

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **HALLOWEEN & PARTY EXPO / HAUNTCON / JANUARY 17-19, 2020**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

**Let FreemanOnline® estimate your material handling charges for you.** Log on to [www.freeman.com](http://www.freeman.com), select your show and click on "Estimate My Material Handling Costs". From FreemanOnline® you can print extra shipping labels, get tips on how to package your freight and much more.

**MATERIAL HANDLING SERVICES**

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS and DHL** are included in this category due to their delivery procedures.  
 (See definitions on back)
- UNCRACTED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved in during above listed times.) *\*There are no additional overtime charges for outbound freight.*

Description	Price Per CWT	200 lb. Minimum
-------------	---------------	-----------------

**RATE CLASSIFICATIONS:**

**Warehouse Shipment (200 lb. minimum)**

Crated or Skidded Shipment.....	\$107.25	214.50
Special Handling Shipment.....	\$139.50	279.00
Carpet and/or Pad Only Shipment.....	\$160.75	321.50

**Show Site Shipment (200 lb. minimum)**

Crated or Skidded Shipment.....	\$104.25	208.50
Special Handling Shipment.....	\$135.50	271.00
Uncrated or Pad Wrapped Shipment.....	\$156.25	312.50
Carpet and/or Pad Only Shipment.....	\$156.25	312.50

**Small Package - Maximum weight is 30 lbs per shipment\*** ..... \$ 40.00

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

**Shipment Delivered after Deadline Date (in addition to above rates)**

Warehouse Shipment after JANUARY 7, 2020.....	\$ 21.75	43.50
Show Site Shipment after Show Opening.....	\$ 21.00	42.00

**Overtime Charge - Inbound (in addition to above rates)**

Crated or Skidded Shipment.....	\$ 21.00	42.00
Special Handling Shipment.....	\$ 27.25	54.50
Uncrated or Pad Wrapped Shipment.....	\$ 31.25	62.50
Carpet and/or Pad Only Shipment.....	\$ 31.25	62.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
			<b>2% Tax</b>	
			<b>Total</b>	

**FREEMAN material handling**

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freeman.com](http://www.freeman.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

## **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require additional labor and equipment to unload.

# FREEMAN

## POV (PRIVATELY OWNED VEHICLE) REGULATIONS

Exhibitors driving POVs may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks and other mechanical equipment is not permitted. The following information applies to exhibitors who wish to hand carry their own materials in their own vehicle, i.e. car, pickup truck, minivan or sport utility vehicle.

Upon your arrival at the New Orleans Morial Convention Center in your POV, proceed to marshaling yard at **1315 Tchoupitoulas St, Lot I, New Orleans, LA 70130** to obtain a dock pass and unloading instructions. No vehicle will be allowed to the dock area without a pass.

At the close of the event, your booth must be packed and ready to load out prior to proceeding to the Marshaling Yard to obtain a dock pass and loading instructions.

If you have any questions prior to the event, or would like additional information regarding the POV policy, call Freeman Exhibitor Services at 504-731-6137.

Please Note: A **POV, or privately Owned Vehicle**, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight.

Examples include: pick-ups, passenger vans, taxis, limos, etc.

Anything larger is considered a **Company Vehicle**. **Exhibitors are not allowed to unload Company Vehicles themselves.**

A **Company Vehicle** is considered to be a vehicle designed to transport freight.

Examples include: towing trailers of any size, box trucks, U-Haul, semi trucks, etc.

A Company Vehicle is anything larger than a passenger van or designed for freight transportation. There is a Material Handling charge for the unloading of these vehicles.

Please refer to the Material Handling section for rates.



**POV EXAMPLE**



**COMPANY VEHICLE EXAMPLE**

**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **HALLOWEEN & PARTY EXPO / HAUNTCON / JANUARY 17-19, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 504-731-6137 to speak with one of our experts.

**Privately Owned Vehicle (POV) Cart Service Rates and Procedures**

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

<b>Cart Rate One Way Trip: \$120.50</b>	<b>Cart Rate Round Trip: \$241.00</b>
One Way Trip to Include 1 (one) of the following:  Unloading and delivery of exhibit material from the dock to booth during show move-in.  OR  Delivery of exhibit materials from your booth to the dock and the loading of materials into vehicle during move-out.	Round Trip to Include:  Unloading and delivery of exhibit material from the dock to booth during show move-in.  Storage of empty containers during show hours and return of crates/containers at end of show.  Delivery of exhibit materials from your booth to the dock and the loading of materials into vehicle during move-out.

Exhibitors will need to complete the Method of Payment form and provide a credit card for payment at the time of service.

Exhibitors who require this service must check in at the designated Service Desk area.

**EXHIBITOR MOVE-IN**

Tuesday	January 14, 2020	8:00 AM - 5:00 PM
Wednesday	January 15, 2020	8:00 AM - 5:00 PM
Thursday	January 16, 2020	8:00 AM - 1:00 PM

**EXHIBITOR MOVE-OUT**

Sunday	January 19, 2020	5:30 PM - 11:30 PM
Monday	January 20, 2020	8:00 AM - 2:00 PM

Inbound Approx # of pieces: \_\_\_\_\_ Outbound Approx # of pieces: \_\_\_\_\_

**The above rates and procedures ONLY apply to passenger size vehicles. NO trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers. Freeman personnel will determine what constitutes a cart load.**

**FREEMAN pov cart service**

## Freeman Marshalling Yard

Please note that all vehicles delivering materials to the Ernest N. Morial Convention Center must report to the marshalling area to obtain a dock pass. 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.**

