



## FREIGHT INFORMATION SHEET

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Office Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Show-Site Contact Name: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Dear Exhibitor:

To insure a smooth move-in/move out for your exhibit material, we ask that you **COMPLETE** the information below and send to Kevin O'Brien at [kevin.obrien@freeman.com](mailto:kevin.obrien@freeman.com) with a copy to [spe.events@spe.org](mailto:spe.events@spe.org) or call +1.713.545.8638 or +1-713-733-0622.

# of display material loads

# of machinery or steel loads

# of mixed loads

**2. What type of trailer loads will be sent to your booth?**

Number of closed vans

Number of flatbed trailers

Number of overseas carriers

Number of lowboy trailers

**3. What is the approximate total weight for all your shipments?**

lbs How much of your total weight is machinery weight?

lbs How much is your heaviest piece?

**4. Will you require specific equipment to unload? (Check ALL that apply)**

Crane

Forklift over 5,000 lbs.

Boomlift

Versa-Lift

**5. Cranes - If crane(s) are to be used, please specify date: \_\_\_\_\_ Time: \_\_\_\_\_ Size: \_\_\_\_\_**

(Check One)

Unloading only

Booth Work Only

Both (Unloading & Booth Work)

**6. Forklifts - If use for booth work, please specify: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Size: \_\_\_\_\_**

Besides this form, please make sure all rigging orders are placed with Freeman with the form in your exhibitor kit

"Rigging Equipment & Labor" Please note on that form if you will require a carry-over for the next day.

If you need specialized lifting equipment for your machinery, spreader bars, steel plates, steel bars, special dollies, etc. Please describe and provide sizes needed where applicable.

**7. ACCESS STORAGE - If needed, please approximate the square footage \_\_\_\_\_**

### IMPORTANT REMINDERS

\* Have you made arrangements for Transportation of your materials & equipment to Well Intervention?

If no, or if you need help, contact Freeman Exhibit Transportation at 1-800-995-3579