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NAME OF SHOW: **IAAPA Expo 2022 / Conference: November 14-17, 2022 | Trade Show: November 15-18, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: ☐ Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

☐ **Freeman Exhibit Transportation**

☐ **Other Carrier**

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Carrier Name: _____

Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

☐ 1 Day: Delivery next business day

☐ Standard Ground

☐ 2 Day: Delivery by 5:00 PM second business day

☐ Specialized: Pad wrapped, uncrated, or truckload

☐ Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

☐ Have loading dock

☐ Lift gate required

☐ Inside delivery

☐ Air ride required

☐ Pad wrap required

☐ Residential

☐ Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.