

# FREEMAN

6555 West Sunset Road  
Las Vegas, NV 89118  
Ph: 702-579-1700 • Fax: 469-621-5604  
FreemanLasVegasES@freemanco.com



## National Hardware Show®

May 6-8, 2014  
Las Vegas Convention Center  
Las Vegas, Nevada

### NATIONAL HARDWARE SHOW® MOBILE

A truly personalized mobile app that places event and attendee information at your fingertips.

- Increase visibility with attendees
- Communicate directly with attendees that have expressed interest in your products (upgrade required)
- Receiving breaking National Hardware Show® news and special event announcements
- Access a live Twitter feed
- Advertise your show specials and make appointments with attendees (upgrade required)

### CONCIERGE ELITE

Download the Concierge Elite app from the Apple App Store, Android Google Play or Windows App Store (search for Concierge Elite) or visit [www.freemanco.com/solutions/mobile](http://www.freemanco.com/solutions/mobile) to learn more. This will give you the ability to:

- Submit requests for service
- View previous & current orders
- Sign up for freight notifications
- Request shipping labels
- Receive empty return notifications
- Express checkout of the show

For a short demo of Concierge Elite, go to [www.freemanco.com/cedemo](http://www.freemanco.com/cedemo) to view its many features.

### SERVICE INFORMATION

#### GENERAL SHOW BOOTH EQUIPMENT

Each 10' x 10', 10' x 20', and 10' x 30' booth will be set with 8' high back drape, 3' high side dividers and a 7" x 44" one-line identification sign. Colors for show vary by category.

**Hardware & Tools:** Blue and White drape, Blue aisle carpet

**Homewares:** Burgundy and White drape, Black aisle carpet

**International Sourcing:** Gold and White drape, Latte aisle carpet

**Lawn & Garden New Exhibitors & Inventors on Level 2 N247/251 Meeting Rooms:** Green and White drape, Facility carpet

**Lawn, Garden & Outdoor Living:** Green and White drape, Green aisle carpet

**New Exhibitors on Level 1 N109 Meeting Rooms:** Black drape, Facility carpet

**Paint & Accessories:** Plum drape, Plum aisle carpet

**Plumbing & Electrical:** Red and White drape, Red aisle carpet

#### INVENTORS SPOTLIGHT BOOTH EQUIPMENT

Each 7' x 5' booth will be set with 8' high Black back drape, 3' high Black side dividers, Black carpet, one 4' Black draped table, two side chairs, and a 7" x 44" one-line identification sign.

#### OUTDOORS, TAILGATE & RECREATION INFORMATION

Please refer to the POV Map for arrival instructions.

#### EXHIBIT HALL CARPET

Please note that all booth spaces are NOT carpeted unless you have a booth package that includes carpet. Please refer to your Application & License Agreement for your package information. If booth carpet is included, the color will match the aisle carpet color for the categories indicated above.

Rental carpet is available through Freeman. Please refer to the Freeman Carpet Order Form.

#### DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by **APRIL 17, 2014.**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on preshow procedures and move-in, please go to [www.freemanco.com/preshowFAQ](http://www.freemanco.com/preshowFAQ).

Thursday	May 1, 2014	1:00 p.m.	-	5:00 p.m.	By Target
Friday	May 2, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Saturday	May 3, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Sunday	May 4, 2014	8:00 a.m.	-	5:00 p.m.	By Target
Monday	May 5, 2014	8:00 a.m.	-	5:00 p.m.	By Target

All exhibits must be fully installed by **Monday, May 5, 2014 at 5:00 p.m.**

### EXHIBIT HOURS

Tuesday	May 6, 2014	9:00 a.m.	-	5:00 p.m.
Wednesday	May 7, 2014	9:00 a.m.	-	5:00 p.m.
Thursday	May 8, 2014	9:00 a.m.	-	3:00 p.m.

### EXHIBITOR MOVE-OUT

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Thursday	May 8, 2014	4:00 p.m.	-	8:00 p.m.
Friday	May 9, 2014	8:00 a.m.	-	5:00 p.m.
Saturday	May 10, 2014	8:00 a.m.	-	12:00 p.m.

