



January 12, 2017

Dear Unified Symposium Exhibitor,

The Unified Symposium is rapidly approaching and we want to ensure everyone has a smooth experience moving their booth materials and equipment in and out of the convention center. Please review the [Load-In/Out Diagram](#) showing three (3) options as described below for exhibitors to load-in/out their booth. These options are based on specific terms and conditions as described in the [Freeman Exhibitor Services Manual](#) and the [Application/Agreement for Exhibit Space](#).

1. **Hand carried items by Exhibitor** – one person in one trip (check details on type of vehicles and location permitted)
2. **Privately Owned Vehicle (POV) Material Handling (Curb Side)** – Union Labor Required (check details on type of vehicles and location permitted)
3. **Loading Dock** – Union Labor Required

Hand carried items may **only** be brought into the designated entrances of the convention center, as outlined in the [Load-In/Out Diagram](#), until 5:00 pm on Tuesday, January 24.

Please refer to the [Freeman Exhibitor Services Manual](#) for load-in/out material handling fees. You may also contact Freeman directly by phone, 775-355-4600, or by visiting [Freeman Online](#).

If you have designated an **EAC (Exhibitor Appointed Contractor)** instead of Freeman to set up your booth, please be sure to share this email and the [EAC guidelines](#) with your EAC. It is your responsibility to advise us by email if you have chosen an EAC. You must also ensure that your EAC meets the Unified Symposium's timeline requirements and documentation, including Freeman's requirements. Please review the [EAC guidelines](#) to ensure a smooth setup and breakdown for your company.

If you have any questions, please do not hesitate to contact us.

Best regards,
Jen

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