

# F R E E M A N

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## EXHIBITOR NOTICE

### SHIPPING INFORMATION

#### SHIPPING INBOUND

Due to limited material handling services at the facility, all exhibitor freight should be sent to the Freeman warehouse. Freight will be delivered prior to exhibitor move-in.

Any single piece larger than 6.5' high and 5' wide must be able to be laid on the side. Pieces that cannot be laid on the side will need to be uncrated on the dock under exhibitor supervision. Time and material charges will apply.

#### SHIPPING OUTBOUND

All exhibitor materials will be returned to Freeman's warehouse for outbound shipping. Shipments will be available for pick-up beginning **FRIDAY, DECEMBER 16, 2016 AT 8:00 A.M.**

#### Outbound Checklist:

- Pack shipment
- Complete Outbound Material Handling Agreement and turn Outbound Material Handling Agreement in to the Exhibitor Service Center
- Contact carrier and advise them that the shipment will be ready for pick-up at Freeman's warehouse beginning **FRIDAY, DECEMBER 16, 2016 AT 8:00 A.M.**

- **Please note:** Should you need to have your shipment expedited, we recommend that you make arrangements with the Freeman Exhibit Transportation representative on site or by making the arrangements in advance by calling 1-800-995-3579.

#### WAREHOUSE INFORMATION

Warehouse shipping address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
E-Courts Conference 2016  
C/O FREEMAN  
6675 West Sunset Road  
Las Vegas, NV 89118

**Warehouse hours are 8:00 a.m. - 3:30 p.m., Monday-Friday.**