**At the break of the show, Thursday, May 8 at 3:00 p.m., Freeman will begin to remove all aisle carpet from the show floor. We anticipate this will take one (1) hour to complete. Beginning approximately at 4:00 p.m., Freeman will return fiber cases and cardboard boxes placed into our empty storage. The crate and skid return will continue throughout the evening with all crates returned prior to Midnight on Thursday, May 8.**

Please ensure you schedule your outbound labor and travel arrangements based upon this schedule.

### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Saturday, May 10, 2014 at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Saturday, May 10, 2014 at 8:00 a.m.**

### POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Material Handling section on the order 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 pick-up of your exhibit at the close of the show.

### SERVICE CONTRACTOR CONTACTS/INFORMATION:

**FREEMAN**  
6555 West Sunset Road  
Las Vegas, Nevada 89118  
Ph: (702) 579-1700 Fax: (469) 621-5604

**FREEMAN AUDIO VISUAL SOLUTIONS, INC.**  
3325 West Sunset Road, Suite A  
Las Vegas, Nevada 89118  
Ph: (702) 263-1484 Fax: (702) 263-1494

**FREEMAN EXHIBIT TRANSPORTATION**  
(800) 995-3579 Toll Free US & Canada  
(817) 607-5100 Local & International  
(469) 621-5810 Fax

**CUSTOM EXHIBIT/GRAPHICS**  
Violet Gershkovich  
(702) 579-1428  
[violet.gershkovich@freemanco.com](mailto:violet.gershkovich@freemanco.com)

### SERVICE CENTER HOURS

We will have staff available at the Freeman Services Center as follows:

Thursday	May 1, 2014	1:00 p.m.	-	5:00 p.m.
Friday	May 2, 2014	8:00 a.m.	-	5:00 p.m.
Saturday	May 3, 2014	8:00 a.m.	-	5:00 p.m.
Sunday	May 4, 2014	8:00 a.m.	-	5:00 p.m.
Monday	May 5, 2014	8:00 a.m.	-	5:00 p.m.
Tuesday	May 6, 2014	8:00 a.m.	-	5:00 p.m.
Wednesday	May 7, 2014	8:00 a.m.	-	5:00 p.m.
Thursday	May 8, 2014	8:00 a.m.	-	8:00 p.m.
Friday	May 9, 2014	8:00 a.m.	-	5:00 p.m.
Saturday	May 10, 2014	8:00 a.m.	-	12:00 p.m.

Our Internet online ordering service, Freeman OnLine®, is available for your convenience to order all Freeman Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit [www.freemanco.com/store](http://www.freemanco.com/store) and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call our Customer Support Center at (1-888-508-5054).

#### SHIPPING INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**National Hardware Show®**  
 C/O FREEMAN  
 6675 West Sunset Road  
 Las Vegas, NV 89118

FREEMAN will accept crated, boxed or skidded materials beginning **APRIL 3, 2014** at the above address. Materials arriving after **APRIL 24, 2014** will be received at the warehouse with an additional after deadline charge. Warehouse freight will be delivered prior to exhibitor set up. If warehouse freight has to be moved in on a weekend in order to be in the exhibitors booth for move-in day, an overtime charge may apply. **Warehouse receiving hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**

Showsite shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**National Hardware Show®**  
 C/O FREEMAN  
 Las Vegas Convention Center  
 3150 Paradise Road  
 Las Vegas, NV 89109

**Please refer to the target floor plans for your assigned date and time.**

FREEMAN will receive shipments at the exhibit facility beginning at **1:00 P.M.** on **MAY 1, 2014**. 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: Overtime rates will apply on all shipments, inbound/outbound, between Monday through Friday between 5:00 p.m. and 8:00 a.m., and ALL DAY on Saturdays, Sundays and Holidays.

***This show will be marshalled. Please see marshalling yard map in this service manual.***

**PLEASE NOTE: CARRIERS NEED TO CHECK IN NO LATER THAN 3:00 P.M. TO BE UNLOADED ON THE SAME DAY AS CHECK IN.**

**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.

#### LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for display labor. Straight Time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Desk.

#### ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (702) 579-1700.

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 Las Vegas Exhibitor Services at (702) 579-1700 or Freeman's Customer Support Center at (888) 508-5054 Toll Free US & Canada or (817) 607-5000 Local & International.

### HELPFUL HINTS

#### SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by **APRIL 17, 2014**.

#### 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](http://www.freemanco.com/preshowFAQ).

For more information and helpful hints on postshow procedures and move-out, please go to [www.freemanco.com/postshowFAQ](http://www.freemanco.com/postshowFAQ).

Call Freeman's Exhibitor Services department at (702) 579-1700 with any questions or needs you may have.

# LAS VEGAS FIRE SAFETY REGULATIONS

**NOTICE: IN ACCORDANCE WITH THE NEVADA CLEAN INDOOR AIR ACT, SMOKING IS PROHIBITED IN EXHIBIT AREAS.**

1. **ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
2. **ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs or displays may protrude into aisles.
3. **DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. **ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates are not to be used as exhibit supports.
5. **ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS, STROBE LIGHTS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
6. **EXHIBITORS WHO INTEND TO DISPLAY A VEHICLE WITHIN THE CONFINES OF THEIR EXHIBIT BOOTH MUST OBTAIN A VEHICLE DISPLAY PERMIT FROM THE CLARK COUNTY FIRE MARSHAL. The Application for Permit is available online at [http://www.clarkcountynv.gov/Depts/development\\_services/Forms/System\\_Other.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/System_Other.pdf).** Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. No leaks underneath vehicles. At least 36" clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. External chargers are recommended for demonstration purposes.

Please refer to the Clark County Fire Department's Display of Motor Vehicles Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/DisplayMotorVehiclesAssembly.pdf>

**EXCEPTION:** Permits are not required at the Las Vegas Convention Center; however, vehicles that use compressed gas are prohibited. At least one battery cable shall be removed from the batteries used to start the vehicle engine. Batteries used to power auxiliary equipment shall be permitted with prior approval from the LVCVA Safety Office. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

7. **COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.
8. **VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
9. **NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, Official Service Contractor will remove and store at **EXHIBITOR'S EXPENSE**.
10. **ALL 110 VOLT EXTENSION CORDS SHALL BE THREE-WIRE (GROUNDED), #14 OR LARGER AWG, COPPER WIRE. ALL CONNECTIONS MUST BE SUPPORTED AND SECURE.** Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved.
11. **CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG CONNECTORS MUST BE UL APPROVED WITH BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.
12. **ELECTRICAL WORK UNDER CARPETS OR FLOORING MUST BE INSTALLED BY THE OFFICIAL ELECTRICAL SERVICE PROVIDER.** All cords must be flat, three conductor, #14 AWG or larger.
13. **ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS.** Hard backed booths must have power supplies dropped within the booth.
14. **FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.
15. **COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY OFFICE OF FIRE PROTECTION AND SAFETY.** Flammable gases, i.e.: butane, propane, natural gas, et al; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

Please refer to the Clark County Fire Department's Compressed Gas Permit Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/CompressedGasGuidelines.pdf>

**EXCEPTION:** The Las Vegas Convention Center's Propane Regulations are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>



# LAS VEGAS FIRE SAFETY REGULATIONS (continued)

## 16. CERTAIN HALOGEN LAMPS HAVE BEEN BANNED AT THE MANDALAY BAY CONVENTION CENTER, THE LAS VEGAS CONVENTION CENTER AND CASHMAN CENTER.

Halogen lamps at the Las Vegas Convention Center and Cashman Center are limited to 75 watts and must be of the sealed variety, which prevents direct handling of the bulb. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

Halogen lighting policy at Mandalay Bay Convention Center covers restrictions on stem mounted halogen lighting provided by display contractors and exhibitors for the temporary lighting of exhibit booths. The use of any stem mounted halogen or other fixtures employing a non-shielded halogen bulb is not allowed. In addition, conventional track lighting systems that use any of the approved types of halogen bulbs and that are securely mounted to stable exhibit structures will continue to be allowed. Approved halogen bulbs include: MR 11/16 Covered - Low Wattage, MR 16 Covered - Line Voltage and PAR 14, 16, 20, 30 and 48. For further information regarding halogen lights at the Mandalay Bay Convention Center, please contact their Exhibitor Services Department at (702) 322-3000.

