Shipping and Material Handling

**before event**
- from your location or previous event
- advance warehouse

**during the event**
- event venue
- venue dock
- shipping
  - transport to the venue's shipping dock then from the shipping dock to the next event or customer location

**after event**
- to your location or next event
- venue dock
- material handling
  - move items from the dock, to the exhibit, back to the dock after the show

**Storage for Empty Containers**

**Your Exhibit**
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it's faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:
\[ \begin{align*}
&\text{ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE} \\
&\text{PICK-UP AND TRANSPORTATION FROM POINT OF ORIGIN TO YOUR CHOICE OF EITHER ADVANCE WAREHOUSE OR SHOW SITE} \\
&\text{ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW} \\
&\text{RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION} \\
&\text{PRE-PRINTED SHIPPING LABELS AND OUTBOUND PAPERWORK}
\end{align*} \]

Benefits:
\[ \begin{align*}
&\text{TURNKEY PRICING ENSURES PRECISE BUDGETING} \\
&\text{NO ADDITIONAL HANDLING, PICK-UP OR DELIVERY FEES} \\
&\text{NO ADDITIONAL FUEL SURCHARGES OR OVERTIME SURCHARGES} \\
&\text{NO CARRIER WAITING TIME FEES} \\
&\text{EXPERIENCED ON-SITE TRANSPORTATION REPS FROM MOVE-IN THROUGH MOVE-OUT} \\
&\text{LTL (LESS THAN TRUCK LOAD) SHIPPING}
\end{align*} \]

*Services apply to destinations anywhere in the Continental U.S.*

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
RESULTS, DELIVERED

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freeman.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
For fast, easy ordering, go to www.freeman.com/store.

**TIPS FOR EASY ORDERING**

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  - (800) 995-3579 Toll Free US & Canada
  - (817) 607-5183 Local & International

**COMPLETED THE FOLLOWING ITEMS ON THIS FORM:**

**PICK UP INFORMATION**

Requested Pick Up Date:

SHIPPER NAME

SHIPPER ADDRESS

<table>
<thead>
<tr>
<th>Items to be shipped</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber)</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ______)</td>
<td></td>
</tr>
<tr>
<td>Other (_____________)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Size of largest piece: (H) _____ (W) _____ (L) _____

**NOTE:** Shipments will be weighed and measured prior to delivery.

**OUTBOUND SHIPPING**

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address:

<table>
<thead>
<tr>
<th>(City)</th>
<th>(State)</th>
<th>(Zip Code)</th>
</tr>
</thead>
</table>

**DESTINATION**

☐ I will be shipping to the WAREHOUSE

FREEMAN / Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
C/O: Freeman
905 Sams Ave
New Orleans, LA 70123

**MUST BE DELIVERED BY SEPTEMBER 05, 2022**

☐ I will be shipping to SHOW SITE

FREEMAN / Exhibiting Company Name / Booth #
IMAT Conference & Exposition 2022
TSS Forum Conference & Exposition
C/O: Freeman
Ernest N Morial Convention Center
900 Convention Center Blvd New Orleans, LA 70130-1755

**CANNOT BE DELIVERED BEFORE SEPTEMBER 12, 2022**

**TYPE OF SERVICE**

☐ Next Day Air: Delivery next business day by 5:00 PM
☐ Second Day Air: Delivery second business day by 5:00 PM
☐ 3-5 Day Service: Delivery within 3 - 5 business days
☐ Declared Value $______

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

☐ Standard Ground: Dependent on distance
☐ Expedited Ground: Tailored to specific requirements
☐ Specialized: Pad wrapped, uncrated, truck load

**FAX THIS COMPLETED FORM VIA:**

E-mail: exhibit.transportation@freeman.com
Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.

SHOW # (512030)
WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?

• We will accept freight beginning 30 days prior to show move-in.
• To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
• The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor set up.

HOW DO I SHIP TO SHOW SITE?

• Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

• Collect shipments will be returned to the delivery carrier.
• To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
• “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

• The label should contain the exhibiting company name, the booth number and the name of the event.
• The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

• Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
• On the Material Handling Form, locate the rate that applies to your shipment and multiply that rate by the weight of your shipment in pounds.
• The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

• Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
• At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to freeman.com
HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

• Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

• Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
• To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
• Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.
• After materials are packed, labeled and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
• Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times, and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will be rerouted on Freeman's carrier choice at the exhibitor's expense.
• For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

WHERE DO I GET A FORKLIFT?

• Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
• Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
• Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

• Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
• All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

OTHER AVAILABLE FREIGHT SERVICES (may not be available in all locations)

• Cranes
• Accessible storage at show site
• Exhibit transportation services (see enclosed brochure)
• Security storage at show site
• Short-term and long-term warehouse storage
• Local pick-up and delivery
• Priority empty return
material handling simplified

Our new straight forward pricing makes pre-show budgeting easier. Pay for your actual weight per-pound with no invoice surprises.

