

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

Each 10' x 10' booth will be set up with 8' high back drape\* and 3' high side drape\*.

Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

**SHOW COLORS\***

**Amusement Expo**

Blue and White Back Drape.....Blue Side Drape.....Tuxedo Carpet

**NBVA Conference**

Red and White Back Drape.....Red Side Drape.....Red Carpet

**EXHIBIT HALL CARPET**

The exhibit area will not be carpeted; however the **Boardwalk Aisle will be carpeted in black.** Booth rental carpet is available through Freeman, please see the enclosed carpet brochure and order form for options and rates.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **February 14, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information & helpful hints on pre-show procedures and move-in please go to [Pre-Show FAQ](#).

Sunday	March 8, 2020	8:00 AM - 5:00 PM
Monday	March 9, 2020	8:00 AM - 5:00 PM

**Note: Overtime rates apply to Material Handling on all inbound shipments delivered to the advance warehouse. Overtime rates will also apply to Material Handling and to labor performed on Sunday, March 8, 2020.**

**EXHIBIT HOURS**

Tuesday	March 10, 2020	10:00 AM - 6:00 PM
Wednesday	March 11, 2020	10:00 AM - 4:00 PM

**EXHIBITOR MOVE-OUT**

For more information & helpful hints on post-show procedures and move-out please go to [Post-Show FAQ](#).

Wednesday	March 11, 2020	4:00 PM - 10:00 PM
Thursday	March 12, 2020	8:00 AM - 12:00 PM

**Note: Overtime rates will apply to Material Handling on outbound shipments and to labor performed on Wednesday, March 11, 2020 after 5:00 PM.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 12, 2020 at 12:00 PM.** Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at exhibitor's expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline please have all carriers check-in by **Thursday, March 12, 2020 at 10:00 AM.**

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material handling agreement and labels in advance. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (504) 731-6137 for a quote.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

1000 Elmwood Park Blvd.  
 New Orleans, LA 70123  
 Phone (504) 731-6137  
 Fax (469) 621-5612  
 FreemanNewOrleansES@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada  
 (512) 982-4187 Outside the US  
 (817) 607-5183 International Shipping Services  
 (469) 621-5810 Fax  
 exhibit.transportation@freeman.com

**FREEMANONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by February 14, 2020. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during and after your show.**

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline please call our Customer Support Center at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 Local & International.

**SHIPPING INFORMATION**

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #  
**Amusement Expo | NBVA Conference**  
 C/O Freeman  
 905 Sams Ave.  
 New Orleans, LA 70123

Freeman will accept crated, boxed or skidded material beginning **Friday, February 7, 2020**, at the above address. Material arriving after **March 2, 2020** will be received at the warehouse with an additional after deadline charge. 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 refrigerated 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. Warehouse receiving hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (504) 731-6137.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth #  
**Amusement Expo | NBVA Conference**  
 C/O Freeman  
 Ernest N. Morial Convention Center  
 900 Convention Center Blvd.  
 New Orleans, LA 70130

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the Lot I Marshalling Yard (1315 Tchoupitoulas St., New Orleans, LA). This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area.

**No vehicle will be allowed to the dock area without a pass.**

[Please see the Marshalling Yard Map for important directions information.](#)

Freeman will receive shipments at the exhibit facility beginning **Sunday, March 8, 2020**. 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. If required, provide your carrier with this phone number: (504) 731-6137.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 504-731-6137.

**WE APPRECIATE YOUR BUSINESS!**