



## **The Running Event 2023**

Conference: November 28-30, 2023

Exhibit Hall: November 29-30, 2023

Austin Convention Center

Austin, TX

### **Booth details**

#### **Booth equipment**

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

#### **Exhibit hall carpet**

The exhibit area is not carpeted. The aisles will not be carpeted. To enhance the appearance of your booth you may supply your own floor covering or rent carpet through Freeman.

### **Show schedule**

#### **Discount price deadline**

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by Monday, October 30, 2023.

#### **Exhibitor move-in**

Saturday, November 25, 2023	12:00 PM - 5:00 PM - Large Trailer Move-in
Sunday, November 26, 2023	12:00 PM - 5:00 PM - Booths 400 sqft or Larger & Vehicles
Monday, November 27, 2023	8:00 AM - 7:00 PM - All Booths
Tuesday, November 28, 2023	8:00 AM - 7:00 PM - All Booths

Trailers over 30' must be brought into the Convention Center on Saturday, November 25, 2023. All other vehicles must be brought into the Convention Center during move-in hours on Sunday, November 26, 2023.

#### **Exhibit hall hours**

Wednesday, November 29, 2023	9:00 AM - 6:30 PM
Thursday, November 30, 2023	9:00 AM - 4:00 PM

#### **Exhibitor move-out**

Thursday, November 30, 2023	4:00 PM - 9:00 PM
Friday, December 01, 2023	8:00 AM - 2:00 PM

Freeman will begin returning empty containers as soon as the show is closed.

## Shipping and material handling

### Warehouse shipping address:

(Exhibiting Company & Booth #)  
The Running Event 2023  
C/O AWD/Freeman  
6406 Burleson Rd, Ste 140  
Austin, TX 78744  
USA

### Warehouse shipping information

- The AWD/Freeman warehouse will be closed on Thursday, November 23, 2023 and Friday, November 24, 2023 in observance of Thanksgiving.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning Wednesday, October 25, 2023 at the above address.
- Material arriving after Thursday, November 16, 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.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00 AM - 3:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### Show site shipping address:

(Exhibiting Company & Booth #)  
The Running Event 2023  
Austin Convention Center  
C/O Freeman  
500 E Cesar Chavez St  
Austin, TX 78701  
USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning Sunday, November 26, 2023.
- Shipments arriving before this date may be refused by the facility.
- Delivering carriers must check-in at the Marshalling Yard prior to the delivery. Please refer to [Marshalling Yard Map / Directions](#).
- 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

We want you to have a successful show. 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 [FreemanOnline's FAQ page](#).

### 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](#) 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 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

- Please have carriers check-in by 7:00 PM on Thursday, November 30, 2023 if you are planning on moving out that evening.
- All exhibitor materials must be removed from the exhibit facility by Friday, December 01, 2023 at 2:00 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 Friday, December 01, 2023 at 11:00 AM. 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.