

# **DRIVING DIRECTIONS TO THE FREEMAN WAREHOUSE**

## **909 NEWARK TURNPIKE, KEARNY, NJ 07032**

### **From New Jersey Turnpike:**

Exit 15W, toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

### **From Route 280:**

Merge onto CR-508 E via Exit at 17A Jersey City East proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

### **From Route 7 East:**

From Schuyler Avenue take NJ-7 East (Belleville Turnpike) continue to follow Belleville Turnpike look for a Yellow Sign on your right which reads Freeman Freight Receiving. At the sign make a right turn and proceed to the end of road for Freeman Freight Receiving.

### **From Lincoln Tunnel:**

Merge onto NY-495 W (Crossing into New Jersey). Merge onto I-95 S / NJ Turnpike S exit 15W toward Newark / Kearny (Pay Toll). Merge onto CR-508 E via exit 17A toward Jersey City proceed to second traffic light, go past second traffic light approximately ¼ mile and exit on the right at the sign which reads Route 7 West. Take Route 7 West ¼ mile and look on the left for a Yellow Sign which reads Freeman Freight Receiving. Make left turn and proceed to the end of road for Freeman Freight Receiving.

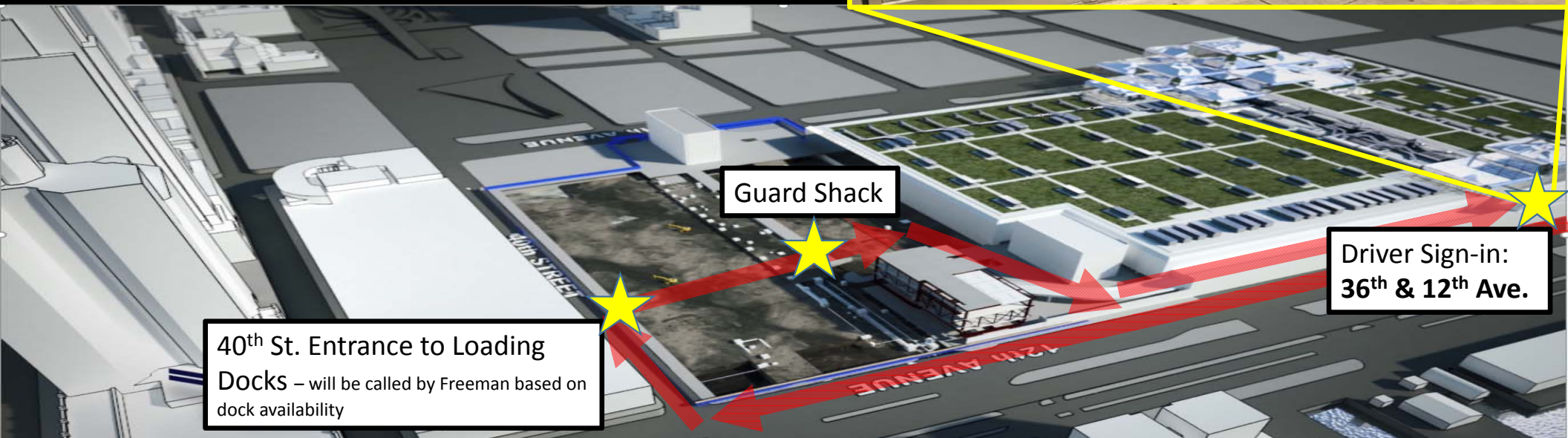
### **From Holland Tunnel:**

Holland Tunnel becomes 14th St. 14th St becomes NJ-139 West. Merge onto US-1&9 S. Take the US-1 Truck / US-9 Truck exit towards I-280 / Jersey City /Kearny. Turn slight right onto US 1&9 stay straight to go onto NJ-7 West. Proceed about 1.1 miles and look for Yellow Signs which read Freeman Freight Receiving. Make a left turn and proceed to end of road for Freeman Freight Receiving

# New 40<sup>th</sup> St Entrance Truck Routing

## Driver Check-In Step by Step Instructions:

1. Driver must find parking on a NY city street near Javits and walk to the drive check-in area located at 12<sup>th</sup> Ave and 36<sup>th</sup> St. (North Office).
2. At check-in driver presents bill of lading (BOL) with Booth#, Exhibitor name, etc. along with certified scale weights if available and Freeman supervisor will create receiving reports.
3. Driver receives a Driver# after checking in and returns to his truck and awaits call on his cell phone when there is dock space to unload the truck.
4. **When driver gets called he drives to truck entrance gate on 40<sup>th</sup> St and checks in with Javits Security. All drivers must present their CDL to security for entrance then picks-up his paperwork from the Freeman supervisor located near the security booth.**
5. Freeman supervisor directs driver to proceed to assigned dock area (or truck scale) where driver is given specific dock # to back into.
6. Driver presents paperwork to Freeman supervisor and is unloaded, gets his DR signed and leaves facility (or returns to truck scale) then leaves.



# WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

## HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Quick Facts.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:

**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:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.

**Uncrated:** 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.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

## HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at [www.freeman.com](http://www.freeman.com).

## OTHER AVAILABLE FREIGHT SERVICES

(may not be available in all locations)

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return



# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

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

NAME OF SHOW: **IBS/IECSC NEW YORK 2019 / MARCH 10-12, 2019**  
 COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 E-MAIL ADDRESS: \_\_\_\_\_

For Assistance, please call 201-299-7575 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.

**UNCRATED:** 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 4:30 P.M. Monday through Friday  
**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays  
 (Overtime 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.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment - <b>ST/ST</b> .....	\$199.50	399.00
Crated or Skidded Shipment - <b>ST/OT</b> .....	\$271.00	542.00
Crated or Skidded Shipment - <b>OT/OT</b> .....	\$342.50	685.00
Special Handling Shipment - <b>ST/ST</b> .....	\$259.50	519.00
Special Handling Shipment - <b>ST/OT</b> .....	\$352.50	705.00
Special Handling Shipment - <b>OT/OT</b> .....	\$445.50	891.00
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment - <b>ST/ST</b> .....	\$143.00	286.00
Crated or Skidded Shipment - <b>ST/OT</b> .....	\$214.50	429.00
Crated or Skidded Shipment - <b>OT/OT</b> .....	\$286.00	572.00
Special Handling Shipment - <b>ST/ST</b> .....	\$186.00	372.00
Special Handling Shipment - <b>ST/OT</b> .....	\$279.00	558.00
Special Handling Shipment - <b>OT/OT</b> .....	\$372.00	744.00
Uncrated or Pad Wrapped Shipment - <b>ST/ST</b> .....	\$214.50	429.00
Uncrated or Pad Wrapped Shipment - <b>ST/OT</b> .....	\$321.75	643.50
Uncrated or Pad Wrapped Shipment - <b>OT/OT</b> .....	\$429.00	858.00
<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.

**ADDITIONAL SURCHARGES:**

**Shipment Delivered after Deadline Date (in addition to above rates)**  
 Warehouse Shipment after February 28, 2019 ..... \$ 71.50 143.00

\*\*\* Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule. \*\*\*  
 Trucks signing-in at after 2:00pm will be charged OT rate.

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			
<i>The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM - 2:30 PM.</i>			8.875% Tax	N/A
<i>To check on the arrival of freight, please call (201) 299-7575.</i>			<b>Total</b>	

FREEMAN material handling

## SPECIAL HANDLING DEFINITIONS

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

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.

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

**DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 14, 2019**

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

**FREEMAN product rules & regulations**

NAME OF SHOW: **IBS/IECSC NEW YORK 2019 / MARCH 10-12, 2019**

## **PRODUCT RULES & REGULATIONS**

### **Inbound:**

- Separate your shipment by display and product for ONLY product will assess the Product Handling Order Form rate if labeled correctly.
- **In order to receive the discounted product rate**, your shipment **MUST** be labeled as **PRODUCT ONLY**, by using the Product Only shipping labels provided.
- **NO** display items or exhibit materials can be part of the shipment.
- **DO NOT** ship any product to the Advance Shipping Address.
- **ALL PRODUCT MUST be shipped directly to show site**, Jacob K. Javits Convention Center, from March 7 - 9, 2019.
- If any of this criteria is not followed, the regular drayage rates (material handling order form rates) will be assessed and there will be **NO REFUNDS**. All issues must be settled at show site for there will be **NO CREDITS** issued after the show moves out.

### **Outbound:**

- Separate your shipment by display and product.
- All your product must be labeled **PRODUCT ONLY**.
- If your materials need to be reweighed, the exhibitor or a representative from the booth **MUST** be present during the outbound weighing.
- If the exhibitor or a representative of the booth is not present during the re-weight process, then your invoice will reflect the inbound weight and there will be **NO REFUNDS**. All issues must be settled at show site, for there will be **NO CREDITS** after the show moves out.
- Exhibitor can schedule for outbound re-weights at the Freeman Service Desk on site.

**\*\*THERE ARE NO EXCEPTIONS TO THESE RULES & REGULATIONS.**

DIRECT PRODUCT ONLY SHIPMENTS TO: JACOB K. JAVITS CONVENTION CENTER

- Product shipped directly to show site will be charged at the following rate as long as the inbound and outbound regulations are followed.
- The price below **ONLY** reflects one way.

