International Workboat Show
December 3-5, 2025
Ernest N Morial Convention Center
New Orleans, LA

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 booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show 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 Show 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 and surcharges

10 lbs. and 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 show schedule for the event deadline dates.

Delivery location information

Warehouse

- The Freeman warehouse will be closed on Thursday November 27, and Friday, November 28, 2025, in observance of Thanksgiving.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning October 30, 2025 at the above address.
- Material arriving after November 24, 2025 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 7:00 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

- Freeman will receive shipments at the exhibit facility beginning November 29, 2025.
- Shipments arriving before this date may be refused by the facility.

subject to change.

- 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: (888) 508-5054.

Other freight services

Other freight services defined below may not be available on all events. Be sure to review Material Handling & Labels and Labor 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 booth space and stored in non-accessible storage during the event. At the close of the event, the empty containers will be returned to the booth. 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 an outbound shipping request form. Be sure to create a new request for each shipping destination. If not submitted in advance, be sure to Contact Us when at the event for the Material Handling Agreement to be created.

Material Handling Agreements created in advance will be delivered to the exhibit space during the event.

Motorized and mobile unit spotting

A mobile unit is any vehicle or equipment that can be driven, pushed, or towed to the booth on wheels. Self-propelled vehicles that can be driven to the booth will be charged a spotting fee. Vehicles or equipment requiring extra labor or equipment to guide to the booth 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 show 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 show break.

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.

Accessible storage

Access Storage may be used for items that need to be accessed during the show. Examples include giveaways, extra machine parts, extra AV equipment, etc. Access storage is not empty storage, all orders for accessible storage must be placed on-site. Click here to view additional access storage information.

Forklifts and other heavy machinery equipment

Forklift labor is available to assemble, or position displays within your booth, and un-crate or re-crate materials, equipment, and machinery after your shipment is delivered to your booth 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 booth.

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 page for more details.