

# Advanced Textiles Expo 2025: Exhibitor Move-In

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Freeman<sup>1</sup>



Advanced Textiles  
**EXPO**





# Agenda

- 01 Move-In Schedule
- 02 Shipping and Material Handling
- 03 Rules & Regulations
- 04 On-Site Tips & Support



# Important Dates and Times

## Freight Receiving

Warehousing receiving begins	Mon, Oct 6
Warehouse deadline	Mon, Oct 27
Show site receiving	Mon, Nov 3

Additional fees if delivering after  
Oct 27

## Exhibitor Move-In

Mon, Nov 3	8:00am – 5:00pm
Tues, Nov 4	8:00am – 5:00pm



# Material Handling: On-site





# Freight Delivery to Your Booth

## Advance Warehouse shipments:

- Freight will arrive in booth during move-in hours

## Show site shipments:

- After unloading from carrier, freight is weighed, documented, and queued for delivery to booth
- Freight may not be delivered immediately due to other shipments being unloaded and delivered
- Plan ahead and schedule labor to occur after shipments arrive to booth





## The Marshalling Yard

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- 602 W Ray St. Indianapolis, IN 46225
- Carriers delivering to or picking up from the facility must check in at the marshalling yard
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available; delays possible
- Certified weight tickets are required when checking into the marshalling yard
- If your driver has valid certified weight tickets, Freeman will accept these tickets. If your driver does not, Freeman has a full-size certified scale available at the yard
- For more information view [Shipping Information](#)



# Marshalling Yard Hours

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## Hours of Operation

### Move-In

Mon, Nov 3	7:00am – 4:00pm
Tues, Nov 4	7:00am – 4:00pm
Weds, Nov 5	7:00am – 11:00am

### Move-Out

Fri, Nov 7	12:00pm – 8:00pm
Sat, Nov 8	7:00am – 12:00pm





# POV Cart Service

POVs are defined as cars, pick-up trucks, vans, and other trucks designed for passenger use, not cargo or freight

Commercially owned vehicles including truck with trailers, commercial vans, or rental trucks are not permitted



# POV Cart Service

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## Procedures and Availability

- Cart Service will be available during move-in and move-out
- Proceed directly to the loading docks of the facility and check in at the designated Cart Service Check-in area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area
- Complete and submit an Outbound Material Handling Agreement for all Cart Service shipments

## General Notes

- This service is available at a round-trip rate of \$217.50 per trip and can only be ordered at show site
- 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
- Cart service includes storage of empty cardboard/product boxes at no additional charge
- Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours
- View [Cart Service Information](#) additional notes



# Empty Container Storage

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## During move-in

- Storage of empty containers is included in material handling fees. Freeman will store empties for the duration of the event
- “Empty” stickers are available at Freeman Service Desk
- Stickers are color-coded to booth locations; reference the map available on the show floor
- Tag all cartons, fibers, and crates
- After applying completed “Empty” stickers, place empty freight containers in the aisle for Freeman to collect. Empties may not remain inside booth spaces



# Priority Empty Return Labels

- Guarantee empty containers are returned within two hours after exhibit hall closes
- Make planning for move-out easier and more predictable
- Each label is \$160. Limited quantity available per show. Order one label per container
- Labels available on **FreemanOnline®** or at Freeman Service Desk



# Labor Services





# Indianapolis Labor Jurisdictions

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## Full-time Employees of Exhibiting Companies

- May set-up and/or tear down their own exhibits and materials without the assistance of the Union
- Can perform maintenance on their own equipment after initial set-up
- Permitted to hand carry their own materials into the exhibit facility
- **Not permitted** to use or rent dollies, flat trucks, pallet jacks or other mechanical equipment

## Freeman Union Labor

- Any labor beyond what a regular full-time employee of an exhibiting company can provide must be completed by Freeman or an Exhibitor Appointed Contractor pre-qualified by ICCLOS

### Union labor:

- controls access to the loading docks in order to provide for a safe and orderly move-in and move-out
- has the responsibility of receiving and handling all exhibit materials and crates, with the exception of items exhibitors hand carry
- may unload or reload at the dock

Labor can be [ordered in advance on Freemanonline®](#) or show site from the Freeman Service Center

