

## 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.**

### **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:**

Tuesday, March 24 2020	8:00 am - 8:00 pm
Wednesday, March 25 2020	8:00 am - 8:00 pm
Thursday, March 26 2020	8:00 am - 11:00 am - HAND CARRY ONLY.

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

### **Exhibitor Move-Out:**

Sunday, March 29, 2020	6:00 pm -10:00 pm
Monday, March 30 2020	8:00 am - 2:00 pm

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

### **Move-In Procedure:**

**A specific date and time** will be assigned to you a week after we receive your questionnaire. 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.**