

Important information for Move-in Move-out

In order to facilitate your move-in experience, we need you to take note of the information below and answer to the questions on the following page.

Booths:

Each exhibitor is responsible for his mandatory floor covering. Black partitions are provided by the show management except for the booths on the main aisle.

Exhibitor Move-In:

Tuesday, March 21 2017	8:00 am - 8:00 pm
Wednesday, March 22 2017	8:00 am - 8:00 pm
Thursday, March 23 2017	8:00 am - 12:00 pm - HAND CARRY ONLY.

Forklifts are available on Wednesday and Thursday only and ending at 6pm on both days.

Exhibitor Move-Out:

Sunday, March 26, 2017	6:00 pm -10:00 pm
Monday, March 27 2017	8:00 am - 2:00 pm

Please refer to the Freeman website for more information and helpful hints on move-in/out procedures.

Move-In Procedure:

A specific date and time will be assigned to you a week after we receive your questionnaire. In order to avoid delays during move-in, exhibitors are required to conform to their assigned schedule and to advise Show Management of any additional delivery. Also, any delivery during Show days will be allowed one hour before Show opening. Show Management must be advised to ensure facility will be accessible.

Forklift Service:

Complimentary forklift service will be available for the transportation of heavy material, during move-in. Exhibitors are required to confirm their forklift needs by **returning the move-in form questionnaire.**