

2026 ASCO[®] Annual Meeting Show Services Overview

Cassandra Cothron

Exhibitor Education Manager, Customer Experience

March 18, 2026

Freeman¹



2026 ASCO[®]
ANNUAL MEETING



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Agenda

- 01 Accessing Your Online Resources
- 02 Show Services Overview
- 03 Shipping and Material Handling
- 04 Show Schedule
- 05 On-Site Experience
- 06 Q&A

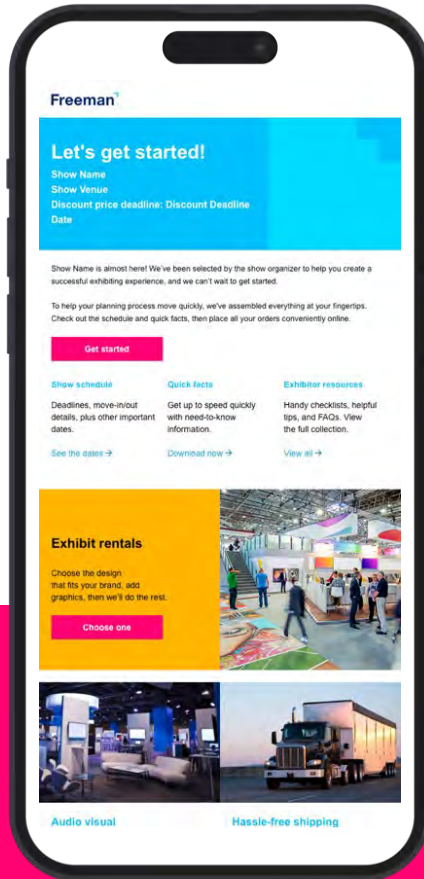
Pre-Show Planning Timeline

Begin 45+ days from the first move-in date

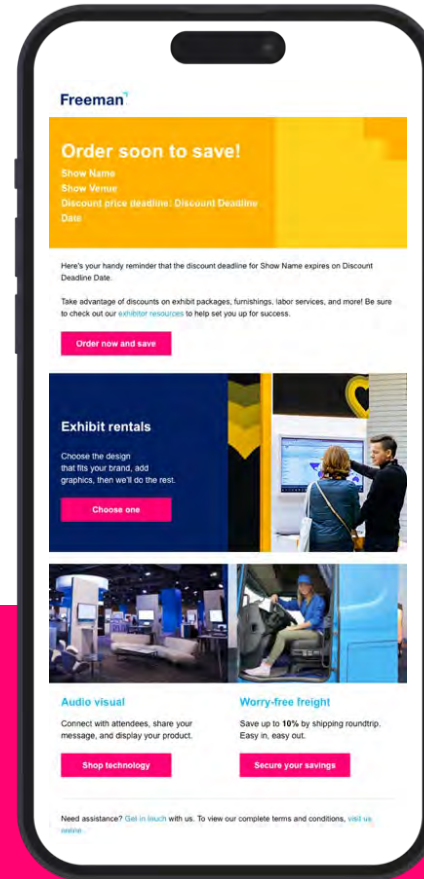
Suggested start no later than
Wednesday, April 8



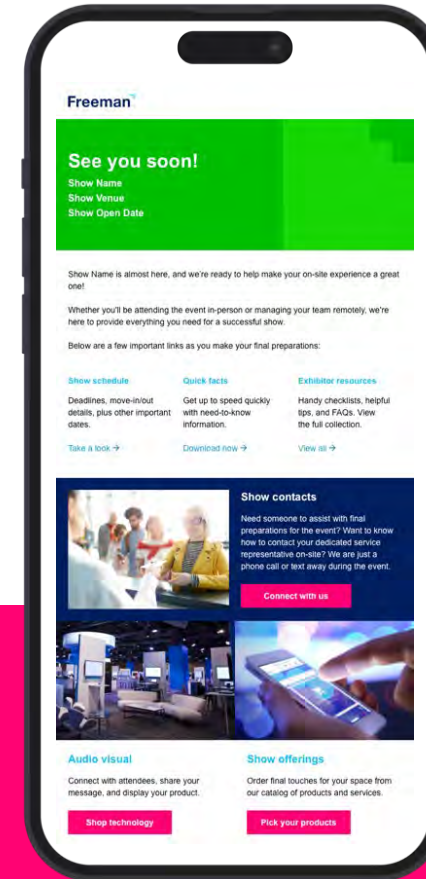
Pre-Show Communications



Email 1: Let's Get Started
14 weeks before show open



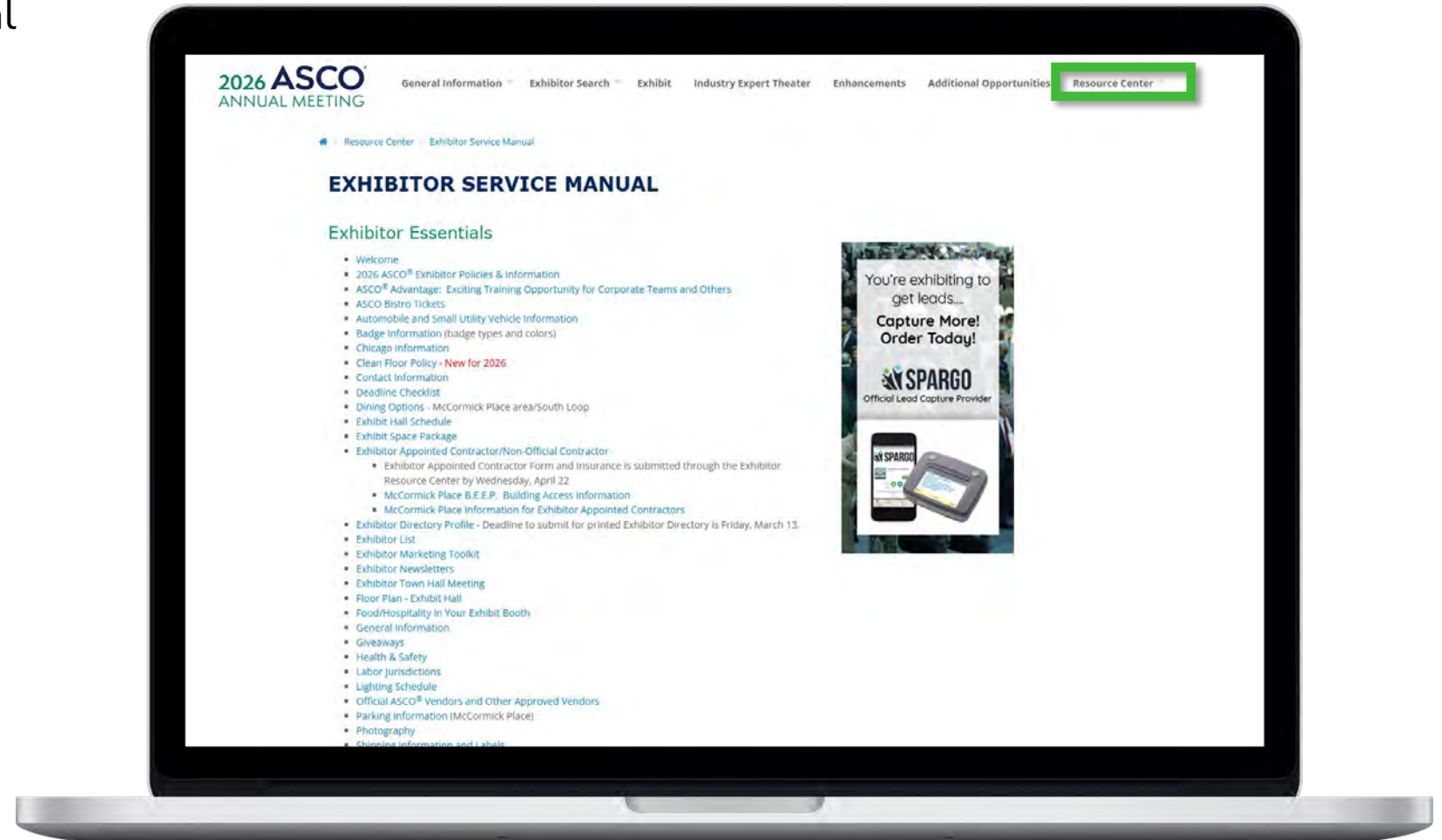
Email 2: Order Soon to Save
One week before discount deadline



