

FREEMAN

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 with a copy to 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, ets. Please describe and priovide 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