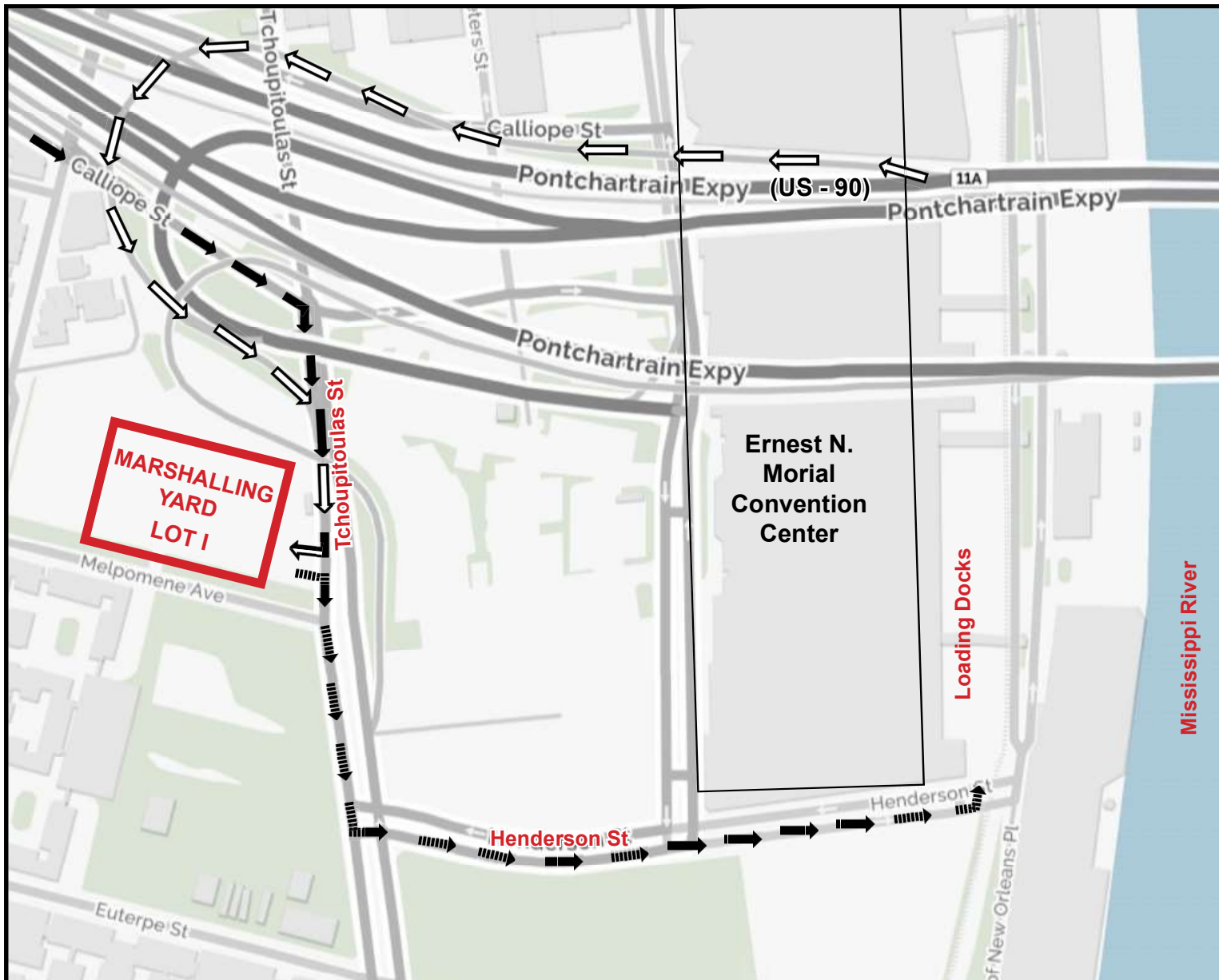
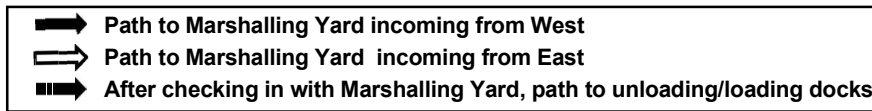
### Approach from the West ➡

From I-10 take Highway US-90 and exit on Tchoupitoulas St/South Peters. Continue on Calliope St and take right on Tchoupitoulas St. Lot I will be to your right.

Please note that Google Maps often directs drivers to take the Annunciation St exit from US-90; this is a non-truck route and should not be taken.

### Approach from the East ⇨

From Highway US-90 take the Tchoupitoulas St. exit and turn slight right onto Tchoupitoulas St. Lot I will be to your right.



# FREEMAN

1000 Elmwood Park Blvd  
New Orleans, LA 70123  
(504) 731-6137 Fax: (469) 621-5612



## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **HALLOWEEN & PARTY EXPO / HAUNTCON / JANUARY 17-19, 2020**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (504) 731-6137 to speak with one of our experts.

**For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)**

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.**

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

**Select a Carrier:**

- Freeman Exhibit Transportation**       **Other Carrier**

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_

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

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select a Level of Service:**

- 1 Day: Delivery next business day       Standard Ground  
 2 Day: Delivery by 5:00 PM second business day       Specialized: Pad wrapped, uncrated, or truckload  
 Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

- Have loading dock       Lift gate required  
 Inside delivery       Air ride required  
 Pad wrap required       Residential  
 Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

**FREEMAN outbound shipping**