliver the package to the booth; therefore, Freeman will not be responsible for missing items sent through small package delivery services. Valuable shipments should only be sent through the armored car services that are contracted by show management.

Adherence to your assigned move-in target date is required. Not adhering to your assigned target date will result in delays for your delivering carrier in the marshalling yard, with potential wait time charges from your carrier, and delay the delivery of freight to your booth. Additional charges may apply.

This show will be marshalled. Please refer to the Marshalling Yard Map & Directions.

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.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

[Contact Us](#)

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

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.

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 Monday, May 1, 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.

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 (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.