

**International WorkBoat Show**

November 29 - December 1, 2023

Ernest N. Morial Convention Center

New Orleans, LA

**Booth details**

**International WorkBoat Show 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.

**Underwater Intervention booth equipment**

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

**Launch Pad booth equipment**

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side drape, carpet and an identification sign.

**Exhibit hall carpet**

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Show Management requires all booths have carpet or suitable floor clovering.

**Show schedule**

**Discount price deadline**

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

**Exhibitor move-in**

Saturday, November 25, 2023	8:00 AM - 12:00 PM	Machinery/Boats
Sunday, November 26, 2023	8:00 AM - 2:00 PM	20' x 30' or Larger
Monday, November 27, 2023	8:00 AM - 5:00 PM	20' x 20' and Smaller
Monday, November 27, 2023	12:00 PM - 5:00 PM	Do it Yourself Exhibitors
Tuesday, November 28, 2023	8:00 AM - 4:30 PM	All Booths

**Exhibit hall hours**

Wednesday, November 29, 2023	9:00 AM - 5:00 PM
Thursday, November 30, 2023	9:00 AM - 5:00 PM
Friday, December 01, 2023	10:00 AM - 2:00 PM

**Exhibitor move-out**

Friday, December 01, 2023	2:00 PM - 9:00 PM
Saturday, December 02, 2023	8:00 AM - 5:00 PM
Sunday, December 03, 2023	8:00 AM - 2:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed.

**Shipping and material handling**

**Warehouse shipping address:**

DIVERSIFIED COMMCTN  
International WorkBoat Show 2023

C/O Freeman  
905 Sams Ave  
New Orleans, LA 70123  
USA

### **Warehouse shipping information**

- Please be aware the Freeman Advance Warehouse will be closed on November 23-24, 2023 in observance of the Thanksgiving holiday.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning October 26, 2023 at the above address.
- Material arriving after November 17, 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 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  
International WorkBoat Show  
Ernest N. Morial Convention Center  
C/O Freeman  
900 Convention Center Blvd  
New Orleans, LA 70130  
USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning November 25, 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**

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**

- All exhibitor materials must be removed from the exhibit facility by December 03, 2023 - 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 December 03, 2023 - 10:00 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.