

How to Access and Download Show Site Shipping Label

1 Click "Shipping, Move-in & Move-out Information >"

The screenshot shows a webpage header titled "Information & Logistics" with an information icon. Below the header, there are three main sections on the left and two on the right. The left sections are: "Event Information >" with a description of logistical information; "Shipping, Move-in & Move-out Information >" which is highlighted with an orange circle and a description of shipping-related information; and "Contact Information & Official Vendors >" with contact details for the event team. The right sections are: "Mark" (partially visible) with text about spreading the word and social media; and "Sponsorship" (partially visible) with text about reviewing sponsorship opportunities. At the bottom right, there is a red heading "Coming in September - H" and text about checking the event's latest news.

2 Review details for Advanced and Direct Shipping.

Here you will find information on how to ship your materials to the event and also in space.

Shipping

Advanced Shipment to the Freeman warehouse:

With a several week window for deliveries, shipments are stored at the warehouse. your booth. This option is strongly encouraged.

Ship Direct to the Venue:

With a three-day window for deliveries, you can ship directly to the venue, but freight. The venue will NOT accept these deliveries and your freight risks remaining unclaimed (material handling fees will apply). Contact Freeman directly for pricing.

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Shipping Options

3 Select shipping type and arrange with shipping company.

4 Label all freight and materials properly based on shipping type.

For inquiries on material handling rates or show site shipping, please contact exhibitor support through the [Chat Feature](#).

Delivery Information

Use the following shipping labels to ensure efficient material handling:

- [Advanced Warehouse Shipping Label](#)
- [Show Site Shipping Label](#)

Mark all freight clearly with company name, The Running Event and your booth number.

For services and questions contact Freeman

T: 800.995.3579

E: exhibit.transportation@freeman.com

See above **Advanced Shipping** and **Direct Shipping** instructions.

5 Regardless of shipping option, your materials will be in your booth space when you arrive.