

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 the questions on the move-in questionnaire.

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:

Wednesday January 22 nd , 2020	8:00 am - 8:00 pm
Thursday January 23 rd , 2020	8:00 am - 11:00 am (HAND CARRY ONLY).

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

Exhibitor Move-Out:

Sunday January 29 th , 2020	5:00 pm -10:00 pm
Monday January 30 th , 2020	8:00am - 2:00pm

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

Move-In Procedure:

Please send back your move-in questionnaire by December 29th so we can make a schedule that respects your needs. 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**.