# Navigating to Rules & Regulations

## [Advanced Textiles Show Management](#)

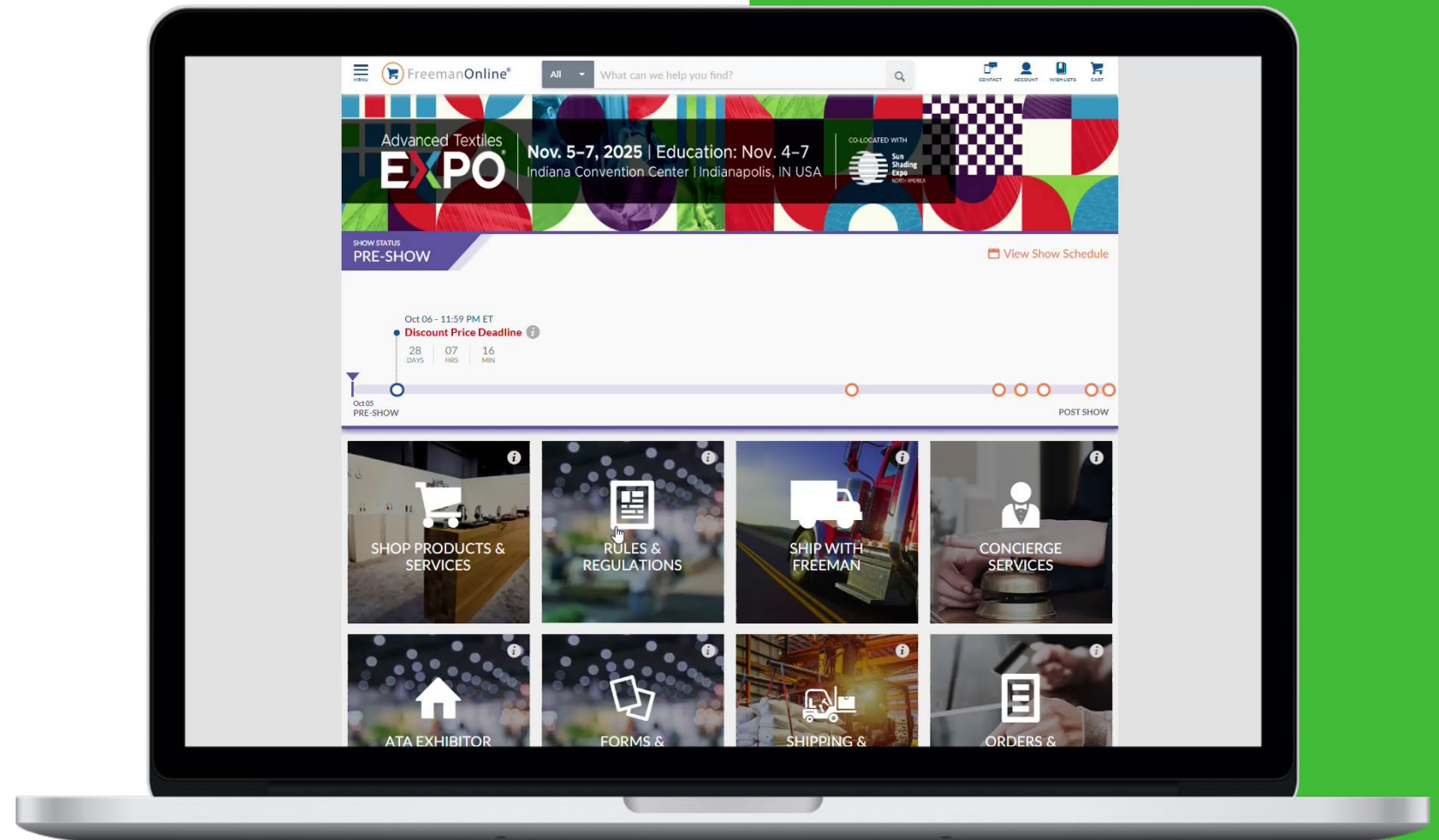
- Booth Display Regulations
- Insurance
- Suitcasing Policy

## [Freeman](#)

- Labor Jurisdictions
- Rigging Regulations
- Material Handling

## [Indiana Convention Center](#)

- Food & Beverage
- Electrical & Utilities
- Full ICCLOS Facility Guide
- and more!





# On-Site Support

Available to assist with last-minute orders, answer questions, and provide real-time guidance and assistance to ensure everything runs smoothly for your event



# On-site Exhibitor Services

Connect with us on-site to receive the highest level of service

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Look for a “contact us” flyer left in your exhibit space



Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out



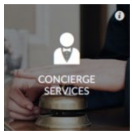
Freeman Exhibitor Services Desk located at back of Hall I, booth #766



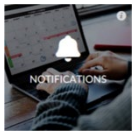
# FreemanOnline® Self-Service Features

FreemanOnline® provides self-service functionality at no additional cost! Submit requests and complete tasks without going to the service desk.