Email 3: See You Soon
One week before show open

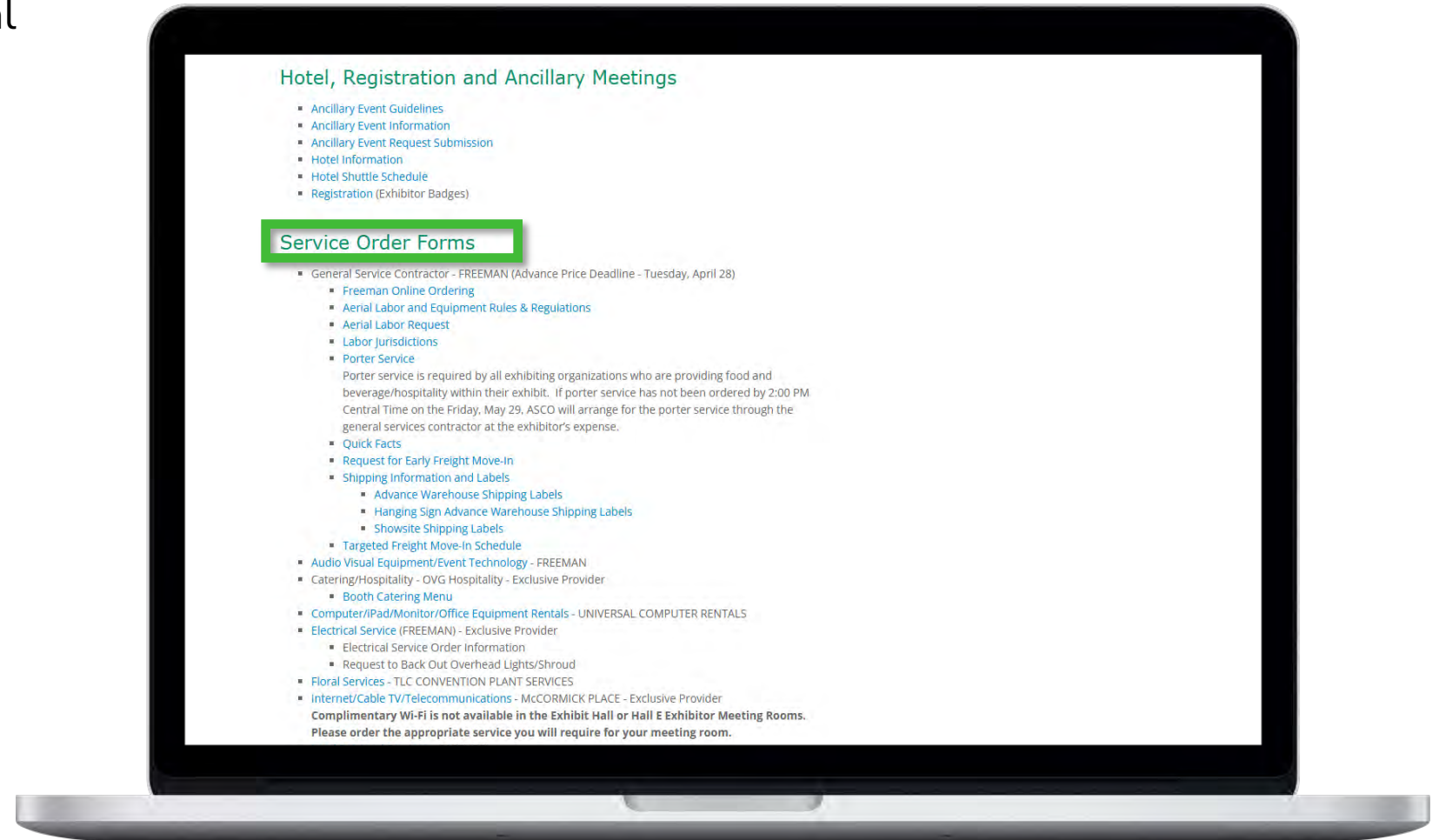
Accessing FreemanOnline® from 2026 ASCO Exhibitor Portal

1. From the 2026 ASCO Annual Meeting webpage, access the Exhibitor Service Manual located in the “Resource Center”



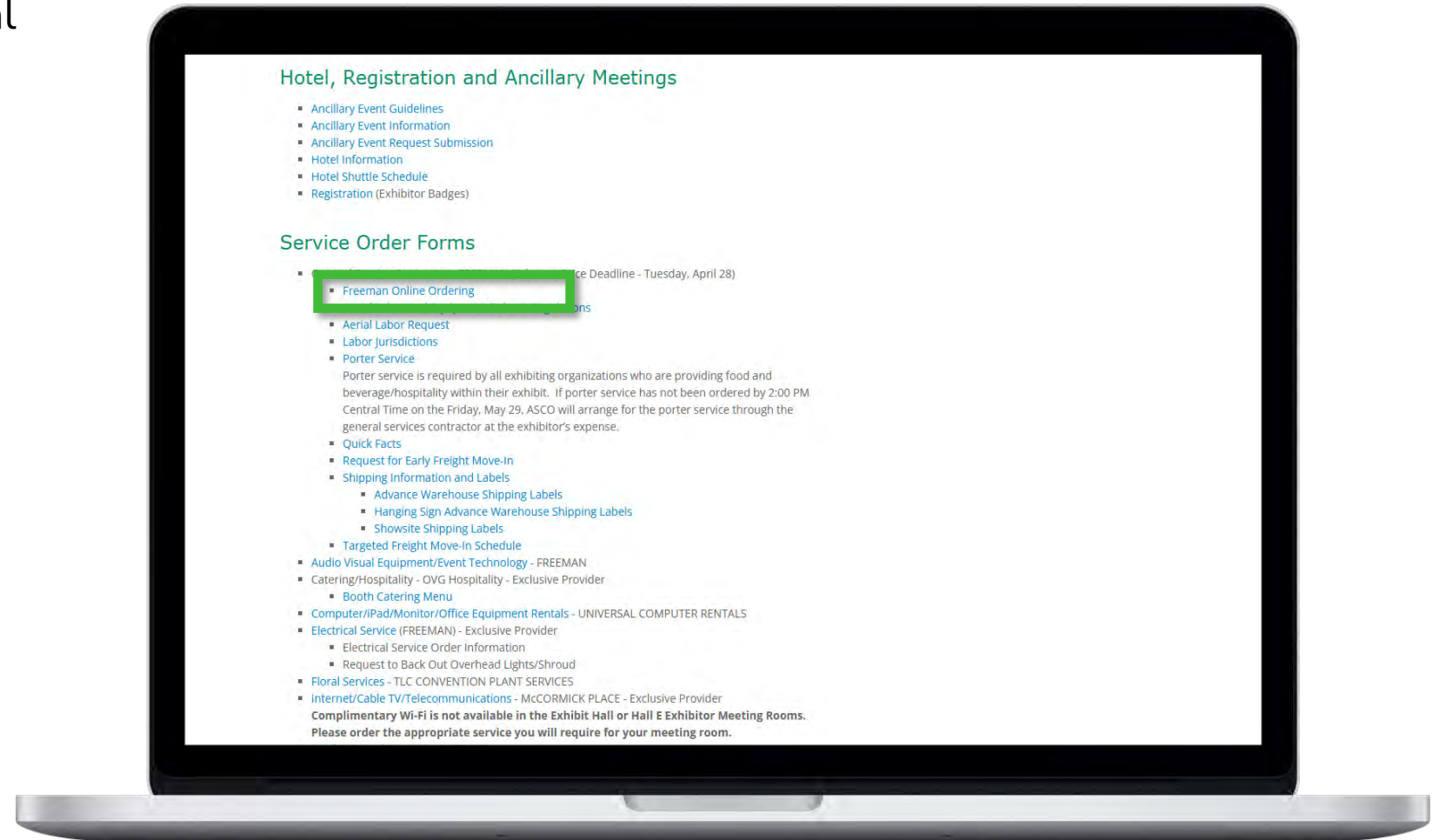
Accessing FreemanOnline® from 2026 ASCO Exhibitor Portal

1. From the 2026 ASCO Annual Meeting webpage, access the Exhibitor Service Manual located in the “Resource Center”
2. Scroll down to “Service Order Forms”



