

Advanced Textiles Expo 2025: Show Days and Move-Out

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Freeman¹



Advanced Textiles
EXPO





Agenda

- 01 Exhibit Hall and Move-Out Schedules
- 02 Empty Container Return Process
- 03 Outbound Shipping
- 04 On-site Support
- 05 Show Days and Move-Out Best Practices

Important Dates and Times

Exhibit Hall Hours

Weds, Nov 5	9:00am – 4:00pm
Thurs, Nov 6	9:00am – 4:00pm
Fri, Nov 7	9:00am – 1:00pm

Exhibitor Move-Out

Fri, Nov 7	1:00pm – 8:00pm
Sat, Nov 8	8:00am – 12:00pm

Carrier check-in deadline: Nov 8, 10:00am
Floor clear deadline: Nov 8, 12:00pm

Our Exhibitor Services team will be available 8:00am – 5:00pm daily and hours may be extended to assist with additional exhibitor needs.





Empty Container Storage

During move-out

- Empty containers begin returning at close of show when aisle carpet is removed, can take many hours
- Empty return schedule available at show site to help exhibitors understand when containers should be returned
- Keep this process in mind when scheduling outbound travel. Freeman-supervised labor available to pack up your booth if needed
- Set up empty return notifications on FreemanOnline® to utilize your time most effectively

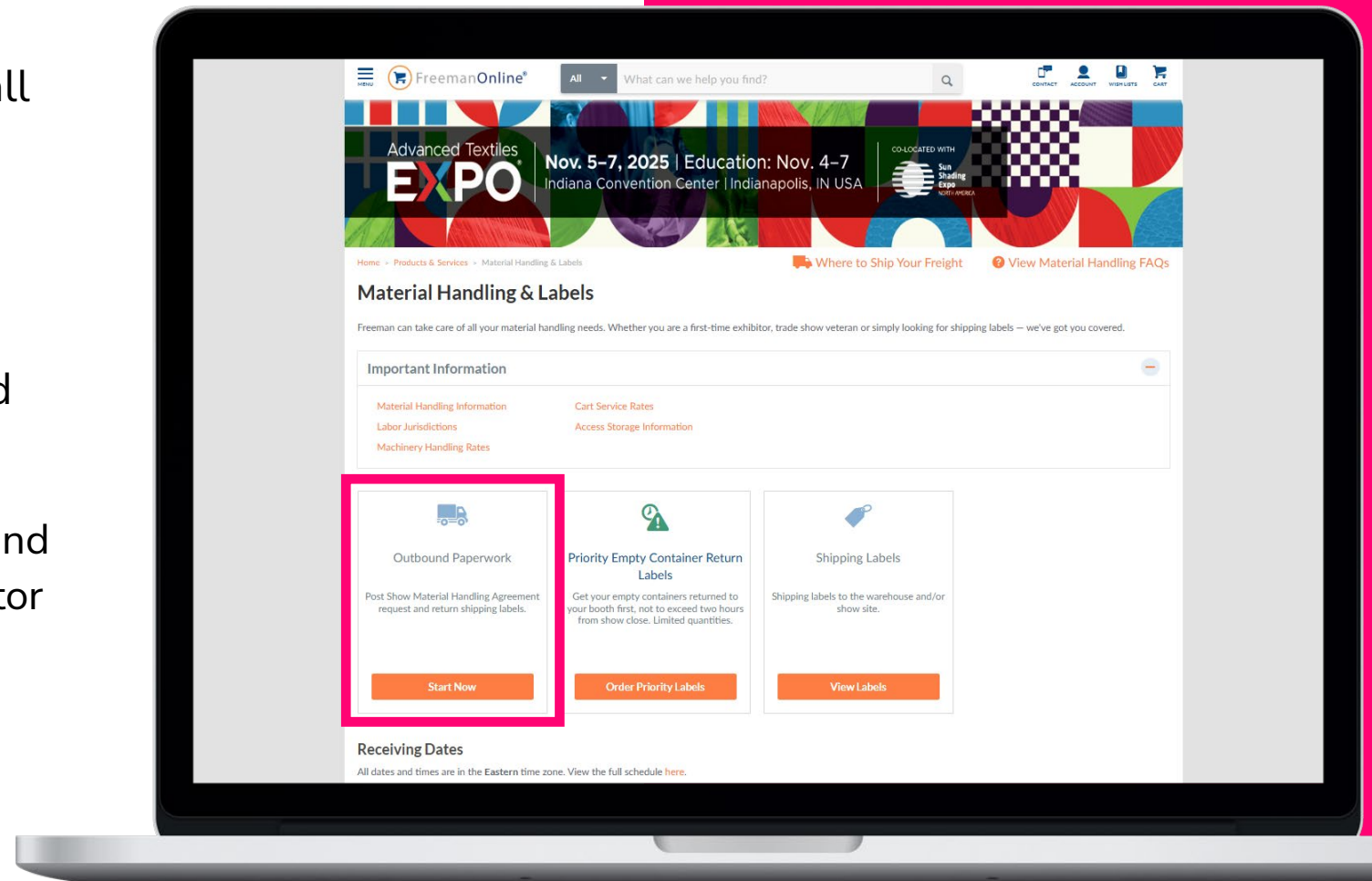
Priority Empty Return Labels

- 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 show site



Outbound Paperwork Process

- Outbound paperwork is needed for all shipments, regardless of carrier
- Fill out outbound shipping details in advance or on-site
- Requested paperwork will be passed out during show
- Once shipments are packed up, outbound paperwork must be turned in to Exhibitor Services
- Freight should be left labeled in booth