## 17. CLARK COUNTY WILL ALLOW SINGLE-LEVEL COVERED EXHIBIT BOOTHS UP TO 1000 SQUARE FEET TO BE UNSPRINKLERED.

All single-level covered exhibit booths greater than 1000 square feet must be provided with sprinklers throughout.

## 18. SINGLE-LEVEL COVERED EXHIBIT BOOTHS OVER 1000 SQUARE FEET OR MULTI-STORY EXHIBIT BOOTHS MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at:

[http://www.clarkcountynv.gov/Depts/development\\_services/Forms/System\\_Other.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/System_Other.pdf)

Please refer to page 8 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

**EXCEPTION:** The Las Vegas Convention Center's regulations for Covered and/or Double Deck Exhibits are available online. Please refer to the Las Vegas Convention Center Building Users Manual for further information:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

## 19. TENTS IN EXCESS OF 200 SQUARE FEET, CANOPIES IN EXCESS OF 400 SQUARE FEET, AND TEMPORARY MEMBRANE STRUCTURES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at [http://www.clarkcountynv.gov/Depts/development\\_services/Forms/System\\_Other.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/System_Other.pdf).

Please refer to the Clark County Fire Department's Tent and Canopy Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/tentsandcanopies.pdf>

**EXCEPTION:** Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

## 20. DEMONSTRATION COOKING AND FOOD WARMING IN EXHIBITION SPACES SHALL COMPLY WITH THE CLARK COUNTY FIRE CODE AND FACILITY REGULATIONS.

Please refer to pages 6-7 of the Clark County Fire Department's Places of Assembly Guideline:

<http://fire.co.clark.nv.us/Files/pdfs/Places%20of%20Assembly.pdf>

Rules and regulations specific to the Las Vegas Convention Center are available online at:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

## 21. THE USE OF CANDLES AND OTHER OPEN FLAME DECORATIVE DEVICES MUST BE APPROVED BY THE CLARK COUNTY FIRE MARSHAL.

The Application for Permit is available online at:

[http://www.clarkcountynv.gov/Depts/development\\_services/Forms/System\\_Other.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/System_Other.pdf)

Please refer to the Clark County Fire Department's Open Flame Guidelines:

<http://fire.co.clark.nv.us/Files/pdfs/OpenFlame.pdf>

**EXCEPTION:** Please refer to the Las Vegas Convention Center Building Users Manual for their guidelines:

<http://www.vegasmeansbusiness.com/includes/content/images/MEDIA/docs/LVCC-BUM-2013-Current.pdf>

---

Please refer to the Clark County Fire Department's website for Requirements and Permit Guidelines, Application Forms, Permit Fees, etc. The following items are required to have a permit from the Clark County Fire Department:

- Display Vehicles
- Single-Level Covered Exhibit Booths
- Multi-Level Exhibit Booths
- Tents and/or Canopies
- Temporary Membrane Structures
- Candles and Open Flames
- Flame Effects
- Temporary Outdoor Structures

Clark County Fire Department's Guidelines are available online:

[http://www.clarkcountynv.gov/Depts/development\\_services/fire\\_prevention/Pages/guidelines.aspx](http://www.clarkcountynv.gov/Depts/development_services/fire_prevention/Pages/guidelines.aspx)

Clark County Fire Department's Application for Permit is available online:

[http://www.clarkcountynv.gov/Depts/development\\_services/Forms/System\\_Other.pdf](http://www.clarkcountynv.gov/Depts/development_services/Forms/System_Other.pdf)

**PLEASE NOTE: Failure to notify show management and/or apply for permit no later than three weeks prior to the move-in of an event could result in higher permit fees or non-admission of the item/service to the exhibit floor.**