



SHIPPING AND MATERIAL HANDLING

SHIPPING

Do I have to ship my booth materials?

No, **exhibitors may hand-carry material through the back entrance of the EXPO hall**. Hand-carry material includes small boxes or anything an individual person can carry that does not require mechanical equipment.

How do I ship to the Freeman Advance warehouse? (*Advance shipment to warehouse*)

Freeman will accept freight (crated, boxed or skidded materials) beginning Friday, April 15th. The warehouse will accept crates, cartons, skids, trunks, cases, and carpets. **To ensure timely arrival of your materials at the show site, and to avoid additional fees, freight should arrive by Friday, May 6th**. Your freight will be accepted after the deadline date, but additional charges will be incurred. Refer to the Exhibitor Service Kit for shipping labels.

Warehouse Shipping Address

Exhibiting Company Name / Booth # _____

ATD 2022 INTERNATIONAL CONFERENCE & EXPOSITION

C/O FREEMAN

10088 GENERAL DR

ORLANDO, FL 32824

How do I ship to the show site? (*Direct shipment to show site*)

Freeman will receive shipments at the Orange County Convention Center beginning Friday, May 13. 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 crates, packages, cartons, and fiber cases sent directly to the show site must be addressed “in care of (c/o) Freeman Exposition Services.”

Freight will be accepted during move-in dates and times:

- Friday, May 13, 8 a.m.–5 p.m.

- Saturday, May 14, 8 a.m.–5 p.m.
- Sunday, May 15, 8 a.m.–5 p.m.

Show Site Shipping Address

Exhibiting Company Name / Booth # _____

ATD 2022 INTERNATIONAL CONFERENCE & EXPOSITION

C/O FREEMAN

ORANGE COUNTY CONVENTION CENTER

9800 INTERNATIONAL DR

ORLANDO, FL 32819-8111

What if I want to use my own shipping carrier and not Freeman?

Show management recommends that you use our preferred shipping provider, Freeman, to ensure the timely delivery of your booth materials. However, you are free to use any carrier you choose. If you use a different carrier (for example, UPS or FedEx), make sure to keep all records and tracking numbers in case you need to track your shipment on-site. Also, if using UPS or FedEx for your return shipment, you must schedule the pick-up with the carrier as there is no scheduled pick-up for the show. **Please be aware that all carriers must check in no later than 11 a.m. on Thursday, May 19, for freight pickup.**

How should I label my freight?

The label should contain the exhibiting company name, the booth number, and the conference name. Remove old shipping labels. Make sure your boxes have nothing on the outside that indicates the contents. Keep a master list of each numbered box and its contents. Please see the Exhibitor Service Kit for shipping labels.

MATERIAL HANDLING

What is material handling?

Material handling, also called freight handling or drayage, is the **movement of your freight from the loading dock or carrier to your booth, and back to the loading dock or carrier at the close of the show.** This includes delivery of the materials to your booth, the handling of empty containers to and from storage, and removal of your material from the booth for reloading onto your outbound carrier.

Does material handling include the cost for me to ship my materials?

No, **material handling should not be confused with the costs of shipping your materials and equipment to and from the show.**

Is there a charge for material handling?

Yes, **material handling charges are computed based on the weight of your materials.** Please see the [Exhibitor Service Kit](#) or contact Freeman directly for associated costs.

If I drive my booth materials to the convention center instead of shipping, do I pay material handling?

If you can hand carry your items into the exhibit hall from the designated POV area on the loading docks, you do not pay material handling. Please see below regarding rules and regulations pertaining to POV hand carry procedures. See the Exhibitor Service kit for rules regarding [material handling](#).

Can I hand-carry materials into the EXPO?

POV (Privately Owned Vehicles) Exhibitors may enter through the loading docks at the rear of the Orange County Convention Center, following signs to Ramp 12 for unloading. Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. FREEMAN will control access to the loading docks in order to provide for a safe and orderly move-in /out. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by FREEMAN.

Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks. **The following items are not considered hand-carry items: two-wheel dolly loads, hotel bellman's carts, boxes, or crates requiring two people to carry.** Please see the Exhibitor Manual for complete rules regarding material handling.

For POV access to the EXPO Hall on move-in days, follow signs to the loading docks (Ramp 12) at the rear of the Orange County Convention. Entering through the front of the Orange County Convention Center (Passenger Doors) or through public space is NOT PERMITTED.