

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high black back drape, 3' high white side drape, one 6'L x 30"H blue draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

### Exhibit hall carpet

The exhibit area is carpeted with existing hotel carpet. The aisles will not be carpeted.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by October 23, 2024.

### Exhibitor move-in

Wednesday, November 20, 2024	9:00 AM - 10:00 AM	Bus & Vehicles Only
Thursday, November 21, 2024	8:30 AM - 5:30 PM	

### Exhibit hall hours

Friday, November 22, 2024	8:30 AM - 4:30 PM
Saturday, November 23, 2024	8:30 AM - 1:00 PM

### Exhibitor move-out

Saturday, November 23, 2024	1:00 PM - 6:00 PM
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Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## Shipping and material handling

### Warehouse shipping address:

Exhibiting Company Name / Booth Number  
2024 IASB Exhibit Trade Show  
c/o Freeman  
2500 W 35th St  
Chicago, IL 60632  
USA

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning October 21, 2024 at the above address.
- Material arriving after November 13, 2024 will be received at the warehouse with an additional after deadline charge.
- Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am - 3:30 pm.

subject to change.

- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

Exhibiting Company Name / Booth Number  
2024 IASB Exhibit Trade Show  
Hyatt Regency Chicago  
C/O Freeman  
151 E Wacker Dr  
Chicago, IL 60601  
USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning November 20, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Service contractor contact information**

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

### **Exhibitor frequently asked questions**

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

### **Exhibitor service hours**

Our Exhibitor Support 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. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### **Pre-show checklist**

#### **Labor information**

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

#### **Show paperwork and labels**

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

### **During show checklist**

#### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

### **Move-out checklist**

#### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by November 23, 2024 - 6:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by November 23, 2024 - 4:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

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### **Excessive trash and booth abandonment**

- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.