

**Badges**

Four complimentary badges for every 100 square feet of booth space (not to exceed 280 badges).

**Lead retrieval**

All exhibitors receive access to complimentary lead retrieval to help gather and organize sales leads.

**Qualified buyer list**

Each exhibitor will receive complimentary access to a list of qualified buyer attendees prior to and after the 2025 GCSAA Conference and Trade Show. *(List does NOT include email addresses or phone numbers)*

**Signage**

For linear and perimeter booths, an 11"H x 17"W identification sign listing your company name and booth number.

**Backdrop, side rails**

For linear and perimeter booths, 8-foot-high draped background with 36" side rails, drapery.

**Booth number stickers**

Each booth receives 1-2 booth number stickers placed in the aisle to help attendees identify your booth.

**Material Handling (also known as Drayage)**

Show site material handling (i.e., drayage; the movement of materials from shipping dock to an exhibit booth for booth set up and then back to the shipping dock for return shipment and/or collection at end of CTS) is also included in the booth space cost noted in the Application. Freeman is responsible for drayage/material moving at CTS.

**Please note:** Freeman may charge additional fees for drayage after the Show officially opens. Any additional fees incurred after the Show officially opens are at the expense of the Exhibitor, as well as any/all mobile spot fees, forced carpet fees, and any fees above and beyond basic movement of freight (including empty containers, etc.) from the shipping dock to the booth and back. All other furnishings, floor coverings, and additional booth requirements must be provided by the Exhibitor, at their own expense and responsibility.

The use of any specialized equipment (i.e., forklift, scissor-lift, etc.), required in connection with installing or assembling, booth work, spotting and/or rigging will be made available for hire and charged to the Exhibitor at hourly rates noted by Freeman.

GCSAA pays for Material Handling only when it is shipped directly to show site to arrive starting on the first exhibitor move-in day.

This includes:

- Receiving your shipment at show site at the docks (see exceptions below)
- Moving it to your assigned booth space.
- Removing the empty crates or containers from your booth for storage until the show begins dismantling.
- Returning your empty crates or containers for your booth to be repacked.
- Returning it to the docks for outbound shipping. (Please visit the Freeman service desk on show site for important instructions about how to release your freight so that Freeman can load it out during dismantle. It is required to have a (BOL) bill of lading to complete the outbound shipping, necessary, to ensure your freight is shipped back out correctly. (This entire process is covered in the cost paid for your booth on the GCSAA application)

Situations that GCSAA will **not** pay for include the following and will be invoiced to the exhibitor:

- Exhibitor freight sent to the Freeman advance warehouse instead of show site
- Mobile spots or any mobile pieces requiring forklift towing to your booth (refer to mobile spotting form in the exhibitor manual).
- Any oversized / very heavy shipment sent to show site that requires more than a 5,000-pound forklift to easily unload it from a trailer or flatbed. Please contact: John Quinlin [john.Quinlin@freeman.com](mailto:john.Quinlin@freeman.com) if you know this pertains to your show site shipment to avoid delays in unloading and understanding the costs involved.
- Once your freight is delivered to your booth, if it must be moved again prior to Freeman removing the empty crates or containers or once the show opens, there may be additional charges. If necessary, please visit the Freeman service desk for questions.