Outbound Paperwork On-Site Tips

- Include carrier name and phone number (not transportation broker), desired level of service, and number of pieces
- Sign, print clearly and include phone number
- Freight will be re-routed by Freeman if carrier fails to arrive by check-in deadline

MATERIAL HANDLING AGREEMENT

INSTRUCTIONS: COMPLETE ALL SHADED AREAS. RETURN COMPLETED AGREEMENT TO SERVICE DESK WHEN MATERIALS ARE PACKED AND READY FOR SHIPMENT.

SHIPPER'S NUMBER: 512687-15
MHA #: 15

DATE: 07/11/2023 10:13 AM

BOOTH NO.: TFC

DATE/TIME RECEIVED: _____ AM/PM

FROM: FREEMAN CHICAGO
OK
WEFTEC 2023
McCormick Place
2301 S LAKE SHORE DR
Chicago, IL 606161497

TO: MC COOK, ILLINOIS 605253481 USA

DECLARED VALUE: \$ _____ (Optional)

SPECIAL INSTRUCTIONS

RE-ROUTE VIA _____ BY _____
DATE _____ TIME _____ AM/PM

CARRIER: _____ PHONE #: _____

CIRCLE NUMBER OF SEPARATE DESTINATIONS IN BOOTH: 1 2 3 4 OR MORE

Desired Level of Service: Air Freight will be billed on Actual or Dimensional Weight, whichever is greater. Ground ☐ Specialized ☐ Next Day Air ☐ 2nd Day Air ☐ 3-5 Day Service ☐ Intl ☐

CHECKER	NO. PIECES	DESCRIPTION AND EXCEPTIONS, USED/REPACKED PARAPHERNALIA, EXHIBITION OR SHOW, NOI	WEIGHT (LB) SUBJ. TO CORR.	DATE/TIME CARRIER SIGNED
		Crates (wooden)		
		Cartons (cardboard)		
		Trunks / Cases (fiber) (color) _____		
		Skids / Pallets _____ Shrinkwrapped _____ Loose _____		
		Carpets (color) _____ Wrapped _____ Loose _____		
		Carpet Padding Rolls _____ Wrapped _____ Loose _____		
			TOTAL WEIGHT	

BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO BE BOUND BY FREEMAN'S TERMS AND CONDITIONS. THESE TERMS AND CONDITIONS ARE IN YOUR SHOW KIT OR CAN BE OBTAINED AT THE SERVICE DESK. BY SIGNING BELOW, YOU ARE ACKNOWLEDGING THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS. EXHIBITOR SHALL BE RESPONSIBLE FOR ALL SHIPPING CHARGES INCURRED. EXHIBITOR'S SIGNATURE (OR THE SIGNATURE OF EXHIBITOR'S AGENT) CERTIFIES & WARRANTS THAT ITS FREIGHT CONTAINS NO HAZARDOUS MATERIALS.

IF NEITHER BOX IS CHECKED, SHIPMENT WILL BE SENT COLLECT. COLLECT ☐ PREPAID ☐

BILL FREIGHT CHARGES TO:
FREEMAN CHICAGO
8201 W 47TH ST
MC COOK, IL 605253481

BY SIGNING THIS, I AGREE TO ENTER AT MY OWN RISK AND HOLD FREEMAN HARMLESS FROM ALL LIABILITY ARISING FROM MY ACTIVITIES ON THE PREMISES.

CHECKER NAME: _____ DATE LOADED: _____
TRAILER NO.: _____ START TIME: _____
EXHIBITOR: FREEMAN CHICAGO FINISH TIME: _____

CARRIER: _____ CARRIER: _____

SIGNATURE: _____ PRINT NAME: _____
EMERGENCY PHONE: _____

DRIVER SIGNATURE: _____ DRIVER PRINT NAME: _____
DATE: _____ PIECES RECEIVED: _____

Original - File Copy Green - Driver Yellow - Exceptions Pink - Control Gold - Exhibitor FDC0097T (05/10)



Outbound Carrier Process

- Carriers picking up from the facility must check-in at the marshalling yard
- Address: 602 W Ray St. Indianapolis, IN 46225
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available
- To simplify move-out, provide this address to your carrier
- For more information visit [FreemanOnline®](#)