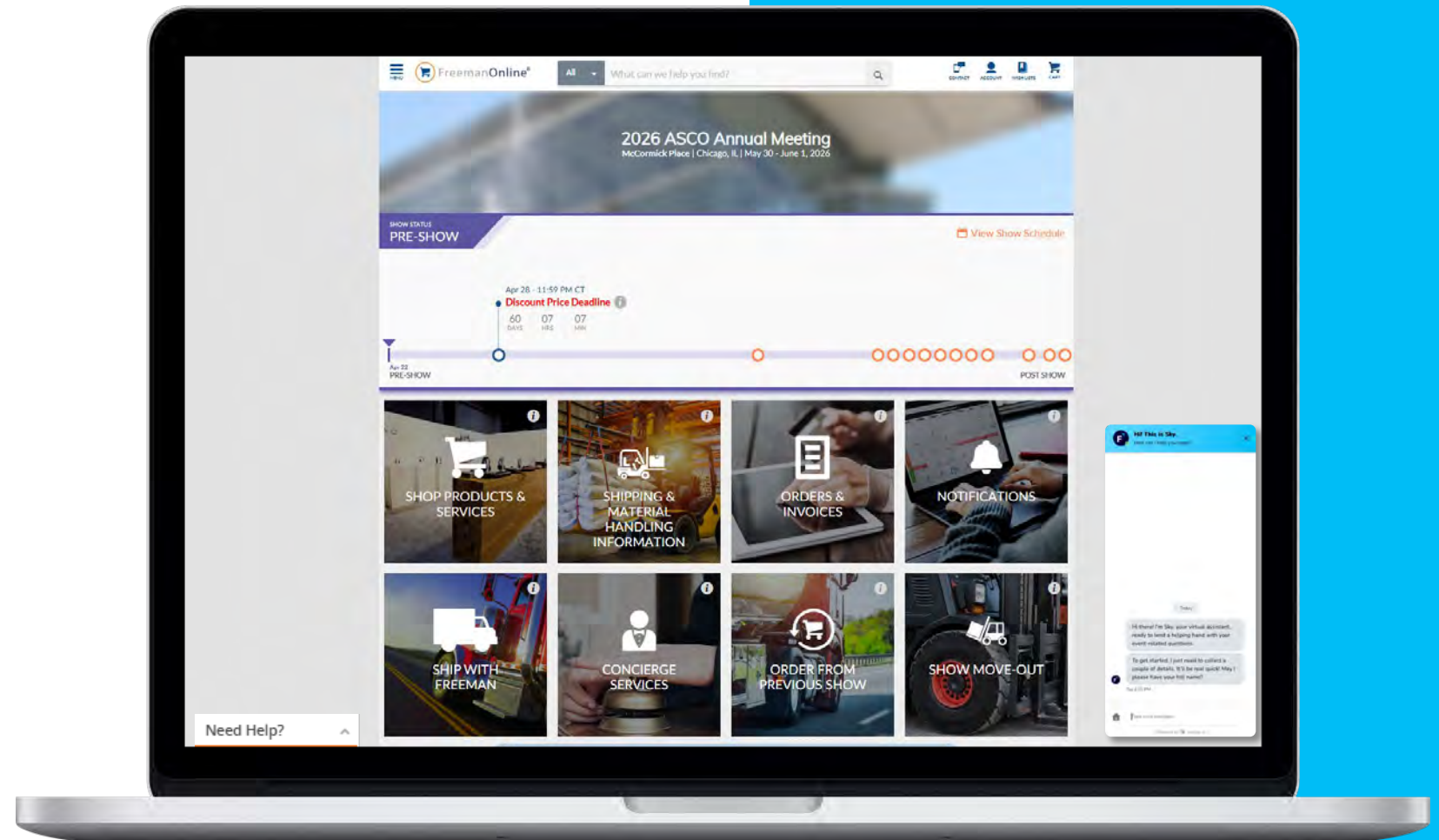
Accessing FreemanOnline® from 2026 ASCO Exhibitor Portal

1. From the 2026 ASCO Annual Meeting webpage, access the Exhibitor Service Manual located in the “Resource Center”
2. Scroll down to “Service Order Forms”
3. Click “Freeman Online Ordering”



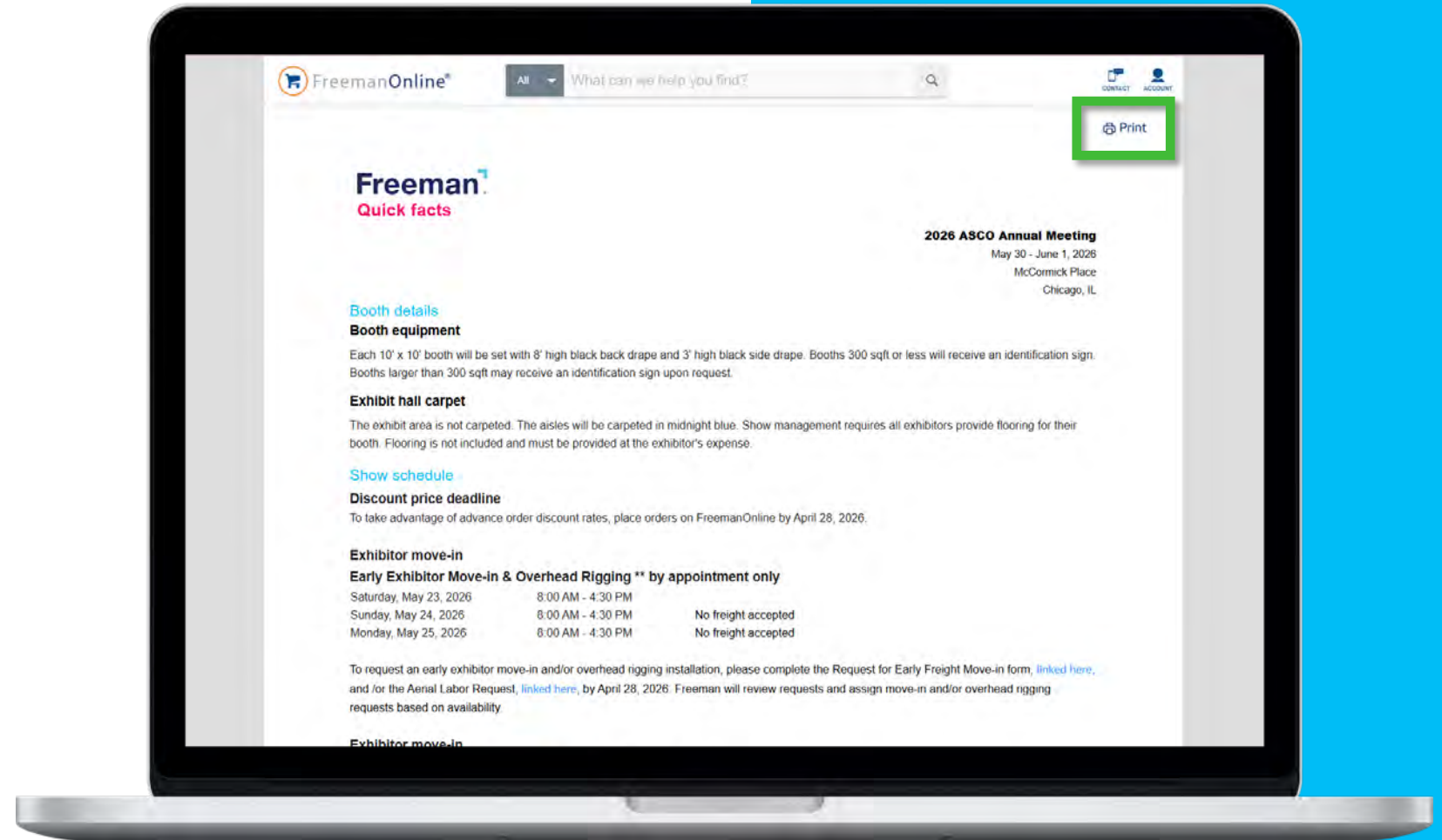
FreemanOnline® Show Home Page

- Show Schedule and Deadlines
- Key Contacts
- What's Included In Your Booth
- Shop Products and Services
- Shipping and Material Handling Information
- Exhibitor Education
- Order from Previous Show
- Self-service Features
- First-Time Exhibitor Resources
- Questions? Sky Virtual Assistant
- And much more!



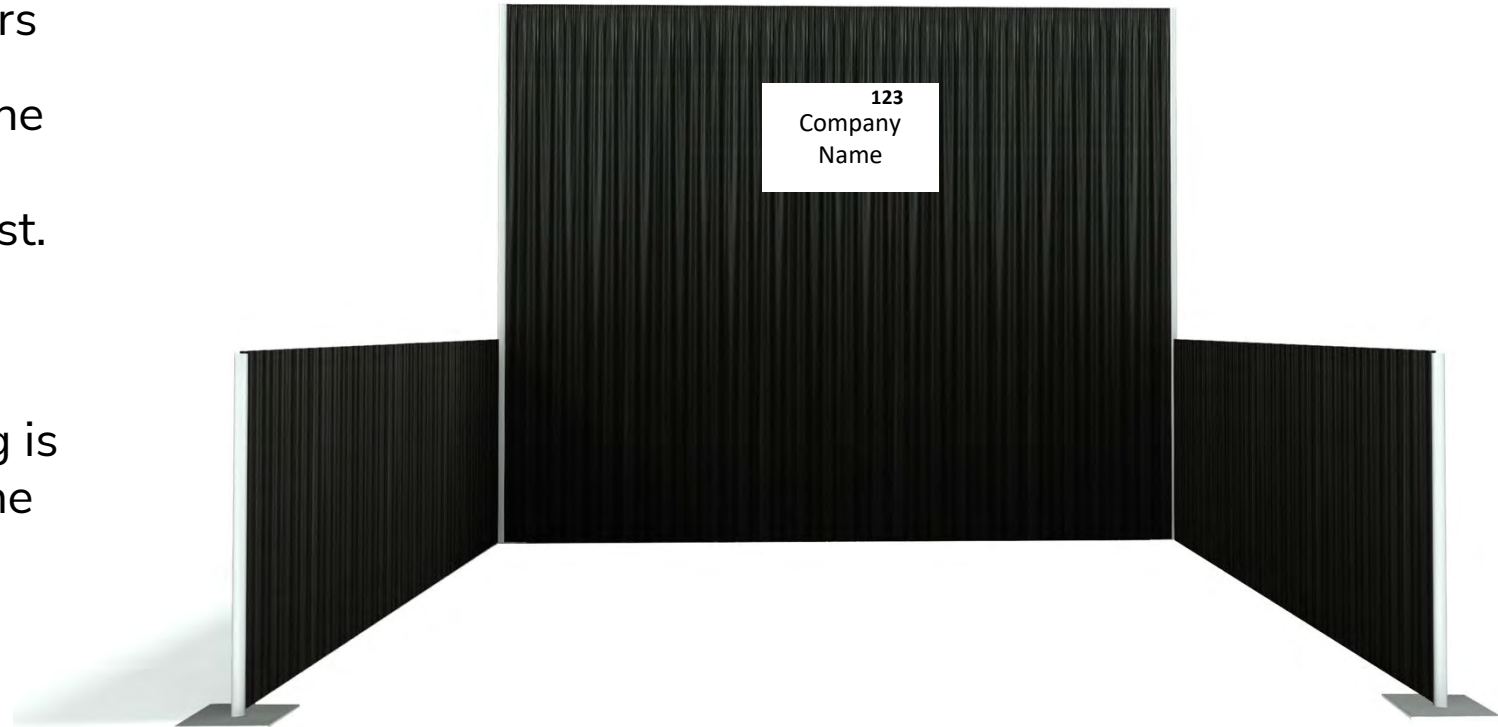
Printing and Saving Online Information

- Every informational page on FreemanOnline® has a quick and easy way to print and/or save the contents
- Look for the “print” option at the top right of the page



