

NAME OF SHOW: **IAAPA Expo 2019 / November 19 - 22, 2019**

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 407-816-7900 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 order 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.**

F R E E M A N

1601 Boice Pond Rd
Orlando, FL 32837
(407) 816-7900 Fax: (469) 621-5605



**SUBMIT BY
OCTOBER 24, 2019**

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MOVE-IN TARGET DATE CHANGE REQUEST
if applicable

Freeman will attempt to accommodate your move-in target date change request. However, due to the amount of requests and the location of your exhibit space, we reserve the right to review all requests and deny if necessary.

You will receive notification of the status of your request.

All target date change requests must be submitted via email (orlandotargetchanges@freemanco.com) or fax (469-621-5605) only. Please do not call for target date change requests. Requests must be submitted no later than October 24, 2019.

CURRENT TARGET DATE & TIME _____

REQUESTED TARGET DATE & TIME _____