



Accounts Payable & Procure-to-Pay Spring Conference & Expo

May 15-17, 2023

Disney's Yacht & Beach Club Resort

Lake Buena Vista, FL

Booth details

Booth equipment

Each 10' x 10' booth will be set with 8' high blue back drape and 3' high blue side drape, one 6'L x 30"H. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Exhibit hall carpet

The exhibit area is carpeted.

Show schedule

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 17, 2023.

Exhibitor move-in

Monday, May 15, 2023 9:00 AM - 4:00 PM

Exhibit hall hours

Monday, May 15, 2023	5:00 PM - 6:30 PM	Opening Reception
Tuesday, May 16, 2023	7:15 AM - 8:15 AM	Breakfast
Tuesday, May 16, 2023	9:30 AM - 10:30 AM	Networking Break
Tuesday, May 16, 2023	2:20 PM - 3:00 PM	Networking Break
Tuesday, May 16, 2023	5:15 PM - 6:30 PM	Networking Reception
Wednesday, May 17, 2023	9:00 AM - 9:45 AM	Networking Break
Wednesday, May 17, 2023	11:45 AM - 12:30 PM	Networking Break

Exhibitor move-out

Wednesday, May 17, 2023 12:00PM - 6:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Shipping and material handling

Warehouse shipping address:

DIVERSIFIED COMMCTN

Accounts Payable & Procure-to-Pay Spring Conference & Expo

C/O Freeman
10088 General Dr
Orlando, FL 32824

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning April 17, 2023 at the above address.
- Material arriving after May 08, 2023 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 92"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:

DIVERSIFIED COMMCTN

Accounts Payable & Procure-to-Pay Spring Conference & Expo

Disney's Yacht & Beach Club Resort

C/O Freeman

1800 Epcot Resorts Blvd

Lake Buena Vista, FL 32830

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning May 15, 2023.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Service contractor contact information

Freeman

[Contact Us](#)

Assistance

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Freeman Transportation

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 or Exhibit.Transportation@freeman.com

Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Pre-show checklist

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours

Show paperwork and labels

- Complete the Outbound Shipping form and your paperwork will be available at show site.
- Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by May 17, 2023 - 6:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by May 17, 2023 - 4:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Excessive trash and booth abandonment

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.