

Cart Service and Hand Carry Information

1. To help efficiently manage the move-in and move-out of this event, OTC and Freeman are offering Cart Service for exhibiting companies that need assistance moving their materials into the building, and Hand Carry Freight information for shipments that qualify. Please read the information below carefully to confirm qualifications, availability, and directions.

Only shipments delivered in Privately Owned Vehicles are eligible for Cart Service and/or Hand Carry Freight Services. Privately Owned Vehicles are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the loading docks or Freeman Marshalling Yard. Images of qualifying vehicles/equipment can be viewed below.

Dollies that qualify for Hand Carry



Dollies that do not qualify for Hand Carry



Vehicles that qualify for Cart Service and Hand Carry access



Sedan

SUV

Pickup

Van

Vehicles that do not qualify for Cart Service and Hand Carry access



Trailer

Commercial Van

Rentals

Bobtail

Stakebed

Cart Service

Workers equipped with a flat cart scooter or forklift will assist exhibitors with unloading. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

Rates

This service is available at a round trip rate of \$206.75 per trip (from the dock to the booth and the booth to the dock).

Procedures

Move-in

Exhibitors must have badges to gain entry to the show floor and two people must be with the vehicle during this process - one to accompany the product to the booth and one to remove the vehicle from the area. No parking is permitted.

1. Proceed to the OTC Marshalling Yard located at the Yellow Lot 35.
2. Check in with the Freeman staff for staging, processing, and directions to the dedicated Cart Service area. Space will be based on a first-come first-serve basis. There will be signs posted to direct you.

Move-out

All exhibitors who utilized Cart Service during move-in will have a Material Handling Agreement delivered to their booth prior to event closing. Exhibitors wanting to utilize Cart Service during move-out only will need to visit the Exhibitor Service Center in room 105C to obtain a Material Handling Agreement.

1. Proceed to the OTC Marshalling Yard located at the Yellow Lot 35.
2. Check in with the Freeman staff for staging, processing, and directions to the dedicated Cart Service area. Space will be based on a first-come first-serve basis. Cart Service staging will open at 12:00 PM on Thursday, May 9th. Per OTC show regulations, Cart Service loading will not begin until 2:00 PM Thursday, May 9th.
3. Upon being staged in the Cart Service area, the driver of the vehicle will remain with the vehicle and Freeman staff will dispatch a worker with the Material Handling Agreement to the booth to pick up the shipment. No parking is permitted.

Availability

Cart Service will be available during the below hours.

Exhibitor move-in

Tuesday, April 30, 2024	8:00 AM - 5:00 PM
Wednesday, May 01, 2024	8:00 AM - 5:00 PM
Thursday, May 02, 2024	8:00 AM - 5:00 PM
Friday, May 03, 2024	8:00 AM - 5:00 PM
Saturday, May 04, 2024	8:00 AM - 5:00 PM

Exhibitor move-out

Thursday, May 09, 2024	2:00 PM - 10:00 PM
Friday, May 10, 2024	8:00 AM - 5:00 PM
Saturday, May 11, 2024	8:00 AM - 5:00 PM
Sunday, May 12, 2024	8:00 AM - 12:00 PM

Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Hand Carry

Credentialed exhibitors who desire to hand carry their exhibit materials to and/or from the dedicated OTC parking areas to their booth space can do so through any NRG Center public entry point (glass doors).

To assist credentialed exhibitors who may need closer proximity to the event center, OTC has established a temporary Hand Carry Zone in the NRG Red lot with direct access to E Hall, near door E4.2. Those choosing to utilize the Hand Carry Zone must follow the below procedures.

Hand Carry freight does not qualify for storage of empty cardboard/product boxes at no additional charge. If empty storage is needed, please inquire at the on site Exhibitor Service Center in room 105C.

Rates

This service is available at no charge.

Procedures

Move-in

1. Exhibitors must have badges to gain entry to the show floor and one person must always remain with the vehicle. No parking is allowed.
2. Proceed to the Gate 10 / McNee & Kirby Drive.
3. Check in with the NRG staff for directions to the dedicated Hand Carry Zone area. Space will be on a first-come, first-serve basis. Staging in the Hand Carry Zone is limited to 30 minutes.

Move-out

1. Proceed to the Hand Carry Zone in the Red lot.
2. Check in with the NRG staff. Space will be on a first-come, first-serve basis.
3. Staging in the Hand Carry Zone is limited to 30 minutes. One person must always remain with the vehicle.

Availability

* Please reference assigned booth Target floor plan.

Exhibitor move-in

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Please note, for either service chosen: We anticipate that wait times during peak periods, wait time can exceed 2-3 hours.

Exhibitors not able to begin set-up until Saturday, May 4, 2024 after 12:00 PM (noon) must notify Show Management via the [Late Set-Up Notification form](#).

Questions about these services can be directed to: troy.corbin@freeman.com or otc.events@otcnet.org

CART SERVICE & HAND CARRY

