

Material Handling

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material from your carrier, storing up to 30 days in advance at the warehouse address, delivering to the exhibit space, the handling of empty containers to and from storage, and removing of material from the exhibit space for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to the event site. Material handling charges will automatically be applied to your account upon receipt of each shipment.

Important Information

Certified weight tickets must accompany all shipments.

Any materials received by Freeman are subject to material handling charges. This also applies to items not ordered through the Official Event Vendors.

Material handling charges will be assessed based on the weight of your shipment.

Charges include the delivery of shipments to the exhibit space, storage of empty containers during the event and reloading shipments onto outbound carrier vehicles. See Other Freight Services section below for additional details on empty container storage and outbound material handling.

Disposal of exhibit properties is not included as part of material handling charges. [Contact Us](#) for quoted rates and rules applicable to disposal of exhibit properties.

Fees & Surcharges

10 lbs. & Under

A shipment totaling any number of pieces with a combined weight not exceeding 10 lbs. that is received on the same day, from the same shipper, and by the same carrier, qualifies for the complimentary material handling rate. Shipments meeting these qualifications will be no charge.

Late Arrival

This fee will apply to shipments delivered after the published deadline date. Refer to the [schedule](#) for the event deadline dates.

Delivery Location Information

Warehouse

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning October 5, 2026 at the warehouse shipping address.
- Material arriving after October 26, 2026 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), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 09:00 AM - 03:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.

Event Site

- Freeman will receive shipments at the exhibit facility beginning November 2, 2026.
- 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.

- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (855) 435-3234.

Other Freight Services

Other freight services defined below may not be available on all events. Be sure to review [Material Handling](#) and [Labor & Equipment](#) for additional information. If you still have questions, [contact us](#).

Empty Storage

Empty container storage is the storing of containers emptied while setting up for the event and the service is included as part of material handling charges. Empty containers must be labeled for them to be stored during the event. Labels can be obtained from onsite Freeman personnel. Containers should be completely empty before adhering the empty label. Labeled containers will be picked up from the exhibit space and stored in non-accessible storage during the event. At the close of the event, the empty containers will be returned to the exhibit space. Depending on the size of the event, this process may take several hours.

Outbound Handling

Outbound handling is the loading of shipments onto outbound carrier vehicles and this service is included as part of material handling charges. Each outbound shipment must have a completed Material Handling Agreement to be loaded onto an outbound carrier. The Material Handling Agreement can be requested in advance by completing a [material handling agreement](#). Be sure to create a new request for each shipping destination.

Motorized & Mobile Unit Spotting

A mobile unit is any vehicle or equipment that can be driven, pushed, or towed to the exhibit space on wheels. Self-propelled vehicles that can be driven to the exhibit space will be charged a spotting fee. Vehicles or equipment requiring extra labor or equipment to guide to the exhibit space may be charged as material handling or as a spotting fee with equipment and labor.

Privately Owned Vehicle (POV) Deliveries

Privately owned vehicles are defined as vehicles intended for the transport of passengers. Shipment delivered via privately owned vehicles are generally accepted at all events, as the vehicle delivering materials to an event can be any type of vehicle. See the [schedule](#) for exhibitor move-in dates and times.

Priority Empty Return

Priority Empty Return is an optional, value-add service that is offered for purchase. The customer purchases one label for each container being placed into Priority Empty storage. This service guarantees that empty containers with priority labels will be returned within two hours of event close.

Labels are sold on a first come, first served basis, until the predetermined quantity for that event has been reached. [Click Here](#) for additional information.

Forklifts & Other Heavy Machinery Equipment

Forklift labor is available to assemble, or position displays within your exhibit space, and un-crate or re-crate materials, equipment, and machinery after your shipment is delivered to your exhibit space. Forklifts may be ordered in advance or on-site. We recommend ordering in advance, when possible, to avoid additional charges on site.

Forklift labor does not need to be ordered to offload and deliver shipments to your exhibit space.

On events where machinery or other heavy equipment will be displayed, we may have cranes or other types of heavy equipment machines available to help assemble, uncrate, and re-crate machines and heavy equipment. Review the [Labor & Equipment](#) page for more details.