

training 2008 conference & expo

Shipping Info

Freeman has been designated as the official contractor for drayage/material handling for Training 2008. Contact Freeman at (404) 253-6494 if you have any questions regarding shipping, move-in/move-out or wish to ship your display in advance.

Shipping information and order forms are included under the **SHIPPING** section of this kit.

- We hold Freeman responsible for orderly, efficient and equitable freight-handling at the Georgia World Congress Center loading docks.
- Please note: No advance shipments (prior to 8:00AM on February 1, 2008) will be accepted at Hall C of the Georgia World Congress Center.
- Please schedule your shipments according to the Exhibitor Operating Schedule.
- All outbound shipments must be picked up by 12:00pm on February 6, 2008.
- Please note that overtime charges will be in effect if freight is received at the warehouse before 8:00AM or after 4:30PM on weekdays, or anytime on Saturday, Sunday or holidays.

ADVANCE/WAREHOUSE SHIPPING

Freeman will accept crated, boxed or skidded materials to their Advance Warehouse beginning **Friday, December 21, 2007**. Shipments must be delivered to the Advance Warehouse by **Friday, January 25, 2008**.

Make out bill of lading/label and consign as follows:

Training 2008
Exhibiting Co. Name & Booth #
c/o Freeman
841 Joseph E. Lowery Blvd, NW
Atlanta, GA 30318

DIRECT/ON-SITE SHIPPING

Shipments **cannot** be delivered to the Georgia World Congress Center prior to 8:00AM on **Friday, February 1, 2008**. To avoid additional after deadline charges, materials must arrive prior to show opening (thus Friday – Sunday, February 1-3).

Make out bill of lading/label and consign as follows:

Training 2008
Exhibiting Company Name
Booth # _____
c/o Freeman
GA World Congress Center – Hall C1
285 Andrew Young Int'l Blvd
Atlanta, GA 30313

INTERNATIONAL SHIPPING

Kuehne & Nagel has been selected as the official customs broker and international freight forwarder for Training 2008. For information on international, air, ocean, or ground transportation, customs clearance and related services to exhibitors, please refer to the **SHIPPING** section.

TRUCK CHECK-IN AREA

All carriers must check in with the Freeman at the Marshalling Yard of the Convention Center.

- **The truck check-in area will be open from 7:00am to 4:00pm on move-in and move-out days.**
- Carriers will be assigned an unloading number according to driver check-in time. Please inform your carrier that there could be a substantial wait at check-in time.

For more information regarding inbound/outbound shipping procedures and a map to the Marshalling Yard, please refer to the **SHIPPING** section.

Regardless of which shipping method you are using, **all shipping labels and bills of lading must be clearly marked with your company name and booth number**. Whether you ship directly to the Freeman Warehouse or direct to show site, a copy of the bill of lading to include the correct weight of your shipment must be sent to Freeman at the address listed in **Key Contacts Page** of this kit.

HAND-CARRY MERCHANDISE

An exhibitor may move materials that can be hand-carried by **one person in one trip**, without the use of dollies, hand trucks, hotel bellman carts or other mechanical equipment. "Hand-carry" does not mean that an exhibitor may unload a van by hand, no matter the contents. As a general rule, if the items you are bringing do not safely fit through the main doors of the Exhibit Hall, you may not bring them in that way.

Large display materials such as grids, 4' x 8' panels, display tables, shelving units, etc., are not considered hand-carried and must be handled under delivery procedures for freight through the loading dock. Trucks are excluded from unloading in the hand-carry areas at all times. Small vans and private vehicles are permitted if the amount of material being delivered falls within the definition of "hand-carry" as listed above. Please refer to the "**Union Regulations**" located under the **RULES & REGULATIONS** section of this kit.

DRAYAGE INFORMATION

Show Management along with Freeman has spent a great deal of time and effort to organize the freight procedures so as to provide a smooth and efficient freight-handling operation. If each exhibitor does not comply with these procedures, move-in of this event will be extremely difficult for all exhibitors.

- The unloading of all exhibits and exhibit materials arriving at the Convention Center via private and common carriers, company-owned and operated trucks, cars and station wagons.
- Delivery of all such materials to the exhibitors' booths.
- Removal of exhibitors' empty cartons and crates for storage during the show.
- The return of all empty cartons and crates to the exhibitors' booths at the conclusion of the show.
- The removal of all packed cartons and crates from exhibitors' booths, and the reloading onto union carriers, company-owned and operated trucks, cars and station wagons at the shipping platform of the Convention Center.