



THE GLOBAL  
ATTRACTIONS INDUSTRY'S  
PREMIER EVENT.

CONFERENCE: Nov. 18-22, 2019 | TRADE SHOW: Nov. 19-22, 2019

ORLANDO, FL, US

## MATERIAL HANDLING/FREIGHT MOVEMENT/SHIPPING

### MATERIAL HANDLING DEFINITION

Material Handling, also called freight handling or drayage, is the movement of your freight from the loading dock/carrier or Advance Warehouse to your booth and back to the loading dock/carrier at the close of the show. Drayage includes delivery of the materials to your booth, the handling of empty containers to and from storage, and removal of your material from the booth for reloading onto your outbound carrier.

See the following page for how Material Handling fees are determined. Material Handling should not be confused with the cost of getting your materials to and from the show; see the Shipping info on page 4.

### MATERIAL HANDLING PROVIDER

Freeman is the official handling contractor for IAAPA Expo 2019. Freeman offers warehouse space for advanced shipments and has the responsibility for on-site receiving and handling of exhibit materials, at exhibitors' request. It is Freeman's responsibility to supervise the [Marshaling Yard](#) and Loading Docks and to schedule all vehicles during [move-in and move-out](#) periods.

All exhibitor freight must be shipped prepaid. Collect shipments will not be accepted and returned to the delivery carrier. All freight shipped directly to show site must arrive on the day of the exhibitor's targeted move-in or during general exhibitor move-in dates (see Unloading Schedules on the following page). Early shipments should be shipped to the Freeman warehouse. Refer to the [Marshaling Yard](#) form for dates and hours the Advanced Warehouse and Marshaling Yard is open. **The Orange County Convention Center will not accept freight arriving prior to the published IAAPA move-in schedule.**

### PRIVATELY OWNED VEHICLES (POV)

Freeman will establish loading dock space for the loading and unloading of exhibitors' privately-owned vehicles (POVs) or rental trucks (U-Haul, etc.) to facilitate this process for those exhibitors who do not require contracted drayage service or freight moving labor assistance. Privately owned vehicles (POV) less than 22' long can deliver directly to the Orange County Convention Center. These vehicles will be dispatched from the POV holding lane to the receiving area based on ramp availability. All other vehicles, van lines and common carriers must check-in at the Freeman [Marshaling Yard](#) to be assigned a number for unloading based on driver check in time, target time, and booth number. Please be considerate of your fellow exhibitors. Please unload your vehicle as soon as possible and remove it from the unloading area in a timely manner.

Crews will be on hand to unload vehicles without excessive delays. There will be a limited number of ramp areas available for exhibitors desiring to unload themselves. Private vehicles must be continuously unloaded until empty, and no motorized equipment, carts or mechanical pallet jacks may be used for unloading. No vehicle may be left unattended at any time in the unloading area.

## UNLOADING SCHEDULES / TARGETED MOVE-IN

**General Exhibitor Move-In** begins Saturday, November 16. Please plan for your freight being shipped directly to the show to arrive no earlier than 8:00 a.m. on Saturday, November 16 unless you have received a [Targeted Move-in Date](#). If you would like to request an earlier move-in date/time than what your booth has been assigned, complete the [Off-Target Move-In Request form](#). You must receive confirmation from Freeman prior to moving in early.

Freeman will be sending out targeted/early move-in notices to exhibitors in September advising of targeted/early move-in times available. All move-in times prior to Saturday, November 16 at 8:00 a.m. are by targeted appointment only. Freeman will make every effort to accommodate the early move-in requests of exhibitors.

**Targeted Move-In** will be held on Thursday, November 14 and Friday, November 15. Only those exhibitors who have been contacted by Freeman will be moving in on those dates.

Vehicles checking into the [Marshaling Yard](#) before 8:00 a.m. Saturday, November 16, without confirmed target dates will be prioritized only after those with confirmed target times.

**Note:** Exhibitors located in the [Exploration Station](#) can only move-in during the General Move-in period.

## ACCESS TO HALLS BY CARRIER DRIVERS

Freeman crews will unload all 'for hire' carriers. For security reasons, carrier drivers are not allowed on the trade show floor without proper badges.

## MOBILE EQUIPMENT

For safety purposes, Freeman personnel must escort large display pieces that must be towed or driven into position. Flat rates or hourly charges will apply for this service, as a substantial savings over drayage rates. See the [Direct Mobile Units/Motorized Vehicles](#) order form to arrange.

## HAND-CARRIED MATERIALS

Exhibitors driving *their own* privately-owned vehicles (POV) or rental vehicle and not needing assistance, such as the use of loading docks, forklifts or labor, may **hand-carry** their own display and materials into the trade show floor from designated POV loading areas. Hand-carry means that you must be able to carry the items to your booth without the assistance of any carts, motorized equipment, dollies, or pallet jacks. If you need to use a cart, motorized equipment, dolly or pallet jack, you will need to use labor from Freeman. Exhibitors must use the exhibiting company's **permanent full-time** personnel to hand-carry equipment. Any additional labor should be ordered through Freeman.

## MATERIAL HANDLING FEES

[Material Handling](#) charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded up to the next 100 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). There is a 200 lb. minimum charge for each shipment weighing less than 200 lbs. All shipments are subject to reweigh. See the [Material Handling worksheet](#) for more details. Items to note:

- [Material Handling fees](#) vary based on labor rates, so shipments that arrive on a week day (Monday - Friday between 8:00 a.m. - 4:30 p.m.) will be less than arriving over the weekend.
- Sending your materials all together in one shipment will save you the most money.
- Volume Discounts are available for shipments over 8,000 lbs. (see [Volume Shipping](#) for details).