**Price per CWT  
\$68.00 Each way**

**Minimum Charge  
\$68.00 Each way**

Our **PRODUCT ONLY** shipment will be delivered to:  Jacob K. Javits Convention Center  
We are shipping \_\_\_\_\_ lbs. @ \$\_\_\_\_\_ per 100 lbs.

### **TOTAL COST**

**Sub-Total \_\_\_\_\_ + Tax (8.875%) N/A = TOTAL \_\_\_\_\_**

F R E E M A N

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: MARCH 07, 2019**

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

C/O JACOB K JAVITS CONVENTION  
CENTER  
655 WEST 34TH STREET  
NEW YORK, NY 10001

**SHOW SITE  
PRODUCT**

*IBS/IECSC NEW YORK 2019*

EVENT: \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

F R E E M A N

**R U S H**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE: MARCH 07, 2019**

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

C/O JACOB K JAVITS CONVENTION  
CENTER  
655 WEST 34TH STREET  
NEW YORK, NY 10001

**SHOW SITE  
PRODUCT**

*IBS/IECSC NEW YORK 2019*

EVENT: \_\_\_\_\_

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_



**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: FEBRUARY 07, 2019**

**RECEIVING DATE BEGINS: FEBRUARY 07, 2019**

**DEADLINE DATE IS: FEBRUARY 28, 2019**

**DEADLINE DATE IS: FEBRUARY 28, 2019**

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

*EXHIBITOR NAME*

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

*EXHIBITOR NAME*

**C/O: FREEMAN**  
**909 NEWARK TURNPIKE**  
  
**KEARNY, NJ 07032**

**C/O: FREEMAN**  
**909 NEWARK TURNPIKE**  
  
**KEARNY, NJ 07032**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** IBS/IECSC NEW YORK 2019

**EVENT:** IBS/IECSC NEW YORK 2019

**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**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MARCH 07, 2019**

**CANNOT DELIVER BEFORE MARCH 07, 2019**

**TO:**

*EXHIBITOR NAME*

**TO:**

*EXHIBITOR NAME*

**C/O: FREEMAN**

**JACOB K JAVITS CONVENTION CENTER  
655 W 34TH ST**

**NEW YORK, NY 100011188**

**SHOW SITE**

**C/O: FREEMAN**

**JACOB K JAVITS CONVENTION CENTER  
655 W 34TH ST**

**NEW YORK, NY 100011188**

**SHOW SITE**

**EVENT:** IBS/IECSC NEW YORK 2019

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**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: FEBRUARY 07, 2019**

**DEADLINE DATE IS: FEBRUARY 28, 2019**

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

C/O FREEMAN  
1 RAILROAD PLACE  
MASPETH, NY 11378

**HANGING SIGN**

EVENT: IBS/IECSC NEW YORK 2019

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: FEBRUARY 07, 2019**

**DEADLINE DATE IS: FEBRUARY 28, 2019**

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

C/O FREEMAN  
1 RAILROAD PLACE  
MASPETH, NY 11378

**HANGING SIGN**

EVENT: IBS/IECSC NEW YORK 2019

BOOTH NO. \_\_\_\_\_ NO. OF PIECES \_\_\_\_\_

# FREEMAN

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Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

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

NAME OF SHOW: **IBS/IECSC NEW YORK 2019 / MARCH 10-12, 2019**

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

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **DIRECT MOBILE UNITS / MOTORIZED VEHICLES**

Exhibitors or agents with mobile or motorized equipment will require guidance to their respective booths. This guidance is required and provided by Freeman to prevent damage that may occur to exhibits, or property of others, or when necessary to move crates that may be in the aisles.

Exhibitors may drive their motorized equipment in and out of the exhibit areas or have Freeman supply an operator when available.

### **SPOTTING FEE**

CARS/ SMALL TRUCKS	\$536.55 PER UNIT (Round Trip)
MOTORIZED VEHICLES	\$536.55 PER UNIT (Round Trip)

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one eighth of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

**\*NOTE:** Mobile units will be assessed a "one time" spotting charge in addition to a one hour forklift/operator charge. (See Material Handling Equipment Labor form) each way for unloading and loading. Motorized equipment is defined as a tractor, forklift, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power.