- No minimums
- No crated
- No special handling
- No carpet & pad only
- No uncrated
- No hundred-weight billing
- No reweigh fees
- No overtime
- No marshalling yard fees
- No rounding - pay only for actual weight

It’s just easier!
Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

**RATES**

<table>
<thead>
<tr>
<th>Material Handling</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate applies to shipments sent to either the warehouse or directly to show site.</td>
<td>$1.24 per pound</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling - After Deadline</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate applies to shipments arriving at the warehouse after September 5, 2022.</td>
<td>$1.55 per pound</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Handling - 10 lbs and under</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free of Charge</td>
<td></td>
</tr>
</tbody>
</table>

This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.

**IMPORTANT SHIPPING INFORMATION**

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

**Warehouse:**
- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on August 15, 2022.
- Warehouse address: Exhibiting Company Name / Booth #
  IMAT Conference & Exposition 2022
  TSS Forum Conference & Exposition
  C/O Freeman
  905 Sams Ave
  New Orleans, LA 70123

  - 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 refrigeration 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.

**Show Site:**
- Show site receiving begins on September 12, 2022.
- Show Site address: Exhibiting Company Name / Booth #
  IMAT Conference & Exposition 2022
  TSS Forum Conference & Exposition
  Ernest N Morial Convention Center
  C/O Freeman
  900 Convention Center Blvd
  New Orleans, LA 70130-1755

**Outbound:**
- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor’s expense.

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.
Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. **No vehicle will be allowed to the dock area without a pass.**

**Approach from the West**
From I-10 take Highway US-90 and exit on Tchoupitoulas St/South Peters. Continue on Calliope St and take right on Tchoupitoulas St. Lot I will be to your right.
Please note that Google Maps often directs drivers to take the Annunciation St exit from US-90; this is a non-truck route and should not be taken.

**Approach from the East**
From Highway US-90 take the Tchoupitoulas St. exit and turn slight right onto Tchoupitoulas St. Lot I will be to your right.

| Path to Marshalling Yard incoming from West |
| Path to Marshalling Yard incoming from East |
| After checking in with Marshalling Yard, path to unloading/loading docks |

**Freeman Marshalling Yard**
1351 Tchoupitoulas St., Lot I
New Orleans, LA 70130

**MARSHALLING YARD LOT I**

---

**Ernest N. Morial Convention Center**

**Loading Docks**

---

**Henderson St**

---

**Mississippi River**
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME: 
DELIVERY ADDRESS: 
CITY: STATE/PROVINCE: ZIP/POSTAL CODE: 
PHONE#: ATTN: SPECIAL INSTRUCTIONS: 
BILL TO: Same as Ship to: COMPANY NAME: 
DELIVERY ADDRESS: 
CITY: STATE/PROVINCE: ZIP/POSTAL CODE: 

**METHOD OF SHIPMENT**

Select a Carrier: 
- [ ] Freeman Exhibit Transportation  
- [ ] Other Carrier

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service: 
- [ ] 1 Day: Delivery next business day  
- [ ] 2 Day: Delivery by 5:00 PM second business day  
- [ ] Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable) 
- [ ] Have loading dock  
- [ ] Inside delivery  
- [ ] Pad wrap required  
- [ ] Do not stack

Select Desired Number of Labels: __________

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.
TO: ___________________________  EXHIBITOR NAME

C/O: Freeman
905 Sams Ave
New Orleans, LA 70123

WAREHOUSE

(512030)

IMAT Conference & Exposition 2022

TSS Forum Conference & Exposition

BOOTH NO: ________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
<table>
<thead>
<tr>
<th>TO:</th>
<th>EXHIBITOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/O: Freeman</td>
<td>Freeman</td>
</tr>
<tr>
<td>C/O: Freeman</td>
<td>Freeman</td>
</tr>
<tr>
<td>Ernest N Morial Convention Center</td>
<td>Ernest N Morial Convention Center</td>
</tr>
<tr>
<td>900 Convention Center Blvd</td>
<td>900 Convention Center Blvd</td>
</tr>
<tr>
<td>New Orleans, LA 70130-1755</td>
<td>New Orleans, LA 70130-1755</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHOW SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAT Conference &amp; Exposition 2022</td>
</tr>
<tr>
<td>TSS Forum Conference &amp; Exposition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMAT Conference &amp; Exposition 2022</td>
</tr>
<tr>
<td>TSS Forum Conference &amp; Exposition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOOTH NO:</th>
<th><strong>NO.</strong></th>
<th><strong>OF</strong></th>
<th><strong>PCS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(512030)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
TO: _____________________________

EXHIBITOR NAME

C/O: Freeman

905 Sams Ave

New Orleans, LA 70123

HANGING SIGN

EVENT: IMAT Conference & Exposition 2022

TSS Forum Conference & Exposition

BOOTH NO: ______ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.