



This section is for Specialty Pavilion Packages or Complete Booth Package Exhibitors.

Dear Package Exhibitor:

Thank you for taking space at NATPE 2008. We have designed this section to outline information for Package Exhibitors. It is intended to answer some of the basic package questions you may have. Included is a list of the Forms required, as well as helpful information. Although this information is specific to Pavilion and Booth Package Exhibitors, the contents of the entire manual is directed to make exhibiting at NATPE an enjoyable experience.

Please take the time to read the following sections for additional important information:

- Rules and Regulations
- Official Vendors / Services
- Freeman Services / Material Handling
- General Info / NATPE Forms
- Registration
- Shipping

Thank you for your support and interest in NATPE. We look forward to a successful show in Las Vegas!

PACKAGE EXHIBITORS

This section of the Service Manual is intended to clarify the qualifying factors pertinent to your chosen options. Please take the time to read through each section to avoid any last minute delays or added costs.

1. List of NATPE Forms Required

2. What Comes with Your Package

A. Pavilion Packages

B. Booth Packages

3. Freeman Confirmation Form(s)

A. Pavilion Packages

Obtain Form: This SECTION

B. Complete Booth Packages

Obtain Form: This SECTION

Fill out the appropriate form and send it to Freeman in order to confirm your booth requirements (including Header Sign Specifications) and set-up.

4. Upgrading your Option/Ordering Additional Equipment

Although the Pavilion and/or Booth Packages include all booth essentials, there are other amenities and services which you may want to consider. Refer to this section and/or contact Anne Kubaneck, 702-407-4699 or MinSun Park, 702-494-4722 for details on:

A. Upgrading your Package

B. Ordering Additional Equipment

C. Bringing your own Equipment/Furniture

Note: Aside from Freeman Confirmation Form(s), all forms are located in their individual sections.

1. LIST OF FORMS REQUIRED

The following forms are important to your participation at NATPE. Please locate and submit by the due date to avoid delays and unwanted costs.

SECTION	NAME	DUE:	RETURN TO
GEN INFO	GENERAL INFORMATION	Dec. 21	NATPE
GEN INFO	INSURANCE CERTIFICATE (Sample Provided)	Jan. 11	NATPE
REGISTRATION	EXHIBITOR REGISTRATION FORM	Jan. 18	NATPE
REGISTRATION	STAR PASS FORM	Jan. 18	NATPE
PACKAGE	PACKAGE FORM – for Freeman	Dec. 21	FREEMAN
HOUSING	HOUSING REQUEST FORM	Dec. 10	HOUSING CENTER

2. WHAT COMES WITH YOUR PACKAGE

A. Specialty Pavilion Package

One 10X10 Unit consists of:

- **Four (4) Full Complimentary Registrations (See Form Section)**
- **Three 8' Modular Interlocking System (MIS) Walls**
- **Header with Company Name and Booth Number**
- **Soho Conference Table with Three Black Diamond Side Chairs**
- **Wastebasket**
- **One (1) 500 W Electrical Outlet (one plug)**
- **Material Handling (Drayage) up to 600 lbs.**
- **Carpeting**
- **First Day Booth Cleaning (Tuesday Morning)**

Inline and Corner Options

- *Corner option has 2 headers and 2 open walls*
- *Inline option has (3) 8' high walls and 1 header*

B. Complete Booth Package

One 10X20 Unit consists of:

- **Eight (8) Full Complimentary Registrations (See Form Section)**
- **Three 8' Modular Interlocking System (MIS) Walls**
- **Header with Company Name and Booth Number**
- **Soho Conference Table with Three Black Diamond Side Chairs**
- **Wastebasket**
- **One (1) 500 W Electrical Outlet (one plug)**
- **Material Handling (Drayage) up to 600 lbs.**
- **Carpeting**
- **First Day Booth Cleaning (Tuesday Morning)**

FREEMAN

7000 Placid, #101
Las Vegas, NV 89119
Ph: 702-407-4696 • Fax: 702-263-9260
FreemanLasVegasES@freemanco.com

**DISCOUNT PRICE
DEADLINE DATE
DECEMBER 28, 2007**

INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **NATPE 2008 / JANUARY 29-31, 2008**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

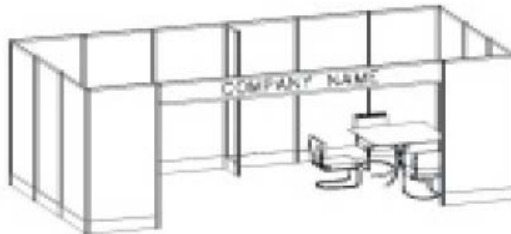
PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-407-4696 to speak with one of our experts.

Booth Package Standard

**Actual Size
10' x 20' Booth**



BOOTH TYPE

STANDARD BOOTH PACKAGES INCLUDE THE FOLLOWING:

- * MIS Modular Interlocking System with 8' high white backwall and two 8' high white side walls
- * Standard 10' x 20' Booth Carpeting
Circle Carpet Color: Black Burgundy Gray Teal Blue Plum Red Green Tuxedo
- * First Day Booth Cleaning
- * One Soho Conference Table and Three Black Diamond Side Chairs
- * One 500 Watt Electrical Outlet
- * One Wastebasket
- * Material Handling up to 600 lbs.
- * Header Sign with Company Name and Booth Number

Indicate header copy here. (Single line, black block letters - logos or special graphics extra)

EXHIBITOR SERVICE COMPANY

- Freeman
- Other * - please specify _____

* Please complete the exhibitor appointed contractor form if you have checked other

BOOTH SET-UP

- We will use existing package (MIS unit).
- Please have someone call us to discuss options other than package.