Number of units: \_\_\_\_\_ Type: \_\_\_\_\_

Dimensions of Largest Unit:

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_

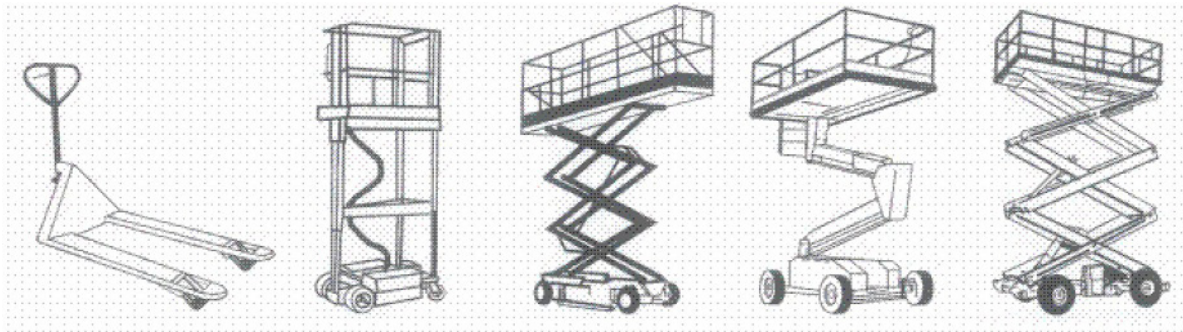
Will you require a crane or forklift? \_\_\_\_\_  
(\*See Material Handling Equipment Labor Form)

Comments/Special Handling Requirements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **MOTORIZED LIFTS AT JACOB K. JAVITS CONVENTION CENTER**

***ATTENTION ALL EXHIBITORS!***



The operation or use of all motorized lifting equipment for installation or dismantle of booth structures or signs is not permitted by exhibitors or their appointed contractors.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY  
THE OFFICIAL SERVICE CONTRACTOR**

Thank you for your complete cooperation.



# FREEMAN

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Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

DISCOUNT PRICE  
DEADLINE DATE  
FEBRUARY 14, 2019

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

NAME OF SHOW: **IBS/IECSC NEW YORK 2019 / MARCH 10-12, 2019**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

## **STORAGE AND HANDLING RATES**

### **DELIVERIES FROM/TO STORAGE**

Exhibitors must schedule delivery times at the Exhibit Service Center 3 hours prior to expected delivery. Deliveries before 12:00 noon must be scheduled the evening before.

### **STORAGE RATES - DAILY**

- \$ 84.45 Minimum
- \$ 348.50 Per 1/4 Trailer
- \$ 696.85 Per 1/2 Trailer
- \$1,045.35 Per 3/4 Trailer
- \$1,422.15 Full Trailer

### **MATERIAL HANDLER RATE FROM/TO STORAGE**

The following rates will apply for each delivery of materials from storage to booth or from booth to storage. **These rates do not include the initial Material Handling Rates for shipments received at the warehouse or show site.** Refer to Rigging Order Form.

STRAIGHT TIME .....\$ 633.00 Per Crew/Per Hour  
(One half hour minimum per crew)  
8:00 AM - 4:30 PM Monday through Friday

OVERTIME .....\$ 749.00 Per Crew/Per Hour  
(One half hour minimum per crew)  
4:30 PM - 8:00 AM Monday through Friday, Saturday and Sunday

DOUBLE TIME .....\$ 865.00 Per Crew/Per Hour  
(One half hour minimum per crew)  
Holidays

## **LIABILITY**

While every attempt will be made to provide security for materials placed in accessible storage, Freeman assumes no liability for materials stored.

Additionally, all materials handled by Freeman are subjected to our "Terms and Conditions".

## **ESTIMATED COST**

- \_\_\_\_\_ Number of deliveries @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_
- \_\_\_\_\_ Non-exclusive Trailer @ \$ 84.45/day = \$ \_\_\_\_\_
- \_\_\_\_\_ 1/4 Trailer @ \$ 348.50/day ..... = \$ \_\_\_\_\_
- \_\_\_\_\_ 1/2 Trailer @ \$ 696.85/day ..... = \$ \_\_\_\_\_
- \_\_\_\_\_ 3/4 Trailer @ \$1,045.35/day ..... = \$ \_\_\_\_\_
- \_\_\_\_\_ Full Trailer @ \$1,422.15/day ..... = \$ \_\_\_\_\_

Total Estimated Cost.....\$ \_\_\_\_\_

FREEMAN accessible storage

# FREEMAN

909 Newark Turnpike  
Kearny, NJ 07032  
(201) 299-7575 Fax: (469) 621-5618

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

FREEMAN outbound shipping

NAME OF SHOW: IBS/IECSC NEW YORK 2019 / MARCH 10-12, 2019

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

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

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

For Assistance, please call 201-299-7575 to speak with one of our experts.

For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)

**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 THIS FORM AND RETURN IT TO THE FREEMAN SERVICE DESK.**

### SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVIDENCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

SAME AS SHIP TO

BILL TO:

COMPANY NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVIDENCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

### METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation

No need to schedule your outbound shipment.

Charges will appear on your Freeman invoice.

Other Carrier

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

(Freeman will make arrangements for all Freeman Exhibit Transportation shipments.

Arrangements for pick-up by all other carriers are 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 the completed material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at the exhibitor's expense.