

*before event*

*during the event*

*after event*

from your location  
or previous event

to your location  
or next event

event venue

venue  
dock

**your exhibit**

venue  
dock

advance  
warehouse

storage for empty containers



*advance warehouse*

where exhibit materials are  
stored before an event



*shipping*

transport to the venue's shipping  
dock then from the shipping dock to  
the next event or customer location



*material handling*

move items from the dock, to the  
exhibit, back to the dock after the show

# Privately Owned Vehicle Cart Service

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To ensure a smooth, efficient and successful tradeshow experience, Freeman would like to inform you of our Privately Owned Vehicle Cart Service that will be offered to **EMBRAACE 2020 / MAY 5 - 7, 2020.**

Privately Owned Vehicles are considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

This service is for exhibitors transporting their materials in a privately owned vehicle who are unable to utilize the designated Show Location hand-carry entrance. Exhibitors may use the designated Show Location hand-carry entrance to transport materials that one person can carry in one trip to their booths.\* **Please note: You will not be able to park your vehicle in this area or leave it. Your vehicle cannot be left or unattended as there is no designated parking.**

The Privately Owned Vehicle Cart Service provides one teamster and a flat cart to assist in unloading and transporting materials to your booth at the cost of **\$225.00 per cart load**. If you utilize this service on the inbound, *it will be provided complimentary on the outbound*. The size of the flat cart is 2' wide by 6' deep. Storage of empty containers and return of containers at the end of the show is included in this rate.

Of course, you may ship your exhibit via a common carrier and have your materials handled by our staff. Charges are applied based upon weight. We are not offering the cartload service if a carrier delivers your materials.

Questions? Please feel free to contact our Exhibitor Service Department at 301-918-7975. Thanks and we look forward to a successful show!

(\*) Refer to the Union Regulations sheet in the Service Manual for a complete listing of all show site Union Jurisdictions.

# FREEMAN

9900 Business Parkway  
Lanham, MD 20706  
(301) 918-7975 • Fax: (469) 621-5609  
FreemanWashingtonES@freeman.com



**INCLUDE THE FREEMAN METHOD OF  
PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **EMBRAACE 2020 / MAY 7 - 8, 2020**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 301-918-7975 to speak with one of our experts.

**Let Freeman Online® estimate your material handling charges for you.** Log on to [www.freeman.com](http://www.freeman.com), select your show and click on "Estimate My Material Handling Costs". From Freeman Online® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** (See definitions on back) Material delivered in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS & DHL** are included in this category due to their delivery procedures.
- UNCRAVED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- CARPET AND/OR PAD ONLY:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday
- DOUBLE TIME:** All day Sunday and Holidays  
(Overtime/Double time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)
- Recognized Holidays:** New Year's Day, January 1, 2020; Martin Luther King Day, January 20, 2020; President's Day, February 17, 2020; Memorial Day, May 25, 2020; Independence Day, July 4, 2020; Labor Day, September 7, 2020; Columbus Day, October 12, 2020; Veteran's Day, November 11, 2020; Thanksgiving Day, November 26, 2020; Day After Thanksgiving, November 27, 2020; Christmas Day, December 25, 2020

Description	Price Per CWT	200 lb. Minimum
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### RATE CLASSIFICATIONS:

<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$137.25	274.50
Special Handling Shipment.....	\$178.50	357.00
Carpet and/or Pad Only Shipment.....	\$206.00	412.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$127.00	254.00
Special Handling Shipment.....	\$165.25	330.50
Uncrated or Pad Wrapped Shipment.....	\$190.50	381.00
Carpet and/or Pad Only Shipment.....	\$190.50	381.00
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 45.00	

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**All rates quoted above are straight time rates. Show site overtime hours are before 8:00 a.m. and after 5:00 p.m. on weekdays. All freight received at the warehouse that must be moved into or out of the booth before 8:00 a.m. or after 5:00 p.m. on weekdays will be charged additional overtime rates. Any time on Saturday, Sunday or holidays will be charged overtime or double time surcharges in addition to the above rates.**

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after <b>APRIL 28, 2020</b> .....	\$ 34.50	69.00
Show Site Shipment after <b>MAY 06, 2020</b> .....	\$ 31.75	63.50
<b>Overtime Charge - Inbound/Outbound - Mon-Fri &amp; Sat (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 31.75	63.50
Special Handling Shipment.....	\$ 41.50	83.00
Uncrated or Pad Wrapped Shipment.....	\$ 47.75	95.50
Carpet and/or Pad Only Shipment.....	\$ 47.75	95.50
<b>Double Time Charge - Inbound/Outbound - Sun &amp; Holidays (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 38.25	76.50
Special Handling Shipment.....	\$ 49.75	99.50
Uncrated or Pad Wrapped Shipment.....	\$ 57.25	114.50
Carpet and/or Pad Only Shipment.....	\$ 57.25	114.50

Description	Weight CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =		
<b>Surcharges</b>	÷ 100 =		
		<b>0.00% Tax</b>	
		<b>Total</b>	

## SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.freemanco.com/store](http://www.freemanco.com/store)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

### **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

### **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

### **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

### **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

### **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

### **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

### **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

### **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS & DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

### **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting points.

### **What about carpet only shipments?**

Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***RECEIVING DATE BEGINS: APRIL 06, 2020***

***DEADLINE DATE IS: APRIL 28, 2020***

TO: \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706**

**WAREHOUSE  
(443052)**

EVENT: ***EMBRAACE 2020*** \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***RECEIVING DATE BEGINS: APRIL 06, 2020***

***DEADLINE DATE IS: APRIL 28, 2020***

TO: \_\_\_\_\_

***EXHIBITOR NAME***

**C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706**

**WAREHOUSE  
(443052)**

EVENT: ***EMBRAACE 2020*** \_\_\_\_\_

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**

**R U S H**

***D O N O T D E L A Y***

***CANNOT DELIVER BEFORE MAY 05, 2020***

TO: \_\_\_\_\_  
***EXHIBITOR NAME***

C/O: FREEMAN  
WALTER E. WASHINGTON CONV CTR  
801 MOUNT VERNON PLACE NW  
WASHINGTON, DC 20001

**SHOW SITE**  
**(443052)**

EVENT: ***EMBRAACE 2020***

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***CANNOT DELIVER BEFORE MAY 05, 2020***

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**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***MUST DELIVER BY APRIL 28, 2020***

TO: \_\_\_\_\_  
***EXHIBITOR NAME***

C/O: FREEMAN  
9900 BUSINESS PARKWAY  
LANHAM, MD 20706

**HANGING SIGN**  
**(443052)**

EVENT: ***EMBRAACE 2020***

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**R U S H**

***D O N O T D E L A Y***

***MUST DELIVER BY APRIL 28, 2020***

TO: \_\_\_\_\_  
***EXHIBITOR NAME***

C/O: FREEMAN  
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LANHAM, MD 20706

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