

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: _____

FREIGHT & RIGGING QUESTIONNAIRE

To be completed by all exhibitors who are shipping freight to the show.

Dear Exhibitor:

To ensure a smooth move-in of your exhibit material and machinery at IAAPA, we ask that you please answer the following questions and email your reply to the attention of orlandotargetchanges@freemanco.com as soon as possible. If you have any further questions regarding freight and/or rigging, please call 888-508-5054 to reach a representative.

Please provide show site contact information:

SHOW SITE CONTACT NAME: _____

PRE-SHOW PHONE #: _____

ON-SITE CELL PHONE #: _____

E-MAIL ADDRESS: _____

1. How many truckloads of exhibit material will be sent to your booth? (check the appropriate box below with the type of trailer loads)

_____ Number of display material loads

_____ Number of machinery or steel loads

_____ Number of mixed display & machinery loads

☐

Closed Van

☐

Flatbed

☐

Lowboy Drop Deck

☐

Overseas Container

2. Will you require specific equipment to unload? (check all that apply)

☐

Crane

☐

Large Forklift

☐

Boom Lifts

☐

Lull Lift

Note: Unloading is separate from booth work / work orders.

3. What is the approximate total weight for all of your shipments? _____ lbs.

How much of your total weight is machinery weight? _____ lbs.

How much does your heaviest piece weight? _____ lbs.

How many pieces of machinery are over 5,000 lbs? _____

4. Mobile Unit Spot Info - Self Propelled

☐

Towed

☐

Size _____ Booth Number# _____

Í .Á Cranes - If cranes are to be used, please specify the following:

Date _____ Time _____ Size _____

Check one:

☐

Unloading Only

☐

Booth Work Only

☐

Both (Unloading & Booth Work)

Î .Á What size forklift will you need for booth work? (check all that apply)

☐

5K (5,000 lbs.)

☐

15K (15,000 lbs.)

☐

30K (30,000 lbs.)

☐

Lull Lift

Ï .Á Do you need specialized lifting equipment for your machinery? (spreader bars, steel plates, steel bars, special dollies, etc.)

☐

Yes

☐

No

8.Á Number of rigging crews requested? _____

9. Requested date & time riggers to start? _____

10. How many days will you need rigging crews? _____

Note: Be sure to submit your rigging labor order online through the Freeman Online or manually using the orderÁ forms from the Exhibitor Manual, also found online.

1F.Á Carpet - Does your carpet need to be installed prior to machinery/rigging spotting or cut in afterwards?

☐

Installed prior to machinery/rigging spotting

☐

Cut in after machinery/rigging has been spotted

Note: The advance receiving warehouse will accept display material and crated/skidded machinery. The advance receiving warehouse will NOT accept uncrated machinery or any single piece weighing more than 5,000 lbs.

IMPORTANT REMINDERS

- **All shipments must have certified weight tickets. This includes both a light and heavy weight.**
- Have you placed an order for carpet? ☐ Yes ☐ No. If not, be sure to submit your carpet order online through the Freeman Online
- Have you made arrangements for transportation of your materials & equipment to IAAPA? If not, or if you need assistance, contact Freeman Exhibit Transportation at 1-800-995-3579
- Do you have overhead truss work? ☐ Yes ☐ No
- Don't forget to order electrical, plumbing, telephone/internet, etc in advance to ensure installation is completed prior to your initial load-in. **These services are provided though the Orange County Convention Center Event Services.**