The Marshalling Yard

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

All carriers must be checked in by 10:00am on Nov 8 to receive exhibitor freight

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



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

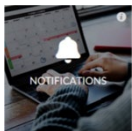
FreemanOnline® Self-Service Features

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

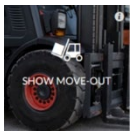
Show Days and Move-Out



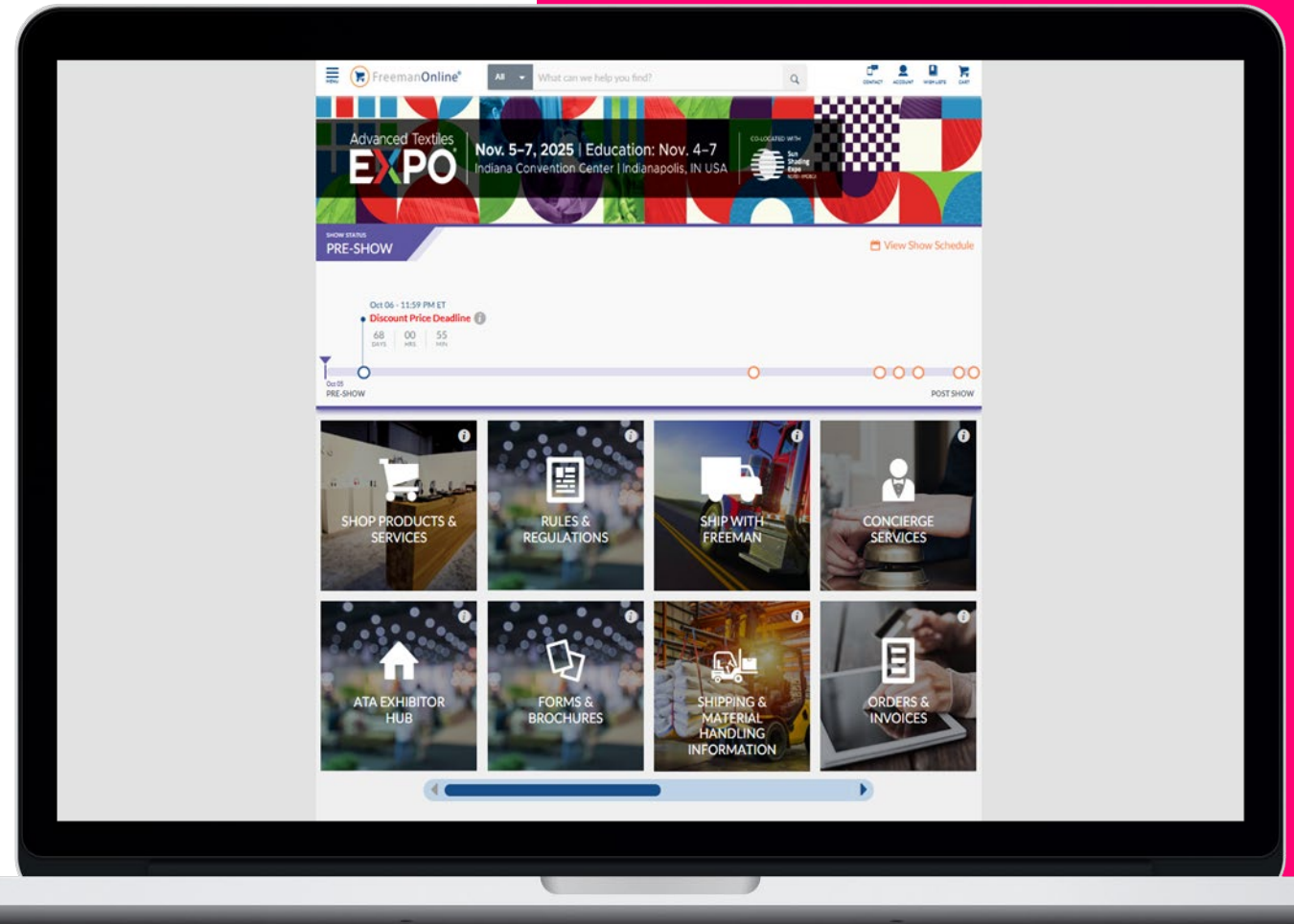
Concierge services – place last-minute orders on show days, request service directly from the comfort of your booth, check the status of those requests, and view freight associated with your booth



Notifications – set up and view important live event notifications, including alerts when your empty containers are returned during move-out



Show move-out – request labels, and submit and finalize outbound paperwork and Material Handling Agreements



Show Days and Move-Out Best Practices



Confirm outbound shipping early. Double-check your carrier arrangements before show close to avoid last-minute coordination during move-out

Allow extra time in your departure plans for empty freight return and booth teardown

If shipments contain non-valuables, your MHA has been submitted, and your material is packed and labeled properly, you are welcome to leave the exhibit floor; if shipments contain valuables, it's recommended you wait for your carrier to arrive

Before departing, stop by the service desk and specialty vendors to review and settle all final invoices

Have Additional Questions? Contact Us!



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!

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