

AUDIO VISUAL SURVIVAL GUIDE

HOW TO SAVE MONEY

- ❑ Order by Early Bird Deadline of **December 17** to ensure the best prices available on the equipment you need! **Save up to 30%!**
- ❑ Freeman AV representatives are always available to assist with any questions regarding equipment and the ordering process.
- ❑ Payment is due in full before equipment will be delivered. For wire transfers, make sure wires are sent before show move-in. The customer is responsible for all wire transfer fees.

FLOOR PLANS & BOOTH LAYOUTS

- ❑ To facilitate your audio visual set, provide floor plans that clearly indicate your audio visual placement and cable management.
- ❑ Advise us of your target dates.
- ❑ Indicate any mounting above standing height on your drawing.
- ❑ Electrical drops should be clearly marked on the floor plan.

SECURITY

- ❑ Once equipment is delivered and installed, the customer is responsible for security of the equipment until it is picked up at the close of show.
- ❑ Freeman AV does not have storage for high theft items.
- ❑ CES approved security companies are available to watch your booth after hours.
- ❑ Any equipment not returned at the close of show will be charged for at market value.

INTERNET / PHONE REQUIREMENTS

- ❑ If you are renting a Freeman AV computer and require an internet drop, please email us the Smart City Network Security Form for Freeman AV to complete and return to you. This form must be filled out and returned to Smart City for internet orders.
- ❑ Freeman AV does not provide internet or telephone service. This will need to be ordered independently through Smart City.

ELECTRICAL REQUIREMENTS/LABOR

- ❑ Freeman AV does not provide any type of electrical needs. To save money, submit power requirements with floor plans to the electrical provider before the deadline date.
- ❑ If your flat screens require mounting to walls above standing height or truss mounting, house labor rules state that GES dispatched electricians must be engaged. To save money, order before the deadline date.
- ❑ Upon request, Freeman AV will gladly supply you with any power requirements needed to correctly order electrical service.
- ❑ Please give the electrical provider an accurate floor plan of electrical drops and cable pre-lays.
- ❑ Please bring voltage converters if you are an international exhibitor. We do not carry power converters.
- ❑ 24 hour service is not provided automatically. If you have special equipment that needs 24 hour service, please order through electrical services. Also advise if you need early turn on or turn off of power for photo shoots or press conferences.

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TECHNICAL CHECKLIST

- ☐ USB drives are not accepted as a direct display source for Freeman provided monitors. If your presentation is on a USB drive, a laptop will be required for display.
- ☐ If you are bringing any DVD that was not professionally produced, check that it has been formatted and will work in any DVD player.
- ☐ Let us know if you are bringing DVDs that are not the standard NTSC format (i.e., PAL, SECAM).
- ☐ If you are bringing a Mac desktop or Mac laptop, bring with you the cable adaptors ("dongle") to connect to our flat screens. If you don't have these, contact one of our representatives so we can get you the correct adaptor.
- ☐ If you require special aspect ratios or resolutions, provide that information to us.
- ☐ Not all of our equipment is 1080P HD. If you require this technology or require HDMI or DVI Inputs, please specify.
- ☐ Let us know what source (DVD player, laptop, media server, etc.) you will be connecting to our flat screens. This will allow us to plan for proper cable management.
- ☐ Inform us if individual sources will be used on multiple screens at the same time. We will need to provide distribution equipment and possible cabling under the carpet.
- ☐ Microphones cannot be plugged into flat screen monitors to be played through flat screen speakers. Small sound systems are available for microphone use.
- ☐ If more than three wireless microphones are being used in a booth, an audio operator will be required for the run of the show.
- ☐ If you are providing your own wireless equipment, let us know what frequencies you are using so frequencies are not doubled up.
- ☐ If in doubt or you think you have any special needs or technical requirements, notify a Freeman AV contact.

If you realize you have forgotten to bring something once you get to show site, don't worry! Contact your Exhibitor Services Representative for assistance. We can accommodate you.

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