What's Included In Your Booth

- Each 10' x 10' booth set with 8' high color back drape and 3' high color side dividers
- Booths 300 sqft or less receive a one-line identification sign. Booths larger than 300 sqft may receive a sign upon request.
- Exhibit area is not carpeted. Show Management requires all exhibitors provide flooring for their booth. Flooring is not included and must be provided at the exhibitor's expense.
- Aisles carpeted in midnight blue



Freeman: Official Services Contractor

Flooring




Furnishings




Display Labor



Overhead Rigging




Cleaning Services



Shipping Services




Material Handling




Forklift and Ground Rigging




Exhibit Solutions



Electrical and Utilities



Audio Visual



Order Freeman Services Early

Take advantage of advance order discount rates

Discount deadline date
April 28, 2026



Flooring

Freeman offers the widest selection of flooring options, ensuring you can take your booth to the next level. Choose from carpet, vinyl, and turf options.

All carpet, padding, and plastic covering contain recycled content and are recyclable.



Furnishings

Lounge furniture options,
presentation seating, networking
solutions and more



New! Furniture Bundles

Simplify your setup with curated furniture bundles to select and go. Each piece is thoughtfully paired for a cohesive look and comfortable setup that's ready to use.

Review our curated packages based on your booth size which include collections of commonly ordered furniture including:

- Barstools
- Café tables
- Draped and undraped tables
- Lounge chairs and couches



Exhibit Rental and Graphic Solutions

Online Exhibit Bundles



Online Exhibit Packages



Modular Exhibit Collection



Custom Exhibits and Fabrication



Signage and Graphics



Labor Services



Chicago Labor Jurisdictions

Full-time employees of exhibiting companies may:

- Set-up and/or tear-down their own booth materials
- Open boxes, stock shelves, distribute and set product, set-up product and literature
- Unload their own vehicles at designated unloading areas as long as it is not a commercially registered vehicle
- Use their own dollies, luggage carriers, non-hydraulic carts, two- to four-wheel hand trucks, ladders up to 6', and hand-powered tools (subject to building safety guidelines)
- Deliver and set up their own computers, monitors, and A/V equipment

Full-time employees of exhibiting companies are prohibited from:

- Using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment



[View Labor Jurisdictions](#)

Freeman

Display Labor Services



Display Labor Services

- Display labor rates are per person/per hour
- Start time guaranteed only when labor is requested for the start of the working day
- Check-in at exhibitor service center for labor calls not requested for the start of the working day
- If you need to cancel labor, it must be completed in writing; 24 hrs in advance
- Freeman supervised labor will be completed prior to show opening and before the hall must be cleared



Hanging Signs and Overhead Rigging



Freeman[®]

Hanging Signs and Overhead Rigging

- Check exhibit hall rules and guidelines
- Rate is per crew/per hour
- Start time guaranteed only at the start of each working day; One hour min and half hour increments thereafter
- Exhibitors must submit a signed Structural Integrity form; include set-up instructions with the order form and with sign crates
- Arrange for shipping to the advance warehouse, use the hanging sign shipping label



Audio Visual Services

Enhance any space with solutions ranging from interactive technology and lighting to professional equipment and customized setups, all backed by expert technical support



Audio Visual Services

- Internet and electrical services not included in equipment pricing
- Pricing is for the duration of the event and includes product delivery and pickup
- Once ready for delivery, notify Freeman by visiting the Service Center or submitting a service request online
- For assistance with meeting rooms, visit FreemanOnline® to complete the consultation form



Electrical and Utilities



Electrical and Utilities

- Order in advance for best price; installed prior to your arrival
- Provide complete information, including floorplan, booth orientation, location and load of main power drop, and on-site contacts
- Access helpful resources on FreemanOnline[®] like usage guides



Cleaning Services

Keep your booth spotless with cleaning services, including vacuuming and waste removal

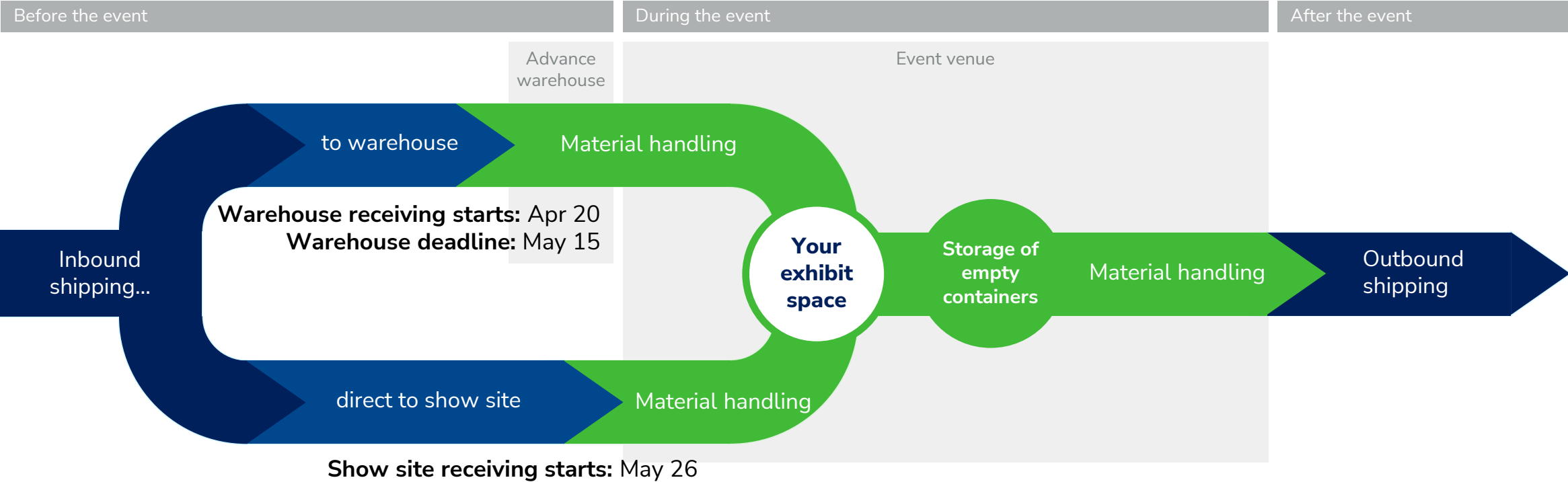
Exhibitors distributing food and beverages in their booths are required to order porter service



Material Handling Services



Shipping and Material Handling Overview



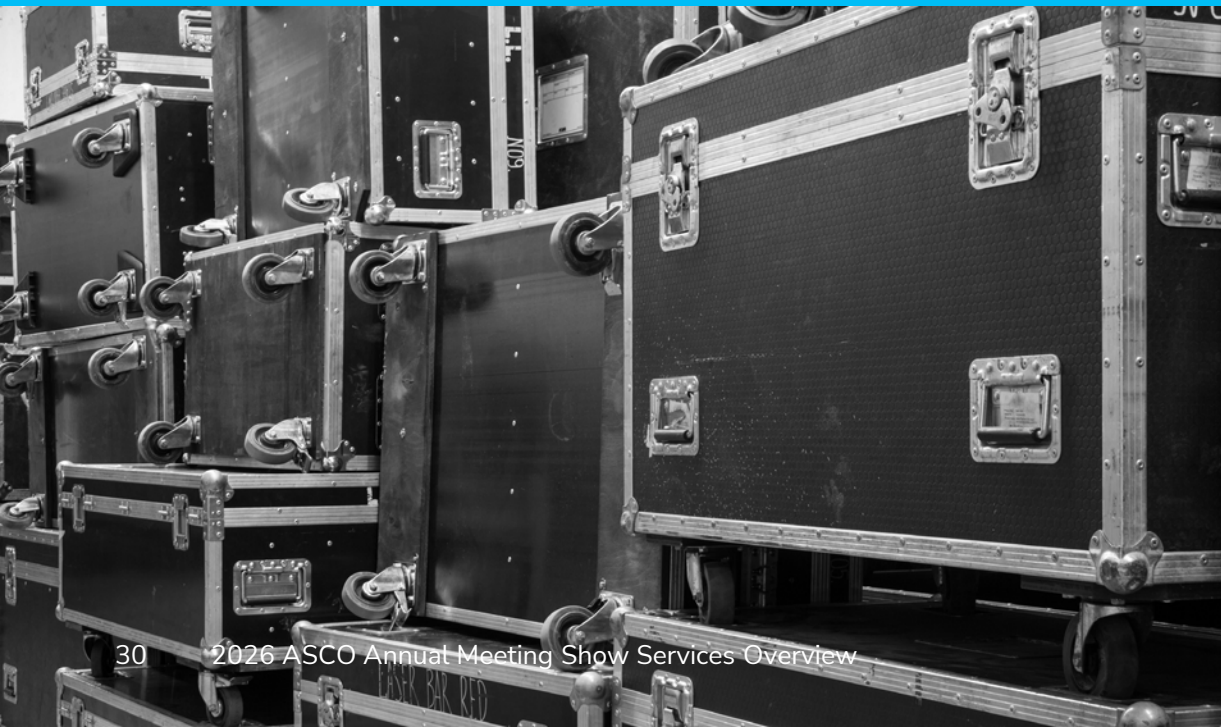
Freight will not be received on Sunday, May 24, 2026, and Monday, May 25, 2026, in observance of Memorial Day.

