

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Lower Level Hall & Lobby: Each booth will be set up with 8' high blue and white back drape, 3' high blue side dividers, nightly vacuuming and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Level 1 Main St Concourse: Each booth will be set up with 8' high blue and white back drape, 3' high blue side dividers, nightly vacuuming and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Level 1 Lobby: Each booth will be set up with 8' high flax and white back drape, 3' high flax side dividers, nightly vacuuming and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Sheraton Hotel Meeting Rooms: Each booth will be set up with 8' high black and white back drape, 3' high black side dividers, nightly vacuuming and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

Poplar Ave Tent: Each booth will be set up with 8' high green and white back drape, 3' high green side dividers, nightly vacuuming and booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a one-line identification sign upon request.

**EXHIBIT HALL CARPET**

All exhibit areas are carpeted.

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 04, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

**Memphis Cook Convention Center**

Tuesday	February 25, 2020	12:00 PM - 5:00 PM	Large Trucks & Large Equipment Move-in
Wednesday	February 26, 2020	8:00 AM - 5:00 PM	Target Move-in Only
Thursday	February 27, 2020	8:00 AM - 5:00 PM	

**Sheraton Memphis Downtown Hotel**

Thursday	February 27, 2020	6:00 PM - 10:00 PM	Booths 4000 - 4031
Friday	February 28, 2020	7:00 AM - 9:00 AM	Booths 4000 - 4031

**EXHIBIT HOURS**

Friday	February 28, 2020	9:00 AM - 5:00 PM
Saturday	February 29, 2020	9:00 AM - 4:30 PM

**EXHIBITOR MOVE-OUT**

Saturday	February 29, 2020	4:30 PM - 9:00 PM
Sunday	March 01, 2020	8:00 AM - 5:00 PM
Monday	March 02, 2020	8:00 AM - 10:00 AM

**We will begin returning empty containers at the close of the show.**

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by Monday, March 02, 2020 at 10:00 AM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Monday, March 02, 2020 at 8:00 AM.

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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 move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (615) 884-5785 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

1701 Lebanon Pike Circle  
 Nashville, TN 37210  
 (615) 884-5785 fax (469) 621-5615  
 FreemanNashvilleES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**68TH ANNUAL MID-SOUTH FARM & GIN SHOW 2020**  
 C/O FREEMAN/ UPS FREIGHT  
 1803 E BROOKS RD  
 MEMPHIS, TN 38116

Freeman will accept crated, boxed or skidded materials beginning Monday, January 27, 2020, at the above address. Material arriving after February 18, 2020 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: (615) 884-5785.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_  
**68TH ANNUAL MID-SOUTH FARM & GIN SHOW 2020**  
 C/O FREEMAN  
 MEMPHIS COOK CONVENTION CENTER  
 255 N MAIN ST  
 LOWER LEVEL DOCK  
 (RECEIVING DOCK LOCATED ON PROMENADE ST)  
 MEMPHIS, TN 38103

**NOTE: Booths 4000 - 4031, use the below address for show site shipping.**

Exhibiting Company Name / Booth # \_\_\_\_\_  
**68TH ANNUAL MID-SOUTH FARM & GIN SHOW 2020**  
 C/O FREEMAN  
 SHERATON MEMPHIS DOWNTOWN HOTEL  
 (DOCKS LOCATED ON N SECOND ST)  
 250 N MAIN ST  
 MEMPHIS, TN 38103

Freeman will receive shipments at the exhibit facilities beginning Tuesday, February 25, 2020. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (615) 884-5785.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (615) 884-5785.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICES**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Freeman Exhibitor Services at (615) 884-5785 or Freeman's Customer Support Center at (888) 508-5054.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by February 04, 2020.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, and post-show procedures and move-out, please call Freeman's Exhibitor Services department at (615) 884-5785 with any questions or needs you may have.