

**MATERIAL HANDLING**

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

**RATES**

<b>Material Handling</b> .....	<b>\$ 1.12 per pound</b>
Rate applies to shipments sent to either the warehouse or directly to show site.	
<b>Material Handling - After Deadline</b> .....	<b>\$ 1.40 per pound</b>
Rate applies to shipments arriving at the warehouse after <b>April 21, 2023</b> .	
<b>Material Handling - 10 lbs and under</b> .....	<b>Free of Charge</b>
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	

**IMPORTANT SHIPPING INFORMATION**

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

**Warehouse:**

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **March 31, 2023**.
- Warehouse address: **Exhibiting Company Name / Booth #  
OFFSHORE TECHNOLOGY CONFERENCE  
C/O Jetco/Freeman  
3010 Aldine Bender Rd  
Houston, TX 77032**
- 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 refrigeration 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.

**Show Site:**

- Show site receiving begins on **April 25, 2023**, per **TARGET**
- Show Site address: **Exhibiting Company Name / Booth #  
OFFSHORE TECHNOLOGY CONFERENCE  
NRG Park  
C/O Freeman  
One NRG Park  
Houston, TX 77054**

**Outbound:**

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

**MACHINERY HANDLING**

Freeman is the exclusive provider of machinery handling services. Rates include unloading your machinery at show site, delivery to the designated booth, and removal from the booth for reloading onto outbound carriers. Handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive machinery handling services.

**RATES**

Machinery Handling - 5,001 - 20,000 lbs.....	\$	0.33 per pound
Machinery Handling - 20,001 - 30,000 lbs.....	\$	0.31 per pound
Machinery Handling - 30,001 - 40,000 lbs.....	\$	0.29 per pound
Machinery Handling - 40,001 lbs and Above.....	\$	0.25 per pound

**IMPORTANT SHIPPING INFORMATION**

**General Information**

- Rates above apply to machinery with proper lifting bars, points, hooks, or machinery that is skidded or crated which may be moved on or off the loading dock, vehicle or show floor by a forklift with NO special handling required. Forklift lifting points must be clearly marked. This does not apply to display materials.
- If it is necessary to unskid the machine before removing it from the container, labor and equipment charges will be added to the stated rates. **Please refer to the "Forklift & Rigging Labor Order Form".**
- Certified weight tickets are required. Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.
- Freeman retains the right to determine whether or not the materials qualify for the machine rate.
- Machinery will be spotted with a 6" tolerance one time after removal from the truck, provided the following conditions are met:
  1. The exhibitor, or his representative, must be present to supervise the spotting.
  2. The area within the booth is clearly marked to indicate the machine's position.
  3. No rigging, bolting or unbolting, un-skidding or attaching to other equipment must be performed.
  4. Vehicles must be checked in no later than 2:00 pm to be unloaded by 5:00 pm. Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 5:00 pm.

**Freeman Exhibit Transportation**

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

**Show Site**

- Please note that machinery shipments will not be accepted at the warehouse. All machinery shipments should be sent directly to show site.
- Show site receiving begins on **April 25, 2023**, by **TARGET**
- Show site address:

Exhibiting Company Name / Booth #  
**OFFSHORE TECHNOLOGY CONFERENCE**  
 C/O Freeman  
 NRG Park  
 One NRG Park  
 Houston, TX 77054

**Outbound**

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.