

# Shipping and Move-in 101 Guide

To access the links throughout this document, please be logged into your Freeman online account. If you have any questions, contact Freeman Exhibitor Services at (702) 579-1700 or [FreemanLasVegasES@Freemanco.com](mailto:FreemanLasVegasES@Freemanco.com).

NAB Show is a targeted show, which means you are assigned a specific day and time for move-in. You can look up your target move-in date via the [Target Maps on the Forms & Brochures page](#) or via the [lookup tool on the Show Schedule page](#). If you use the lookup tool, make sure to put all letters in your booth number in uppercase.

You may be charged additional fees, if you move in outside your target window, so please double-check this information. Review the [Freight Services](#) and [Quick Facts](#) documents for full details.

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## What is Material Handling/Drayage?

Material handling/drayage is...

- Unloading of shipment from your carrier at the loading dock
- Transporting materials to your booth
- Storing and returning empty crates and cartons
- Reloading of shipment to your carrier at the close of the Show

**This service is not included in the cost of your booth space.** You can get a [material handling estimate](#) from Freeman, the [exclusive material handling provider](#) for the Show. Actual material handling fees will be calculated based on the weight of your shipment when it arrives to Show-site. Charges are based on weight, with a **minimum of 200 lbs.** Weight will be rounded to the next 100 pounds.

All shipments are subject to overtime charges if received, loaded or unloaded during the overtime hours. This includes both warehouse and Show-site shipments. Review the [Freight Services](#) and [Quick Facts](#) documents for detailed information.

## Step 1: Select a Shipping Vendor

We recommend using Freeman Transportation for your shipping needs. [Review Freeman's freight services brochure, and order shipping.](#) We also have [preferred vendors](#) for international and van line services.

For international shipments, we highly recommend you work with a skilled international shipping company and freight forwarder. NAB Show partners with Agility. Contact information can be found on our [vendor webpage](#).

You have the option to select an outside carrier for your shipping needs. **We highly recommend you select a carrier with experience shipping through a Marshalling Yard.** See the "Provide Information to Your Carrier" section below for more information.

## Step 2: Select a Shipping Option

### Advance-to-Warehouse

If you select this option, your items will arrive at the Freeman warehouse and will be delivered to the Exhibit Hall by Freeman Transportation Services. Download the [Advance Warehouse Map & Directions](#) for shipping details. **If nothing else, we highly recommend you ship your carpet and/or hanging sign to the advance warehouse to save valuable setup time on site.** Download the [Advance Warehouse Shipping Labels](#) (note there are specific labels for carpet and hanging signs).

### *Benefits*

- Storage of materials for up to 30 days prior to the Show
- Delivery of your shipment to your booth by 8:00 am on your targeted move-in day
- Freeman can confirm receipt and delivery of your items when you use this option, whereas if you ship with a different vendor, tracking is done solely through that vendor

## *Logistical Details*

- **Advance freight can arrive between Monday, March 5 and Tuesday, March 27 by 3:30 pm pacific**
- You will be charged a late-to-warehouse fee if your shipment arrives after the above time
- [Advance Warehouse Map & Directions](#)  
Address: 6675 W Sunset Rd, Las Vegas, NV 89118  
Receiving Hours: Monday – Friday, 8:00 am to 3:30 pm pacific

## **Direct-to-Show**

If you select this option, your items will be shipped directly to Show-site. Direct-to-show shipments **may not arrive before April 2** and must arrive on your target move-in date. Download the [Show-site Shipping Labels](#).

When you select this option, your shipment is not guaranteed to be in your booth at the start of your targeted move-in time. Your shipment will arrive based on when your carrier checks in and how long they wait at the Marshalling Yard. See the Marshalling Yard Process section for more information.

All shipments must have a bill-of-lading or delivery slip indicating the number of pieces, type of merchandise and weight. Shipments received without receipts or freight bills, such as **FedEx** and **UPS**, will be delivered to the booth without guarantee of piece count or condition. Certified weight tickets must accompany all shipments.

If you are delivering something directly to the Show through a service such as **Amazon**, you should still use the [Show-site Shipping Labels](#).

## **Step 3: Pack Your Shipment**

- Ensure that your display and products are packed neatly, tightly, and securely
- If shipping to the Advance Warehouse, you must pack your items in crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to Show-site
- Shrink-wrap all items on pallets
- Remove all old shipping and empty storage labels
- Clearly label crates or boxes if they need special handling, such as “this way up” or “fragile”
- Include on the labels the exhibiting company name, name of event, exhibit hall, and booth number
- Print shipping labels. We recommend you fully cover labels with clear packing tape, in case they get wet
  - [Advance Warehouse Shipping Labels](#) (note there are specific labels for carpet and hanging signs)
  - [Show-site Shipping Labels](#)

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies
- Print a copy of your bill of lading (BOL) or delivery slip that shows the name of the carrier and contact information; origin of the shipment; number of pieces; weight; and type of merchandise
- Keep copies of all tracking information
- Make sure certified weight tickets accompany your shipments

## Step 4: Provide Information to Your Carrier

Make sure to give your carrier detailed information as to where and when to check in. Exhibitors selecting non-official carriers must remember to make their own arrangements for pickup as well.