Material Handling Price Per Pound

Weight-based billing model. Shipments are charged per pound. Helpful budgeting calculator available on FreemanOnline®.

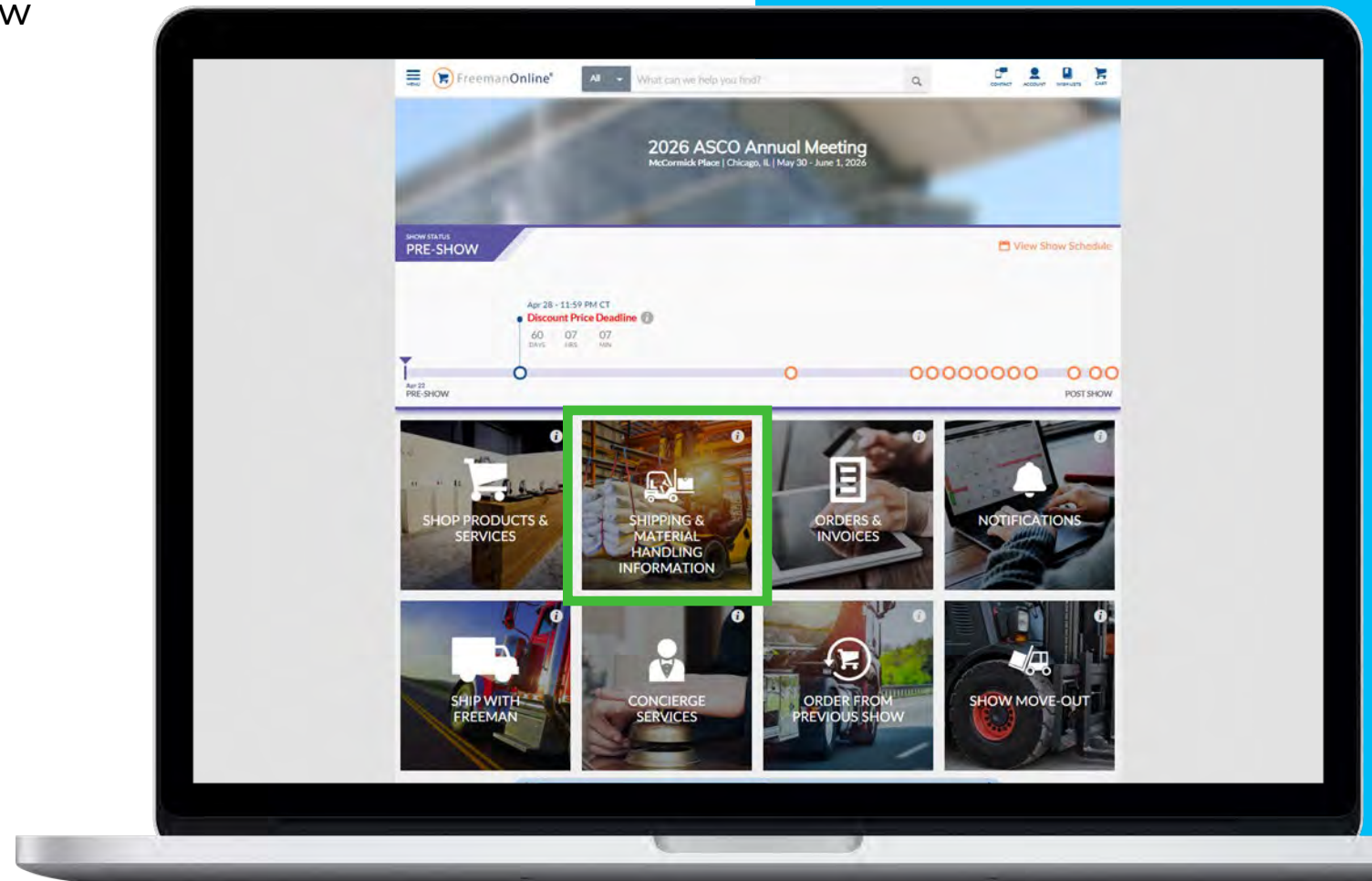
It's Just Easier!

- No minimums
- No crated/uncrated
- No special handling
- No carpet and pad
- No marshalling yard fees
- No warehouse vs. show site
- No hundred-weight billing
- No reweigh fees
- No overtime
- No rounding — pay only for actual weight
- No small package pricing - shipments under 10 lbs are FREE!



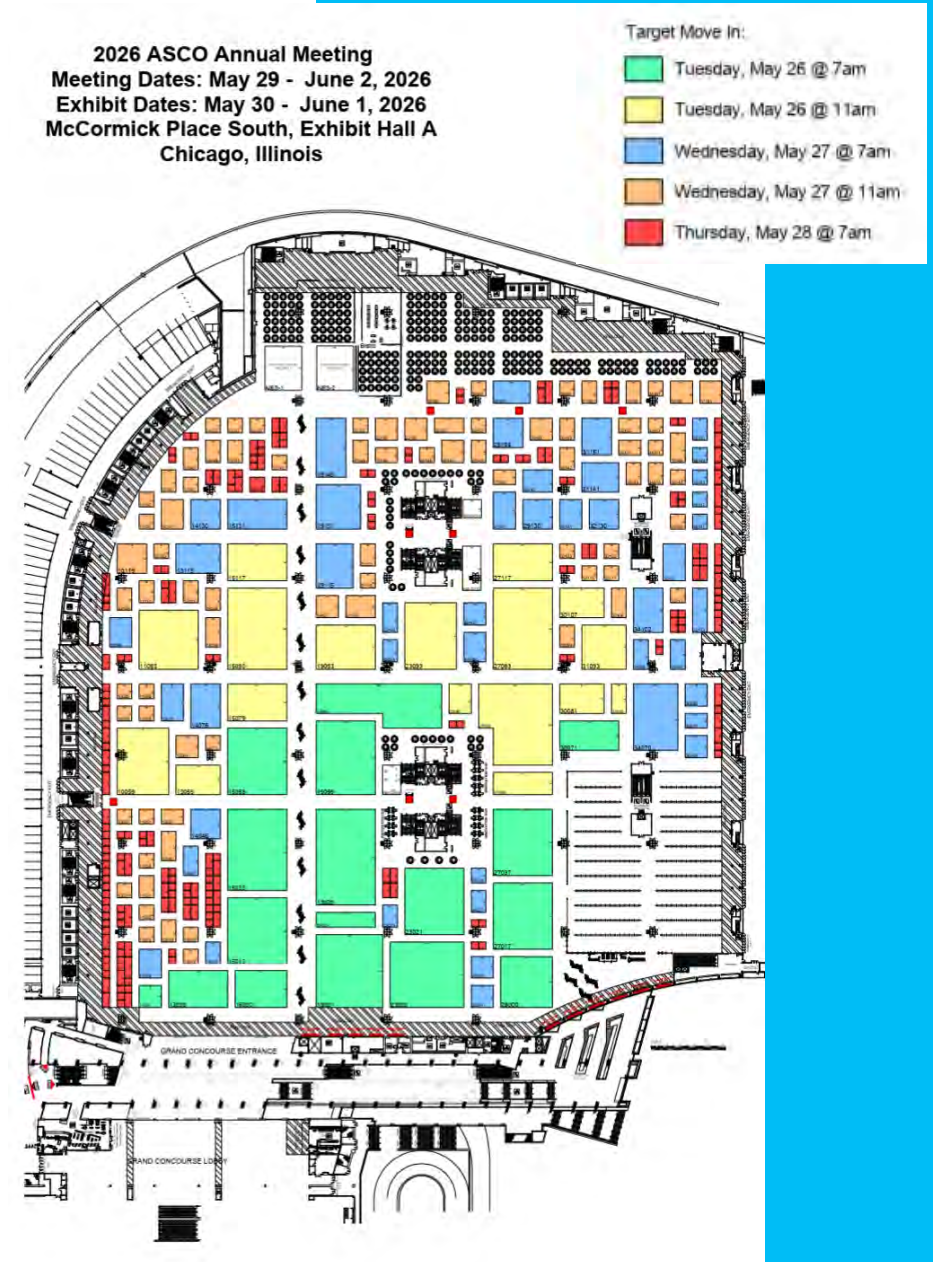
Shipping and Material Handling Information

- Shipping and material handling overview
- Material handling rates
- Shipping labels
 - Warehouse and show site labels
 - Hanging sign labels
- Marshalling yard information
- Empty storage details
- Outbound shipping information



Assigned Target Dates and Times

- Assigned target dates and times are available on FreemanOnline®
- Advance warehouse shipments will be delivered to booths by target times
- Show site deliveries will start being processed when target times begin. However, carriers may check in prior to target times.





