

INBOUND SHIPMENTS

**ALL FREIGHT MUST BE ACCOMPANIED
BY A CERTIFIED SCALE TICKET**

**ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION
ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING
CATEGORIES:**

1. CRATES (WOODEN BOXES)
2. CARTONS..... (CARDBOARD BOXES)
3. CARPETS..... (RUGS AND PADS)
4. SKIDS..... (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS (LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM**

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED
INFORMATION, PLEASE CONTACT YOUR DISPATCH
OR CHECK YOUR FREIGHT CLERK

INBOUND driver check-in requirements

FREEMAN

(888) 508-5054 • Fax: (469) 621-5605
ExhibitorSupport@freeman.com

For more information, please call
during our regular business hours:
(Mon-Fri 8:00AM - 5:00 PM)

OUTBOUND SHIPMENTS

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT (CITY AND STATE)
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

THERE MAY BE A WAITING PERIOD BEFORE THE
FREIGHT IS READY TO BE PICKED UP
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU
ARE DISPATCHED FROM THE FREIGHT CLERK

IF YOU DO NOT HAVE ANY OF THE REQUESTED
INFORMATION PLEASE CONTACT YOUR DISPATCH
FOR ASSISTANCE

OUTBOUND driver check-in requirements

FREEMAN

(888) 508-5054 Fax: (469) 621-5605
ExhibitorSupport@freeman.com

NAME OF SHOW: **AORN Global Surgical Conference & Expo 2021 / August 8-10, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For fast, easy ordering, go to www.freeman.com/store.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation Other Carrier

No need to schedule your outbound shipment.
Charges will appear on your Freeman invoice.

Carrier Name: _____
Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

- 1 Day: Delivery next business day Standard Ground
 2 Day: Delivery by 5:00 PM second business day Specialized: Pad wrapped, uncrated, or truckload
 Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

- Have loading dock Lift gate required
 Inside delivery Air ride required
 Pad wrap required Residential
 Do not stack

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: JULY 06, 2021

RECEIVING DATE BEGINS: JULY 06, 2021

DEADLINE DATE IS: JULY 28, 2021

DEADLINE DATE IS: JULY 28, 2021

TO: _____

EXHIBITOR NAME

TO: _____

EXHIBITOR NAME

**C/O: FREEMAN
10088 GENERAL DR**

**C/O: FREEMAN
10088 GENERAL DR**

ORLANDO, FL 32824

ORLANDO, FL 32824

WAREHOUSE

WAREHOUSE

(499515)

(499515)

AORN Global Surgical Conference &

AORN Global Surgical Conference &

Expo 2021

Expo 2021

EVENT: _____

EVENT: _____

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

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CANNOT DELIVER BEFORE AUGUST 05, 2021

CANNOT DELIVER BEFORE AUGUST 05, 2021

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
ORANGE COUNTY CONVENTION CENTER
9899 INTERNATIONAL DRIVE

C/O: FREEMAN
ORANGE COUNTY CONVENTION CENTER
9899 INTERNATIONAL DRIVE

ORLANDO, FL 32819-8199

ORLANDO, FL 32819-8199

SHOW SITE

SHOW SITE

(499515)

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AORN Global Surgical Conference & Expo 2021

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ORLANDO, FL 32824

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HANGING SIGN

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(499515)

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