Delivery and pickup times are often out of the range of normal delivery hours. Make sure your carrier is committed to meeting your target dates and times and that they are clear on the Marshalling Yard process.

**Personal carriers will not be granted access to the Exhibit Hall.** You will either need to pick up your item from them in the lobby and follow the [hand carry work rules](#) to bring it into the hall, or they can deliver it to the Privately Owned Vehicle (POV) entrance. See the POV section below for more information.

Make sure your carrier has the following information, as they will need to provide it to Freeman upon check-in:

- Exhibitor Name / Booth Number / Show Name
- Shipper's Bill-of-Lading (documentation)

[Download the FreemanOnline app](#) to stay up-to-date on your shipment's status on site, also [available on the Apple and Android App stores to download](#). For questions about your carrier's status at the Marshalling Yard, it's important you have the truck's check-in number that Freeman has provided the driver, not the actual truck number. If you have this, the Staff at the Exhibitor Service Desk can provide you with a status update.

## Step 5: Submit Your EAC Information (if applicable)

If you hire any vendors other than our [exclusive and preferred vendors](#), you must register each company as an Exhibitor Appointed Contractor (EAC) for them to gain access to the Exhibit Hall during move-in and move-out. All exhibitor appointed contractors (EACs) must be submitted to Show Management via [Exhibitor Appointed Contractor Registration](#).

## Step 6: Arrange Your Outbound Shipment

All exhibitors must schedule and arrange their outbound shipment! While arranging your inbound shipment, save time on site by arranging for your return shipment as well.

If you wish to utilize UPS Ground or FedEx Ground as the outbound carrier, please note the two options below. These carriers do not pick up automatically. Please do not leave packages in your booth with UPS/FedEx labels without completing the Material Handling Agreement process outlined below.

1. Deliver your items to the onsite FedEx Business Center by hand carry. You can also arrange for Freeman assistance at the Exhibitor Service Desk.
2. Create a Material Handling Agreement to return your packages to the Freeman Warehouse, where they will be picked up by UPS Ground or FedEx Ground. Note, there is a cost for this. Please visit the Exhibitor Service Desk for specific cost and labeling.

**Please do not leave packages in your booth without making arrangements with Freeman.**

Every outbound shipment requires a **Material Handling Agreement** and **Outbound Shipping Labels**. Freeman will prepare and deliver these items to your booth along with your invoice prior to Show close, if you complete the [Outbound Shipping form](#) and turn it in to the Exhibitor Service Desk on site. Otherwise, you can pick up these items at the Freeman Service Center.

**AFTER all materials are packed, labeled, and ready to be shipped**, the completed Material Handling Agreement must be turned in at the Freeman Service Center. **DO NOT leave your Material Handling Agreement in your booth**, or your freight will be automatically forced to the Freeman Warehouse or via Freeman Logistics shipping at the Exhibitor's expense. **Carriers are dispatched to the loading dock once your paperwork is turned in.**

Outbound carriers must check in at the Marshalling Yard by 2:00 pm each day for guaranteed same day loading and no later than 2:00 pm on Saturday, April 14. **IMPORTANT: Make sure your carrier checks into the Freeman Marshalling Yard with the same name that you have listed on your Material Handling Agreement** and that they know your booth number, company name, and outbound destination.

**Outdoor Exhibitors:** Outbound carriers must check in by 4:00 pm and all Exhibitor materials must be removed no later than 11 pm on Thursday, April 12.

## Marshalling Yard Process

To ease congestion near the show facility and to better utilize the available dock space at the Convention Center, NAB Show will be utilizing a Marshalling Yard. If you are shipping direct-to-show or arranging an outbound pickup with a freight company, the truck driver will have to check in at the Marshalling Yard.

Share the [Marshalling Yard Map & Directions](#) with your carrier. Please make sure your freight company knows your target move-in date and time; however, note this is not an appointment. Carriers are dispatched to the loading dock based on when they arrive at the Yard on your target day and when docks become available at each Exhibit Hall.

**NEW!** Address: 6555 West Serene Avenue, Las Vegas, NV 89139  
The Marshalling Yard opens at 6:00 am every day during move-in.  
Carriers must check-in by 2:00 pm to be guaranteed unloading for that day.