The Marshalling Yard

- 3050 S Moe Drive, Chicago, IL 60616
- Carriers delivering to or picking up from the facility must check in at the marshalling yard.
- Drivers will be assigned a number according to check-in time and will be dispatched once dock space is available.
- Certified weight tickets are required when checking into the marshalling yard.
- If your driver has valid certified weight tickets, Freeman will accept these tickets. If your driver does not, there is a fee-based scale on-site. There are additional scales located near the marshalling yard.
- McCormick Place charges fees for entrance, overnight storage, and scale use. [Learn more](#)

ASUV Loading/Unloading

- McCormick Place offers exhibitors optional unloading of privately owned vehicles
- All vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 S. Moe Drive, Chicago, IL 60616, to obtain a dock pass
- Check-in will take place at the Marshalling Yard
- Vehicles must be unloaded within a 20 minute period
- Only hand carry or use of exhibitor owned hand carts is permitted
- Complimentary service
- For ASUV hours and additional information view the [ASUV Guidelines](#)





Empty Container Storage

During move-in

- Label empty cartons, fibers, and crates with “Empty” stickers
- Empty Stickers available at Freeman Service Desk
- Empty containers must be removed from booth

During move-out

- Empty containers are returned at close of show when aisle carpet is removed or plastic covering is laid; this can take several hours
- Keep this process in mind when scheduling outbound travel. Freeman-supervised labor available to pack up your booth if needed

Priority Empty Return Labels

- This service guarantees that empty containers with priority labels are returned within two and a half hours of event close
- One label is needed for each container being stored
- Each label is \$160. Limited quantity available per show.
- Request your label(s) when ordering other services on **FreemanOnline®**

Freeman⁷

**When
customers
are gone,
you can
be too.**

**Be among the first to pack up
with priority empty returns.**

We'll have your empty containers
back within two and a half hours of
show close **guaranteed.**

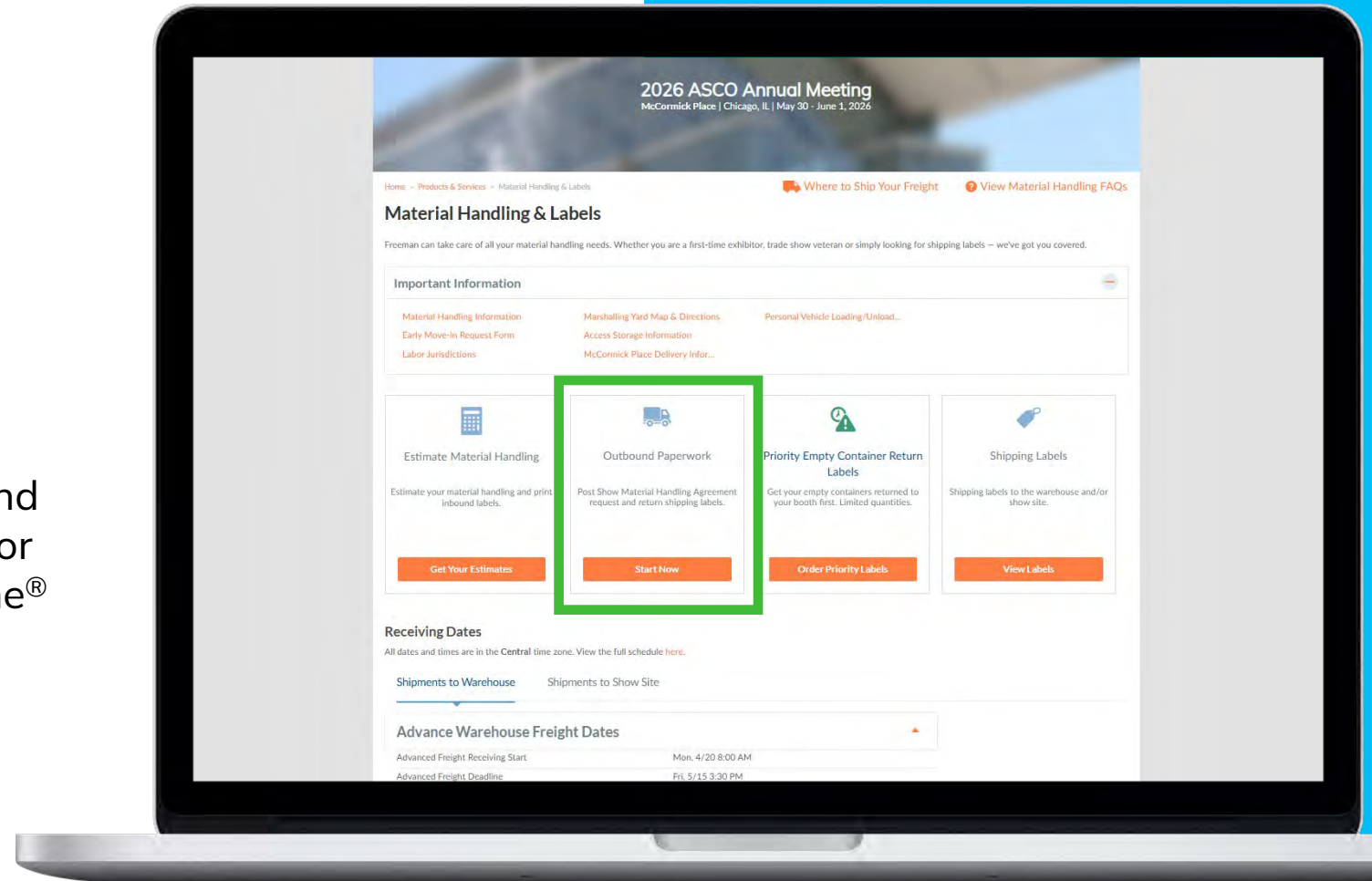
**Visit the Exhibitor Service Center
for more information**

Next time - order ahead online

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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 or submitted on FreemanOnline®
- 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
- If carrier fails to arrive by check-in deadline, freight will be re-routed by Freeman

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

PLACE PRO NUMBER HERE

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 606161487

TO:
MC COOK, ILLINOIS 605253481 USA

IN THE EVENT YOUR SELECTED CARRIER FAILS TO SHOW ON FINAL MOVE-OUT DAY BY THE DRIVER CHECK-IN DEADLINE, FREEMAN RESERVES THE RIGHT TO RE-ROUTE YOUR FREIGHT ONTO ANOTHER CARRIER. IF NO OUTBOUND INFORMATION HAS BEEN SUBMITTED, FREEMAN RESERVES THE RIGHT TO RETURN THE FREIGHT BACK TO THE COMPANY ADDRESS ON FILE AT THE EXHIBITOR'S EXPENSE.

SPECIAL INSTRUCTIONS DECLARED VALUE: \$ _____ (Optional)

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 Int'l

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: FREEMAN CHICAGO DATE LOADED: _____
FRINT: _____ TRAILER NO.: _____ START TIME: _____ FINISH TIME: _____

EXHIBITOR: FREEMAN CHICAGO CARRIER: _____ CARRIER: _____

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

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



Shipping Services

- Shipments originating from countries other than U.S. must be cleared through customs
- Review dates for advance warehouse receiving, show site receiving, target dates, and driver check-in times when confirming with shipper
- Choose a tradeshow-experienced carrier to ensure reliable delivery, proper freight handling, on-time arrival
- Freeman Transportation® specialists available for custom quotes