- Surcharges are applied for Special Handling (see below) or uncrated.
- Rates are the same regardless of where your booth is in relation to the loading dock entrance.

Estimate your material handling charges by logging into [Freeman Online Ordering](#) and click on “Estimate Material Handling” under Material Handling & Labels.

### SPECIAL HANDLING

If your shipment is delivered that requires additional handling, the charges are higher. Special Handling applies to:

- Ground unloading/loading
- Stacked or constricted space unloading/loading
- Shipments without documentation
- Materials shipped via Federal Express, UPS, Airborne Express, and DHL
- Carpet and/or pad only shipments.

Refer to the [Material Handling worksheet](#) for details.

### NEW! FREIGHT & RIGGING QUESTIONNAIRE

To ensure a smooth move-in of your exhibit material, Freeman has created a Freight & Rigging Questionnaire. Please take a few minutes to complete the document [here](#) and submit to [OrlandoTargetChanges@Freemanco.com](mailto:OrlandoTargetChanges@Freemanco.com) as quickly as possible.

### FEDEX FREIGHT

If you plan to ship your materials to IAAPA Expo with FedEx Freight, please be advised of its policies for shows in Orlando. It will **not** deliver to the Freeman Advanced Warehouse or the Orange County Convention Center (OCCC). Instead your freight will be delivered to the FedEx Freight terminal, and then you will be responsible to make arrangements to the Advanced Warehouse or OCCC. Freeman offers a service through [Freeman Exhibit Transportation](#) to pick up freight at the FedEx Freight terminal if you need assistance for the final leg of your shipment. Additionally, you can arrange complete round-trip transportation through [Freeman Exhibit Transportation](#). [International shipping](#) can be arranged through Agility.



**IAAPA**<sup>®</sup>  
**EXPO**

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## SHIPPING

There are two ways to ship your materials, either to the Advance Warehouse or Direct to Show Site, each will accept shipments based on specific dates, outlined below. Advance Warehouse freight will be delivered to the booth prior to exhibitor setup. Either way you ship, you will pay [Material Handling fees](#) to have your shipment delivered to your booth. Shipping costs are additional and will be charged by the company that you arrange your shipment with (see Shipping Companies on the next page).

Please refer to the [Freight FAQ](#) with instructions how to label your freight and what should be included. Shipping labels can be found [here](#).

### SHIPPING ADDRESSES

Make sure your carrier/shipping company is aware of the dates and hours the Advanced Warehouse and Marshalling Yard (for direct shipments) are open, as detailed [here](#).

#### Advance Shipping Address

Available October 15 – November 7

Any shipments arriving at the Advance Warehouse after Thursday, November 7, will incur additional charges.

EXHIBITOR NAME / BOOTH # \_\_\_\_\_  
IAAPA Expo  
c/o Freeman  
10088 General Drive  
Orlando, FL 32824  
USA

#### Direct Shipping Address

Cannot arrive prior to your [Targeted move-in](#) and/or [General move-in](#) (see below).

EXHIBITOR NAME / BOOTH # \_\_\_\_\_  
IAAPA Expo  
c/o Freeman  
Orange County Convention Center - North/South Building  
9400 Universal Boulevard  
Orlando, FL 32819-9340  
USA

- Targeted move-in will begin at 8:00 a.m. on Thursday, November 14.
- To request an earlier move-in date/time than what your booth has been assigned, complete the [Off-Target Move-in Request](#) form.
- General exhibitor move-in will begin at 8:00 a.m. on Saturday, November 16.
- Hanging signs/banners should be sent to the Freeman Warehouse by Thursday, November 7. Please use the labels on page 3 [here](#).

### SHIPPING COMPANIES

IAAPA recommends that you use our preferred service providers to ensure the timely delivery of your booth materials. However, you are free to use any carrier you choose. If you use a different carrier (UPS, FedEx, etc.) make sure to keep all records and tracking numbers in case you need to track your shipment on-site. **Also, please be aware that all carriers (trucking companies) must check in no later than 8:00 a.m. on Sunday, November 24 for freight pickup.**

Please see the [Freeman Exhibit Transportation](#) for air and ground shipping. Freeman also offers a [Transportation Complete](#) program which includes shipping AND material handling charges.

International exhibitors are advised to arrange shipment through our official [International Freight Forwarder and Customs Broker](#), Agility Fairs and Events Logistics LLC. Please see the [International Freight Forwarder & Customs Broker](#) information.

### OUTBOUND SHIPMENTS

All outbound shipments require a Freeman material handling agreement which can be picked up at the Exhibitor Service Desk on-site (booth #3840). Once all your materials have been packed, labeled and ready to be shipped, return the agreement to the Freeman desk. It can also be submitted with your mobile phone by going to [www.freemanco.com](http://www.freemanco.com) and clicking Concierge Elite Mobile.

All carriers must be checked in at the [Marshaling Area](#) by 8:00 a.m., Sunday, November 24. All exhibit material must be removed from the Orange County Convention Center by 12:00 p.m., Sunday, November 24. If your designated carrier fails to pick-up by 12:00 p.m. or refuses to accept your shipment, Freeman will re-route such shipment at the exhibitor's expense.

Please review the [Outbound Shipping](#) document for more information.