



EXHIBITOR SHIPPING

WAREHOUSE SHIPPING ADDRESS

Freeman will accept crated, boxed or skidded materials beginning Monday, July 11, 2016 at the below address. Materials arriving after August 2, 2016 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am - 3:30 pm.

EXHIBITING COMPANY NAME/BOOTH # _____

NAPE EXPO
C/O FREEMAN
9258 PARK SOUTH VIEW, SUITE 100
HOUSTON, TX 77051

IMPORTANT INFORMATION:

- Freeman will accept crated, boxed or skidded material beginning Monday, July 11, 2016, at the above address.
- Material arriving after Wednesday, August 2, 2016, will be received at the warehouse with an additional after deadline charge.

CONVENTION CENTER SHIPPING ADDRESS

Freeman will receive shipments at the address below beginning Monday, August 8, 2016 at 8:00 am. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight acceptance by the facility are the responsibility of the shipper.

EXHIBITING COMPANY NAME/BOOTH # _____

SUMMER NAPE
C/O FREEMAN
GEORGE R. BROWN CONVENTION CENTER
1001 AVENIDA DE LAS AMERICAS, LEVEL ONE
HOUSTON, TX 77010

MATERIALS HANDLING & FREIGHT

- Drayage charges may apply. Please contact Freeman for details.
- Freight moved into the facility after 4:30 pm on Monday, August 8, or Tuesday, August 9, will be subject to overtime rates.
- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 3 hours.
- To ensure all exhibitor materials are removed from the exhibit hall by the Exhibitor Move-Out deadline (4:30 pm Friday) please have all carriers check-in by Saturday, August 13, at 10:00 am or freight will be re-routed.
- Freight moved out of the facility after 4:30 pm on Friday, August 211 and all day on Saturday, August 13, will be subject to overtime rates.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS in the information provided by Freeman 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.