Specialty Contractors

**Catering/
Hospitality:**
OVG
Hospitality

**Computer and
Office
Equipment:**
Universal
Computer
Rental

**Floral and
Plants:**
TLC Convention
Plant Services

Internet:
McCormick
Place
Technology
Services

Lead Retrieval:
Capture!
Powered by
Spargo

Photography:
MED Meeting
Images

Security:
RA Consulting

Transportation:
Kushner &
Associates

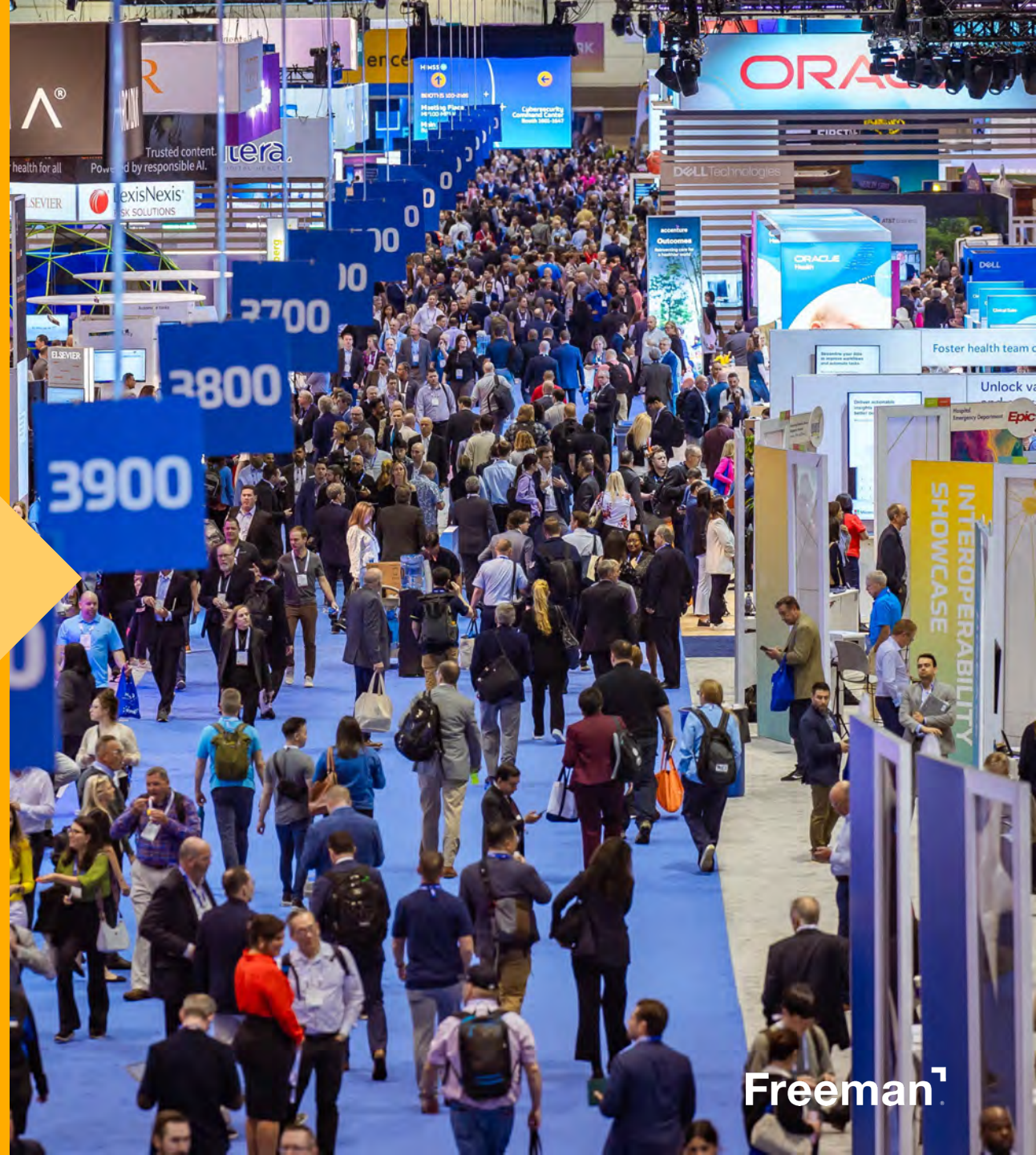
Important Show Site Information



Move-in begins for targeted exhibitors **May 26, 2026**



Refer to target floorplan for your move-in date and time



Exhibitor Move-In

Early Exhibitor Move-in & Overhead Rigging ** by appointment only

Sat, May 23	8:00 AM – 4:30 PM	
Sun, May 24	8:00 AM – 4:30 PM	No freight accepted
Mon, May 25	8:00 AM – 4:30 PM	No freight accepted

Exhibitor Move-In

Tues, May 26	8:00 AM – 4:30 PM	Targeted move-in
Wed, May 27	8:00 AM – 4:30 PM	Targeted move-in
Thurs, May 28	8:00 AM – 4:30 PM	Targeted move-in
Fri, May 29	8:00 AM – 4:30 PM	

****To request an early exhibitor move-in and/or overhead rigging installation, please complete the [Request for Early Freight Move-in form](#), and/or the [Aerial Labor Request form](#), by **April 28, 2026**. Freeman will review requests and assign move-in and/or overhead rigging requests based on availability.**



Show Days and Move-Out

Exhibit Hall Hours

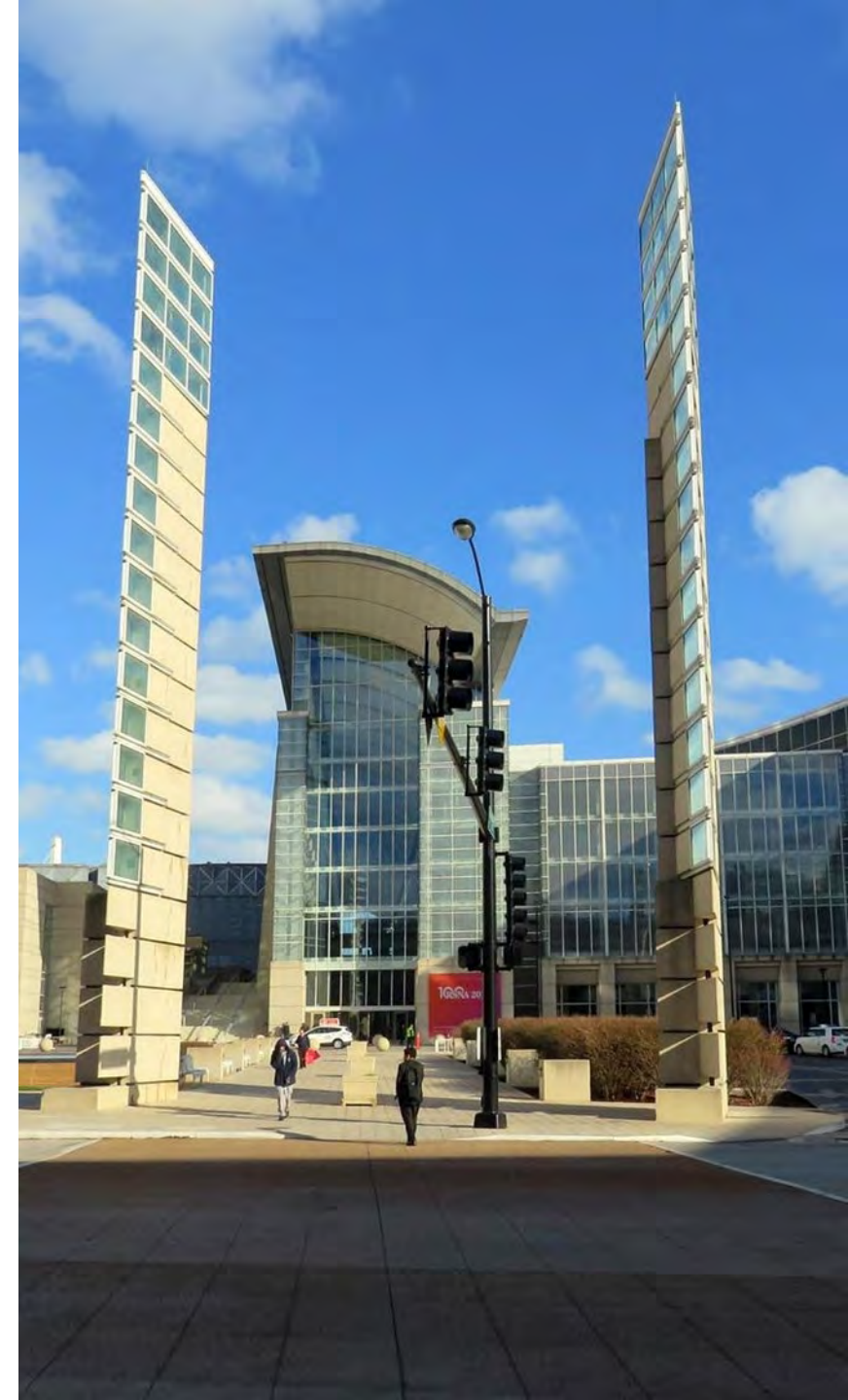
Sat, May 30	9:00 AM – 5:00 PM
Sun, May 31	9:00 AM – 5:00 PM
Mon, June 1	9:00 AM – 5:00 PM

Exhibitor Move-Out

Mon, June 1	5:00 PM – 11:00 PM
Tues, June 2	8:00 AM – 4:30 PM
Weds, June 3	8:00 AM – 4:30 PM
Thurs, June 4	8:00 AM – 12:00 PM

Carrier check-in deadline: 10:00 AM
Exh clear deadline: 12:00 PM

Please note: Material Handling Agreements will not be accepted until 5:00 PM on Monday, June 1



Move-In and Move-Out Reminders

Overhead rigging will continue during exhibit installation hours. Freeman will review your overhead rigging request and assign installation date/time based on availability.

ASCO permits exhibitors and EACs to work specific hours outside of the published Exhibit Hall move-in and move-out times, including Sunday, May 24, 2026, and Monday, May 25, 2026, (Memorial Day).

After published move-in/move-out hours, access to the exhibit hall and/or in and out privileges may be limited or eliminated.