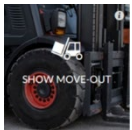
## Move-in and Show Days



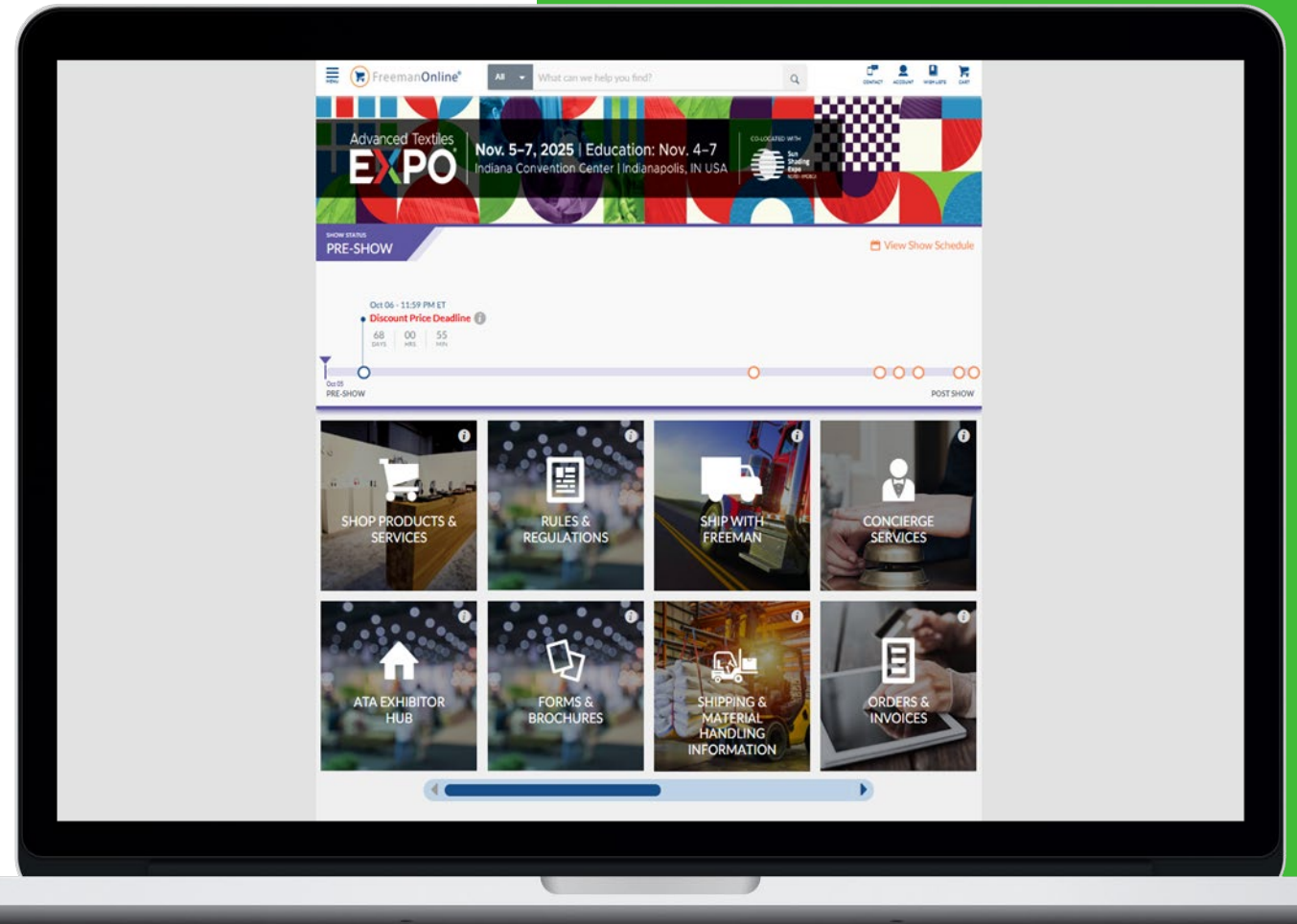
**Concierge services** – request service directly from the comfort of your booth, check the status of the requests, place last-minute orders, and view freight associated with your booth



**Notifications** – set up and view important live event notifications including show site freight tracking alerts



**Show move-out** – request labels, and submit and finalize outbound paperwork



# Move-In Best Practices

Plan to arrive with enough time to set up your booth



Shipping to the advance warehouse before move-in will save on costs. Choosing advance shipments also ensures packages arrive in time for move-in

Order labor services to begin after freight arrival

Exhibitors supervising Freeman labor will want to pick up and release their labor at the Labor Desk

Before show opening, check out your space to ensure all shipments have arrived and confirm all orders have been completed or are in process



# Have Additional Questions? Contact Us!

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## Phone

7am–7pm CT (M–Th)  
7am–5pm CT (Fri)

### Domestic:

1-888-508-5054

### International:

1-817-210-4869



## Text

7am–7pm CT (M–Th)  
7am–5pm CT (Fri)

### Domestic:

1-888-508-5054

### International:

1-817-210-4869



## Email

Responds within  
1-2 business days

### Domestic:

[Freeman.com/contactus](https://freeman.com/contactus)

### International:

[Internationalsupport  
@Freeman.com](mailto:Internationalsupport@Freeman.com)



## Chat

7pm–4am CT (Sun)  
7am–4am CT (M–Th)  
7am–5pm CT (Fri)

### Domestic and

### International:

[Freeman.com/store](https://freeman.com/store)



## WhatsApp

7am–7pm CT (M–Th)  
7am–5pm CT (Fri)

### Domestic and

### International:

1-214-984-3514



# Thank You!