

Exhibit Space Details

Exhibit Space Equipment

Each 10' x 10' exhibit space will be set with 8' high blue back drape and 3' high blue side drape. Exhibit spaces 300 sqft or less will receive an identification sign. Exhibit spaces larger than 300 sqft may receive an identification sign upon request.

Exhibit Hall Carpet

The exhibit spaces and exhibit areas are carpeted with the existing hotel carpet.

Event Schedule

Discount Price Deadline

To take advantage of advance order discount rates, place orders online by April 13, 2026.

Exhibitor Move-in

Monday, May 11, 2026 08:00 AM - 04:00 PM

Exhibit Hall Hours

Monday, May 11, 2026 05:00 PM - 06:30 PM

Tuesday, May 12, 2026 07:30 AM - 06:30 PM

Wednesday, May 13, 2026 07:30 AM - 01:10 PM

Exhibitor Move-out

Wednesday, May 13, 2026 01:10 PM - 07:00 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.

Shipping and Material Handling

Warehouse Shipping Address:

Exhibiting Company Name / Booth Number

IOFM Spring Conf & Expo 2026

C/O Freeman

10088 General Dr

Orlando, FL 32824

US

Warehouse Shipping Information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning April 13, 2026 at the warehouse shipping address.
- Material arriving after May 4, 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 un-skidded 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 08:00 AM - 03:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.

Event Site Shipping Address:

Exhibiting Company Name / Booth Number
IOFM Spring Conf & Expo 2026
Loews Sapphire Falls Resort at Universal Orlando
C/O Freeman
6601 Adventure Way
Orlando, FL 32819
US

Event Site Shipping Information

- Freeman will receive shipments at the exhibit facility beginning May 11, 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.

Service Contractor Contact Information

Freeman

We want you to have a successful event. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

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 our [FAQs](#).

Exhibitor Service Hours

Our Exhibitor Services 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-event 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 Material Handling Agreement paperwork online and Freeman 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 Event 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 13, 2026 - 07:00 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 13, 2026 - 05:00 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

subject to change.

- 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.