



SHIPPING INFORMATION

The most commonly used methods of shipping exhibits to a show, aside from an exhibitor's own trucks, are common carrier, air freight, and padded van.

Shipping Tips

- Ship everything related to your company's participation at the show along with your booth (giveaways, literature, etc.)
- To save time, order self-inking stamps with company name, show name and booth number to use instead of handwriting all of the information
- Bring copies of all shipping papers with you
- Insure all items that you ship
- Use black or non-transparent shrink wrap to conceal your valuables
- Send your exhibit's lead carpenter, not account executive, to oversee set-up
- Send your I&D company the electrical plans (and other utility plans) for your booth
- Take a walk through of your booth with your lead carpenter to inspect for damage and necessary repairs
- Paint your booth crates with a wild or bright color so that you'll have no problem identifying them

Shipping Instructions

Ensure that your hired labor is able to start right away! Sending your freight in advance to the warehouse ensures that it arrives in your booth on your targeted move-in day. If you choose to ship direct to show site instead of the Freeman warehouse, schedule your labor to arrive at least four hours after your targeted move-in time, that way your labor is not waiting for your freight to be delivered.

Materials may be shipped to arrive at the warehouse from Friday, January 14, 2011 – February 8, 2011. Items that arrive after February 8 at the Freeman warehouse will be charged at a premium rate.

Advance Warehouse Shipments Arrive between 1/14/11 and 2/8/11

HIMSS11

Interoperability Showcase-Booth #7343-

[Insert Vendor/Organization name here]

c/o Freeman

10088 General Drive

Orlando, FL 32824

___ of ___ pieces

Shipments Direct to Convention Center Refer to Target Move-In Plan in Section 1

HIMSS11

Interoperability Showcase-Booth #7343

[Insert Vendor/Organization name here]

c/o Freeman

Orange County Convention Center

9800 International Drive

Orlando, FL 32819

___ of ___ pieces

To ensure that your freight reaches its intended destination in a timely manner, please include all italicized information listed above appears on your freight shipping labels.

Freight shipped directly to the show site will not be accepted until the move-in time specified by the targeted move-in schedule found in the Section 1 of this service manual.

SHIPPING INFORMATION

“No Freight Aisle” Information

To expedite the movement of crates during move-in and move-out, certain aisles have been designated as “No Freight Aisles”. There will be no storage of crates in the designated No Freight Aisle during installation and dismantling of booths. Any aisle not listed as a No Freight Aisle has been designated as “freight aisle”. Please refer to the following floor plan for specification of these aisles.

Any exhibitor placing crates or freight in the aisles (both no-freight and freight aisles), will have it removed immediately at the expense of the exhibitor. The aisles are used for movement of equipment to booths and removal of crates from booths.

Crate Handling

Empty crates will be removed (from your booth) to storage and returned to your booth at the end of the show by the floor crew at no additional charge. Every empty crate should be marked or labeled with the booth number.

Empty Crate Labels

After your crates have been emptied, please label them “Empty” and place them in a Freight Aisle. Freeman Decorating Company will provide the empty labels at the Freeman Service Desk. Put at least two empty stickers on each crate.

Shipping to Warehouse

If I ship my booth, materials, product, etc. to the Freeman warehouse in advance will it be in my booth when I arrive at the Convention Center?

A: Yes, all advance freight that is sent to the Freeman warehouse will be in your booth at your targeted move in time.

Shipping to Convention Center

If I direct ship my booth to the Convention Center when will it be placed in my booth?

A: Your freight carrier will be placed in a marshaling yard upon their arrival to the Georgia World Congress Center. You should target your truck to arrive at the marshaling yard at least an hour or so prior to your target check-in time. Your carrier will be placed in the yard according to what your target check-in time is, how early they arrive, IT IS A FIRST COME FIRST SERVE BASIS. Once your target check-in begins each carrier will be placed in a line for unloading. There is never a guarantee on when your freight will be in the booth.

Example: Target check-in time is Thursday 8:00 am – There are 40 companies targeted at this time and all of the trucks arrive within one hour of each other, and your truck arrives 35th in line, depending on when your truck is called to the docks and the load of the truck, the travel time to deliver the freight from the dock to the booth, there is a possibility you would not get your freight until 1:00 pm.

You are not required to begin setting your display on this day, and it suggested that you do not hire your labor for this targeted check-in time.

GLOSSARY OF SHIPPING AND RELATED TERMS

Bill of Lading	Also B/L, a list of goods shipped, also a receipt for same.
Drayage	Hauling goods short distances. In trade show usage: moving exhibit materials within the confines of the exhibit hall or at the general contractor's warehouse.
Drayage Charge	The dollar cost based on weight. Drayage is calculated by 100 pound units, or hundredweight, abbreviated cwt. There is usually a minimum charge (for prices and other details, refer to the drayage rate sheet in this section).
Empty Crate	Reusable packing container in which exhibit materials were shipped. Properly marked with "EMPTY CRATE" labels complete with booth number, they are removed, stored, and returned at no charge.
Empty Stickers	Special stickers supplied by the drayage company that should be picked up at the exhibitor service desk. Special crews patrol the exhibit hall picking up empties. Label exhibit materials with empty crate stickers during set-up, materials will be returned to your booth during break down. Be sure to write the correct booth number on the label, so you get the correct crates back in a timely manner.
Hand Carry	Items that one person can carry unaided (meaning, no hand trucks or dollies).
POV	A privately owned vehicle, such as a passenger car, van or small company vehicle, as distinguished from trucks, tractor-trailers, and other over-the-road vehicles. A POV left unattended will almost certainly be towed away. If you must unload a POV, check with the freight supervisor to find out where the POV freight dock is located.