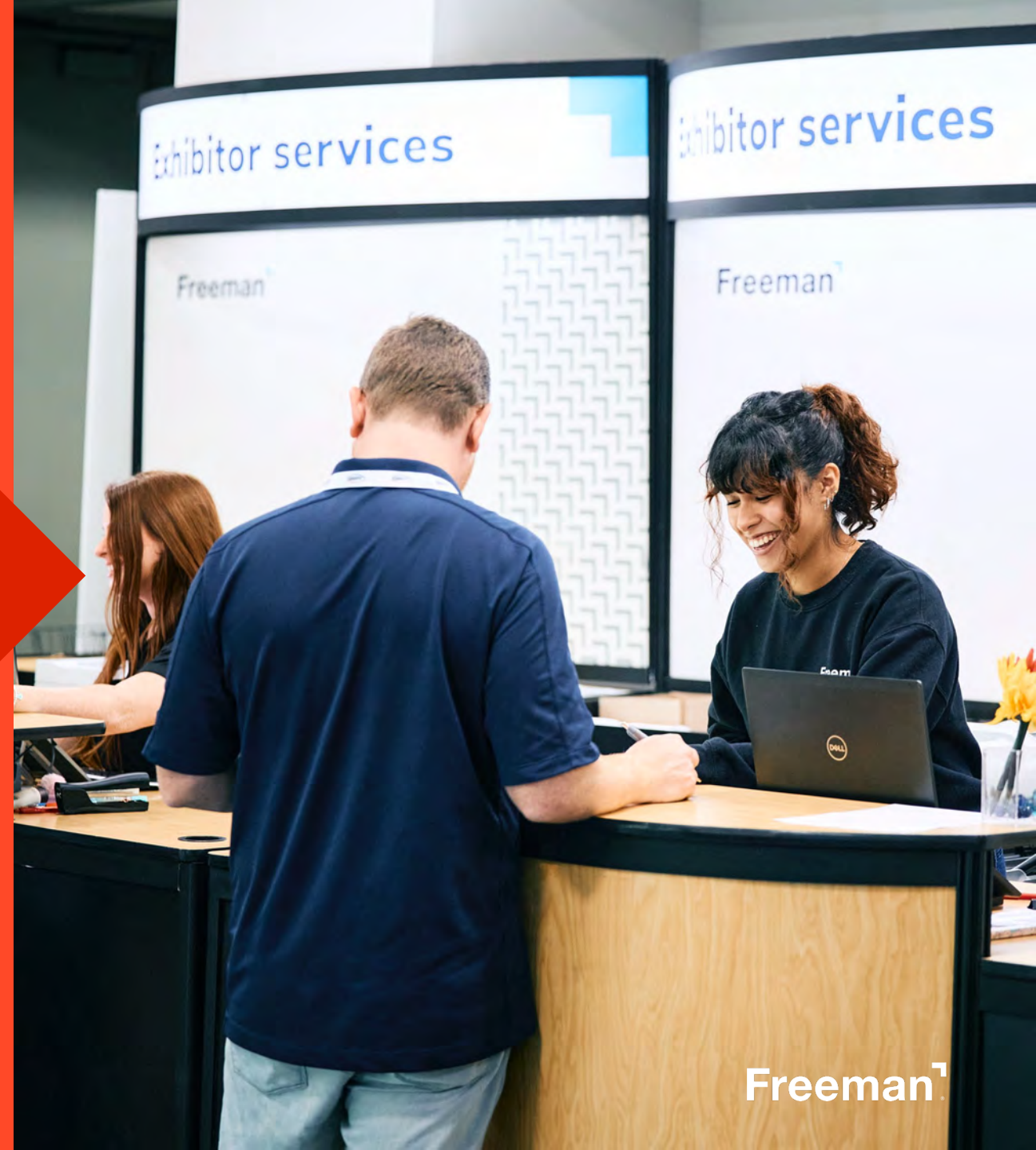
The exhibiting company or EAC will be responsible to schedule union stewards/labor in advance and to pay for any hours worked during that time. Please note: Monday, May 25, 2026, is a holiday and double time rates will apply.



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

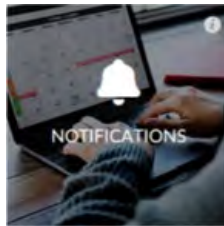


FreemanOnline® Self-Service Features

FreemanOnline® provides self-service functionality as well!



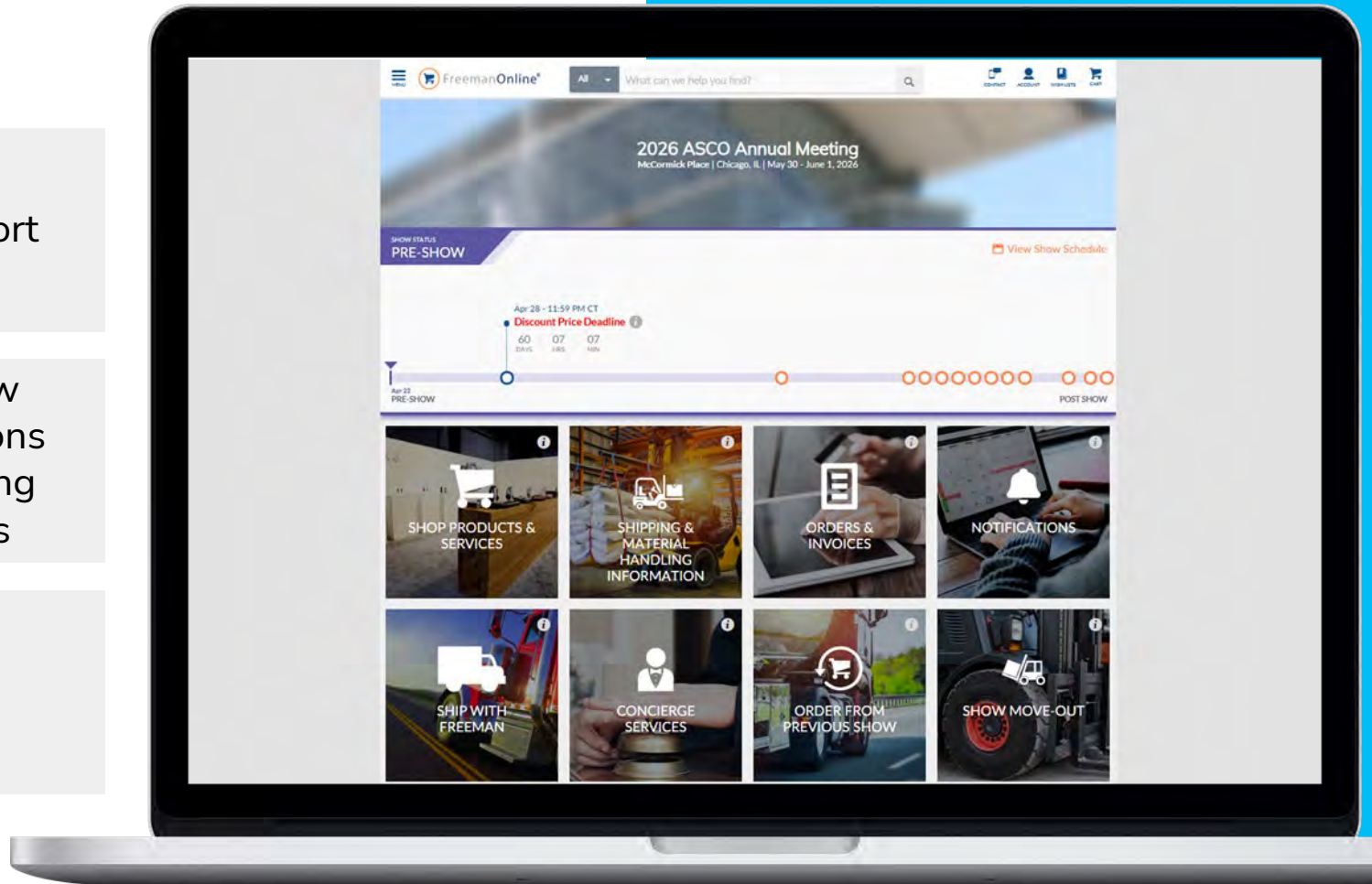
Concierge services – request service directly from the comfort of your booth



Notifications – set up and view important live event notifications for you and your team, including freight and empty return alerts



Show move-out - submit and finalize outbound paperwork digitally



Cost-Saving and Planning Tips

Plan to arrive with enough time to set up your booth and allow extra time in your departure plans for empty freight return and booth teardown

Review the exhibitor service manual and understand important deadlines

Include set-up instructions with labor order and inside crates

If shipping to show site, order labor services to begin after freight arrival

Ensure all teams have all paperwork on-site

Before show opening, check out your space to ensure all shipments have arrived and confirm all orders have been completed or are in process

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



WhatsApp

7am–7pm CT (M-Th)
7am–5pm CT (Fri)

**Domestic and
International:**
1-214-984-3514



Chat

7pm–4am CT (Sun)
7am–4am CT (M-Th)
7am–5pm CT (Fri)

**Domestic and
International:**
Freeman.com/store



Email

Responds within
1-2 business days

International:
Internationalsupport
@Freeman.com

Q&A





Thank You!