

**Easy is Nice, on Any Device**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event.

- Access important show information
- Track Freeman freight
- Receive notifications
- Receive assistance through Concierge Services
- Order Freeman products and services at show site
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high gray back drape, 3' high gray side dividers and a 7" x 44" one-line, text-only identification sign.

**EXHIBIT HALL CARPET**

The exhibit area booths are not carpeted; however, the aisles will be carpeted in tuxedo (black and gray speckle). Rental carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form for options and rates.

Featured **Specialty Pavilion Aisles**, including the **100 Mile Pavilion**, **Stormwater Pavilion**, **Innovation Neighborhood** (booths surrounding the WEF Innovation Pavilion), and the **Smart Water Pavilion**, will be carpeted in black.

Each 10' x 10' booth in these areas will be set with 8' high white back drape, 3' high white side dividers, and a 7" x 44" one-line, text-only identification sign. Rental carpet is available through Freeman, please refer to the Carpet Brochure and Order Form for options and rates.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of discount rates, place your order by **Wednesday, September 9, 2020**.

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN ACCESS HOURS**

Please see Targeted Move-In schedule for your exact move-in date and time. Off-target penalties may apply; see Material Handling form for details.

Wednesday	September 30, 2020	7:30 AM - 5:00 PM
Thursday	October 1, 2020	7:30 AM - 5:00 PM
Friday	October 2, 2020	7:30 AM - 5:00 PM
Saturday	October 3, 2020	7:30 AM - 5:00 PM
Sunday	October 4, 2020	7:30 AM - 4:00 PM

**\*Note: Overtime rates apply before 8:00 AM during move-in.**

**Overtime rates apply ALL DAY on Saturday, October 3 & Sunday, October 4.**

**All exhibits must be fully installed by 4:00 PM on Sunday, October 4.**

**EXHIBIT HOURS**

Monday	October 5, 2020	8:30 AM - 5:30 PM
	<i>Hospitality Hour</i>	<i>5:00 PM - 6:00 PM</i>
Tuesday	October 6, 2020	8:30 AM - 5:30 PM
	<i>Hospitality Hour</i>	<i>5:00 PM - 6:00 PM</i>
Wednesday	October 7, 2020	8:30 AM - 3:30 PM

**EXHIBITOR MOVE-OUT ACCESS HOURS**

Wednesday	October 7, 2020	3:30 PM - 9:30 PM
Thursday	October 8, 2020	7:30 AM - 5:00 PM
Friday	October 9, 2020	7:30 AM - 5:00 PM

**\*Note: Overtime rates apply after 5:00 PM and before 8:00 AM during move-out.**

**SERVICE CENTER HOURS**

The Freeman Exhibitor Services Center will be staffed at show site as follows:

Wednesday	September 30, 2020	8:00 AM - 5:00 PM
Thursday	October 1, 2020	8:00 AM - 5:00 PM
Friday	October 2, 2020	8:00 AM - 5:00 PM
Saturday	October 3, 2020	8:00 AM - 5:00 PM
Sunday	October 4, 2020	8:00 AM - 5:00 PM
Monday	October 5, 2020	7:30 AM - 5:00 PM
Tuesday	October 6, 2020	8:00 AM - 5:00 PM
Wednesday	October 7, 2020	8:00 AM - 9:30 PM
Thursday	October 8, 2020	7:30 AM - 5:00 PM
Friday	October 9, 2020	7:30 AM - 5:00 PM

**DISMANTLE AND MOVE-OUT INFORMATION**

- **Freeman will begin returning empty crates once the aisle carpet has been removed.**
- Exhibitors in **booths numbered 128 - 653 in Hall B1, and 718 - 764 in Hall B2** must be completely packed with Outbound Material Handling agreement labels complete by **THURSDAY, OCTOBER 8, 2020 at 5:00 PM.**
- All exhibitor materials must be removed from the exhibit facility by **FRIDAY, OCTOBER 9, 2020 at 5:00 PM. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **FRIDAY, OCTOBER 9, 2020 at 3:00 PM.**
- **Please note that all vehicles delivering or picking up materials at the convention center must report to the marshaling area at 1315 Tchoupitoulas St., New Orleans, LA 70130, Lot I, to obtain a dock pass. This includes privately owned vehicles who choose to load/unload materials at the established area. No vehicle will be allowed to the dock area without a pass.**

**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 exhibitor 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 (504) 731-6137 for a q

**RECYCLING**

Separate paper and cardboard to ensure that they are placed in the correct recycling stream. Do not place other trash, especially food, inside empty cardboard boxes. Large cardboard boxes should be broken down and stacked for pickup.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**WEFTEC 2020**  
 C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

**NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, SEPTEMBER 7, 2020 IN OBSERVANCE OF THE LABOR DAY HOLIDAY. SHIPMENTS WILL NOT BE ACCEPTED ON THIS DATE**

Freeman will accept crated, boxed or skidded material beginning **Monday, August 31, 2020**, at the above address. Material arriving after **September 23, 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 receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**WEFTEC 2020**  
 C/O Freeman  
 Ernest N. Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

Freeman will receive shipments at the exhibit facility beginning **Wednesday, September 30, 2020**. 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.

All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. 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.

**Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area at 1315 Tchopitoulas St, New Orleans, LA 70130 (Lot I), to obtain a dock pass. This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area.**

**No vehicle will be allowed to the dock area without a pass.**

**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 Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**HELPFUL HINTS**

**SAVE MONEY**

Order early to take advantage of discount rates, place your order by Wednesday, September 9, 2020. Orders can be placed beginning June 6, 2020.

**AVOID DELAY**

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

Per show management, children under the age of 18 are not permitted in the exhibit hall during installation and dismantle.

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 that 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.

**WE APPRECIATE YOUR BUSINESS!**