

Exhibit Space Details

Exhibit Space Equipment

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

Exhibit Hall Carpet

The exhibit spaces and exhibit area are carpeted with the existing hotel carpet.

Event Schedule

Discount Price Deadline

To take advantage of advance order discount rates, place orders online by September 18, 2026.

Exhibitor Move-in

Friday, October 16, 2026	08:00 AM - 12:00 PM
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Exhibit Hall Hours

Friday, October 16, 2026	02:45 PM - 06:00 PM
Saturday, October 17, 2026	07:15 AM - 03:15 PM

Exhibitor Move-out

Saturday, October 17, 2026	03:15 PM - 05:00 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
ACOG District VII & XI Annual Mtg
C/O AWD / Freeman
10200 McKalla Pl, Ste 200
Austin, TX 78758
US

Warehouse Shipping Information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 16, 2026 at the warehouse shipping address.
- Material arriving after October 9, 2026 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 un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 09:00 AM - 03:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.

Event Site Shipping Information

- Direct freight shipments are strongly discouraged due to the confusion for carriers when delivering to the Fairmont Austin, as shipments may be refused by the venue or be delivered to the Fairmont Austin package center by mistake. Any additional charges from the Fairmont Austin for receiving exhibitor freight will be charged directly to the exhibitor by the Fairmont Austin and will be in addition to material handling charges. Freeman encourages shipping to our advance warehouse to ensure that exhibitor freight is received and delivered to their exhibit space in a timely manner,.
- Freeman will receive shipments at the exhibit facility beginning October 16, 2026.
- 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: (855) 435-3234.

Service Contractor Contact Information

Freeman

We want you to have a successful event. 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 our [FAQs](#).

Exhibitor Service Hours

Our Exhibitor Services 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-event 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 Material Handling Agreement 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 Event 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 October 17, 2026 - 05:00 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 October 17, 2026 - 03:30 PM. Please arrange with your carrier to pick up your outbound freight directly from the facility: Fairmont Austin, 101 Red River St, Austin, TX 78701. 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.

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.