The Marshalling Yard process is as follows:

- All carriers must check into the Marshalling Yard prior to delivery and pickup

- All inbound shipments must be accompanied by a certified weight certificate and Bill-of-Lading. Scales are available at the Yard.
- At the Marshalling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock as space is available. Waiting time at the Marshalling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles, the weight and types of loads, etc.
- All carriers who are weighed at the yard for the heavy weight must return to the Marshalling Yard after unloading of the materials with a completed copy of the Freeman Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to be weighed-out will be billed at the heavy weight.
- All drivers are expected to adhere to the Freeman policies and procedures with respect to the loading and unloading of trailers.

## FreemanOnline Mobile App

While at Show-site, use the [FreemanOnline mobile app](#) , also available at the Apple and Android app stores to track freight, order last minute products and services, submit concierge service requests, register to receive important notifications and much more.

Download the FreemanOnline app at [folmobile.freemanco.com](http://folmobile.freemanco.com).

## Request for Target Change

**Deadline: Monday, March 12**

Submission does not guarantee a target move-in change, as there are many considerations, such as proximity to freight doors, size of booth, and booth location. This is an [application](#), and it must be approved by Freeman via the [Target Change Request Form](#). You must be able to provide a copy of your approval on site if asked. Permission granted by a Freeman Customer Service representative will not be accepted, as all requests must go through the Target Variance Request Form and be approved by the appropriate persons on our account team.

## Privately Owned Vehicles (POV)

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard. For full details and information about the approved locations for unloading of POVs, review the [Cart Service Order Form](#).

## Hand-carry Policy

Exhibitors may “hand carry” materials to their booth provided they do not use material handling equipment. [Review the Work Rules](#) for full details.

## Labor Rules

In Las Vegas, full-time company personnel can do *some* work on your booth. [Review the Work Rules](#) for full details.

## Storing Empty Containers during the Show

Once a container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically, stored in non-accessible storage during the event, and returned after the show closes. Labels are available at the Freeman Service Desk or from your Freeman Concierge. Do not store any items in crates marked "empty." Freeman has no liability for damage to crates or items sent to empty storage in crates.

Empty crates and containers will be delivered after aisle carpet has been removed. Empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks. To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.

## Cost-saving Tips

- Give your shipping company adequate lead-time. Try to schedule your pickup far enough in advance that it can be shipped via ground transportation, so you can avoid costly airfreight bills.
- Save on material handling (drayage) costs by shipping your items to arrive on straight time. The best option is to ship advance-to-warehouse, in order to avoid overtime fees. But if you ship your freight directly to the Convention Center, you should try to have it delivered and picked up **between 8:00 am and 4:30 pm to avoid paying overtime labor charges**. Be sure your driver checks in before 12:00 pm to help to guarantee offloading on straight time. [Contact Freeman](#), if you are unclear about material handling fees and/or move-in/move-out times.
- Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Materials that are shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks are considered "Uncrated". [Contact Freeman](#), if you have any questions about how your materials may incur uncrated rates.
- Ensure your carrier has experience servicing trade shows. Unlike other shipments, exhibit material is time-sensitive.
- Specify what type of delivery you desire – a.m., p.m., second day, etc. Provide specific information about when your items should arrive, based on your target move-in time. [You can look up your target move-in date and time here.](#)
- Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company ([see work rules](#)), you'll need to hire labor from Freeman or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible within

the day so you can get it offloaded and into your booth, and your laborers can complete work before **overtime rates start at 5:00 p.m. – 8:00 a.m., Monday – Friday, all day Saturday, Sunday and holidays.**

- To save costs on shipping and material handling, [consider renting an exhibit](#) (available from Freeman or another local reputable display house) or switching to lighter weight materials when having your new exhibit built.
- If you require electrical under your carpet, be sure [order electrical](#) well in advance and submit accurate, final diagrams so the power is distributed before Freeman lays the carpet and/or delivers your freight. If this doesn't happen, you will incur labor charges to remove and replace your carpet and crates.

## Late Charges and Additional Fees

Make sure to follow the details in this document and in the [Freight Services](#) and [Quick Facts](#) documents to avoid additional fees and charges. Some of the ways you may incur late charges and additional fees include:

- If advance-to-warehouse or direct-to-show freight is received outside the published receiving window - [View the schedule.](#)
- Direct-to-show shipments that are delivered outside your [target move-in date and time.](#)
- Special Equipment - Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at Show-site. We recommend that you order in advance to avoid additional charges at Show-site. Refer to the [Forklift & Rigging Labor Order Form](#) for available equipment. Advance and Show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center. There is no guaranteed start time for equipment requested for after 8 am.