

## Booth details

### Booth equipment

Each 8' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side drape, one 6'L x 30"H white draped table, two Limerick® side chairs by Herman Miller and one waste basket. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

### Exhibit hall carpet

The booths and exhibit areas are carepeted with the existing hotel carpet.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 14, 2023.

### Exhibitor move-in

Monday, September 11, 2023      7:00 AM - 4:00 PM

### Exhibit hall hours

Monday, September 11, 2023      5:00 PM - 7:00 PM  
Tuesday, September 12, 2023      10:00 AM - 5:00 PM  
Wednesday, September 13, 2023      8:00 AM - 4:30 PM  
Thursday, September 14, 2023      8:00 AM - 10:30 AM

### Exhibitor move-out

Thursday, September 14, 2023      10:30 AM - 2:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## Shipping and material handling

### Warehouse shipping address:

FREEMAN HOUSTON / TFC  
ASGMT School 2023  
C/O Jetco / Freeman  
3010 Aldine Bender Rd  
Houston, TX 77032

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning August 14, 2023 at the above address.
- Material arriving after September 04, 2023 will be received at the warehouse with an additional after deadline charge.
- 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 refrigerated 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.

subject to change.

- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

## Service contractor contact information

### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

### Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

### Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## Pre-show checklist

### Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

### Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## During show checklist

### On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

## Move-out checklist

### Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by September 14, 2023 - 2:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by September 14, 2023 - 1:00 PM. Please arrange with your carrier to pick up your outbound freight directly from the facility. Houston Marriott Westchase, 2900 Briarpark Dr, Houston, TX 77042. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.