

## Shipping and Material Handling Checklist

### Before the event:

Step 1: Determine which items you would like to ship.

Step 2: Determine whether to send your items to the advance warehouse or directly to the event venue.

#### Shipping to the advance warehouse:

*Advantages of shipping to the advance warehouse versus directly to the venue:*

- You can ship your materials up to 30 days before the event, and Freeman will store the materials until it is time to deliver to the showsite.
- If you use the advance warehouse, you are given peace of mind with a notification letting you know your materials arrived.
- Your items will be delivered to your exhibit space before your scheduled move-in starts, giving you more time to set up your exhibit.

#### Shipping directly to the event venue:

Alternatively, you can ship directly to the venue, and the material handling team will pick up your items at the shipping dock and deliver them to your exhibit space.

Step 3: Pick your carrier. Learn more about Freeman round-trip shipping [here](#).

Step 4: Schedule the carrier of your choice to pick up the materials and have them shipped to your destination of choice.

**Pro-tip:** Refer to the Quick Facts online to review the dates for shipping to and from the venue.

**Pro-tip:** Remember to submit your outbound shipping information so your Material Handling Agreement can be delivered to your exhibit space during the event.

Step 5: If available, purchase “priority empty” labels from Freeman in order to expedite the delivery of empty containers after the show. Limited availability.

### During the event:

Step 6: Arrive early and plan enough time to set up your exhibit space.

Step 7: The material handling team will deliver your items to your exhibit space for set up. Exhibitors are responsible for fees associated with material handling.

**Step 8:** Once materials have been delivered to your exhibit space, set up your exhibit.

**Step 9:** Once you have started setting up your exhibit space and have empty containers, place "Empty" labels on each of the containers. Then the material handling team will pick up the empty labeled containers and store them in an inaccessible location until the event is over.

**Pro-tip:** If still available, purchase "priority empty" labels from Freeman in order to expedite the delivery of empty containers after the show.

## After the event:

**Step 10:** The material handling team will begin to return the empty containers back to your exhibit space for packing as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

**Step 11:** Remember to complete your Material Handling Agreement and turn it into the Freeman Exhibitor Services center once your freight is packed and ready to be picked up. The Material Handling Agreement allows your freight to be released to your shipping carrier.

**Pro-tip:** Remember to submit your outbound shipping information to create your Material Handling Agreement before the show or during move-in.

**Step 12:** Once packed, the material handling team loads your containers onto your carrier

**Pro-tip:** If your designated carrier does not arrive, Freeman reserves the right to ship your containers at your expense.

**Step 13:** Your carrier transports your containers to your next event or warehouse.