BOOTH TYPE

- We will ship out booth to the Freeman warehouse prior to _____.
- We will ship out booth directly to Mandalay Bay Convention Center.

If you have any questions or need assistance in completing your order, please contact your Exhibitor Sales Specialists:

Anne Kubaneck
MinSun Park

Phone: 702-407-4699
Phone: 702-494-4722

Email: anne.kubaneck@freemanco.com
Email: minsun.park@freemanco.com

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BOOTH #:

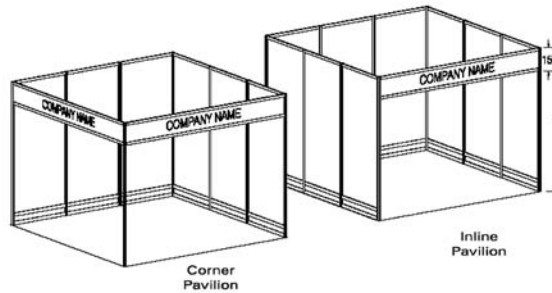
CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

For Assistance, please call 702-407-4696 to speak with one of our experts.

**Actual Size
10' x 10' Booth**



BOOTH TYPE

STANDARD PAVILION PACKAGES INCLUDE THE FOLLOWING:

- * Inline Pavilion to consist of one (1) 8' high backwall and two (2) 8' high side walls
- * Corner Pavilion to consist of one (1) 8' high backwall and (1) 8' high side wall

- * Standard 10' x 10' Booth Carpeting
- * First Day Booth Cleaning
- * One Soho Conference Table and Three Black Diamond Side Chairs
- * One 500 Watt Electrical Outlet
- * One Wastebasket
- * Material Handling up to 600 lbs.
- * Inline Pavilion to include one (1) Header Sign with Company Name and Booth Number
- * Corner Pavilion to include two (2) Header Signs with Company Name and Booth Number

Indicate header copy here. (Single line, black block letters - logos or special graphics extra)

EXHIBITOR SERVICE COMPANY

- Freeman
- Other * - please specify _____

* Please complete the exhibitor appointed contractor form if you have checked other

BOOTH SET-UP

- We will use existing package (MIS unit).
- Please have someone call us to discuss options other than package.

BOOTH TYPE

- We will ship out booth to the Freeman warehouse prior to _____.
- We will ship out booth directly to Mandalay Bay Convention Center.

If you have any questions or need assistance in completing your order, please contact your Exhibitor Sales Specialists:

Anne Kubaneck
MinSun Park

Phone: 702-407-4699
Phone: 702-494-4722

Email: anne.kubaneck@freemanco.com
Email: minsun.park@freemanco.com

(188750) LVG 07/08

FREEMAN specialty pavilion packages

3. UPGRADING YOUR OPTION/ORDERING ADDITIONAL EQUIPMENT

A. Upgrading your Option

Freeman is the official Service contractor for NATPE 2008. If you require any additional decorating requirements please visit the FREEMAN Section. Your contact at Freeman is: Anne Kubaneck, 702-407-4699 or MinSun Park, 702-494-4722. Listed below is some information that may be helpful to you.

**** If you have a corner booth, please contact Freeman to ensure your walls are set up in the desired direction. NATPE is not responsible for fees incurred for wall set changes onsite.**

1. Areas for which you may desire an upgrade:

Furniture
TV Cabinets
MRE Accessories (lighting, shelves)
Counters

2. Decorating your Booth

- Posters and signage may be attached to the booth unit
- Recommended adhesive is Velcro and is provided (with minimal charge) by Freeman on-site
- You may not use an “S” hook over the top of the MRE unit if your item is too heavy. (Please confirm with Freeman that your walls can hold the weight)
- All materials must be flame retardant
- Signs may not be higher than the wall height of 8’ and may not be outside your booth or in the aisles

3. Pavilion Colors

- Each Pavilion has different colors for panels and/or carpeting.
Below please find the color of each pavilion:

Pavilion	Panels	Carpeting
Kids Town	Yellow	Blue
Digital Village	Dark Blue	Plum
Independent Producers	Gray	Gray
IFTA Pavilion	Black	Berry
British Pavilion	Red	Blue

B. Ordering Additional Equipment

Some items NOT incorporated in your package, which you may choose to order are listed here. See the OFFICIAL VENDORS/SERVICES Section for order forms and prices.

Monitor/VCR
Floral
Telephone (Lines & Sets)
Office Machine Rental
Lead Retrieval
Cleaning – in addition to first nights

C. Move-in

- Please adhere to the move-in date/time schedule for your company. Your booth will be completely set-up upon arrival. You may move-in anytime after the scheduled move-in date, however **your booth must be ready by 3:00 pm on Monday, January 28th** . The hall is open for set-up from 8am to 5pm.
- Your badge will allow you access to the hall during set-up and dismantle. You may pick-up your badge at the Exhibitor Registration Counters in the Convention Center on:
 - Sunday, January 27, 10:00am – 5:00pm
 - Monday, January 28, 10:00am – 5:00pm

Bringing your Own Equipment/Furniture

- Large loads in cars, rental trucks or company trucks must check-in at the marshalling yard in accordance with your targeted move-in date and time. Smaller items may be hand-carried.
- Note: Delivery of up to 600 lbs. to your booth is already included with your package. If you ship items to the warehouse, these items will be in your booth prior to your arrival. If you ship directly to show site, they will be received by Freeman and delivered to your booth on your scheduled move-in date. For more information on this procedure contact Ashley Zimmerman, Freeman at (702) 914-2826. Also refer to the FREEMAN SERVICES / MATERIAL HANDLING Section.