

FREEMAN

841 Joseph E. Lowery Blvd N W
Atlanta, GA 30318
(404) 253-6494 Fax: (469) 621-5610

**INCLUDE THE FREEMAN METHOD OF
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: TECHTEXTIL NORTH AMERICAS & TEXPROCESS AMERICA / MAY 12 - 14, 2020

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 404-253-6494 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

SELF UNLOADING SERVICES

- Exhibitors and full time employees of exhibiting companies may hand carry their own materials into the exhibit facility. However, the use of mechanical equipment is not permitted.
Company provided hand carts are permitted.
- Freeman has the responsibility of receiving and handling all exhibit materials and crates. Freeman will control access to the loading docks in order to provide for a safe and orderly move in/out. Unloading or reloading at the dock of any and all contracted carriers will be handled by Freeman.

EXHIBITORS MAY UNLOAD THEIR OWN MATERIALS FROM THEIR OWN COMPANY VEHICLES ACCORDING TO THE FOLLOWING GUIDELINES:

- Exhibiting companies will be allowed to unload their vehicles on a "first come first serve" basis.
- The self unloading process is restricted to company vehicles or privately owned vehicles ONLY. Rented vehicles are included in the self unloading process, but must be driven by a company employee. This DOES NOT include 3rd party or over-the-road carriers such as YRC, United Van Lines, etc. FREEMAN has jurisdiction to unload 3rd party or over-the-road carriers at the applicable Material Handling Rates.
- Any vehicle requiring dock space will be dispatched to the convention center loading docks as space becomes available. Please anticipate wait time due to the heavy traffic at the loading docks. All other rules and regulations for POV's will apply for those companies requiring a dock space.
- Those companies wishing to unload their own company vehicle MUST HAVE a valid certificate of insurance on file with Freeman. If you do not, Freeman reserves the right to unload the materials at the applicable Material Handling Rates.
- Privately owned or company owned vehicles MUST be unloaded by Full-Time company employees ONLY – No EAC's, temp labor, or carriers may unload/deliver ANY materials.
- Exhibiting companies must provide a list of company-approved set-up personnel in advance of the show and/or set-up personnel must produce a letter of certification from the exhibiting company on company letterhead. These companies must be specialized in set-up and installation of the exhibiting booth. If these letters are not received in advance of the show, the vehicle will not be allowed access to the self unload area and/or Freeman will be required to unload materials at applicable material handling rates. Please fax letters to (469) 621-5610.
- Empty container storage is the responsibility of all self-unloading exhibitors, empty containers stored by the official contractor will be subject to prevailing rates.

FREEMAN self unloading