

THE WORLD WITHIN REACH

From pre-event planning to on-site execution, Freeman delivers. No matter where you're showing next, Exhibit Transportation from Freeman offers hassle-free delivery options as a seamless extension of the services we provide in all stages of the exhibition process. For an exhibitor, there's nothing quite like arriving at your show site with set-up ready to go. So pack your carry-on bags and leave the rest to us.



Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to www.freemanco.com

OFFICIAL FREIGHT FORWARDER

As the official service contractor, Freeman makes it easier for you to transport your exhibit to the show and on to its next destination, anywhere in the world. With reliable, flexible and cost-effective freight solutions that deliver your exhibit properties where they need to be, when they need to be there, logistical headaches are a thing of the past.

Some of the benefits of working with Freeman Exhibit Transportation include:

The Freeman Exhibit Transportation promise:

- // ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- // ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- // RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Freeman can help you with your exhibit material movement across the world. We are proud to offer the following services:

- Local pickup and delivery of exhibit materials
- Global transportation of exhibit goods/materials
- Import customs clearance
- ATA Carnet entries
- Food and Drug Administration clearances
- Federal Communications Commission clearances
- Storage
- Inbound domestic forwarding
- Outbound forwarding
- Outbound customs clearance

questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit www.freemanco.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at **800.995.3579** or via email at exhibit.transportation@freemanco.com

International Exhibitors: Contact our exhibit transportation experts at **+1.817.607.5183** or via email at international.freight@freemanco.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM TO ORDER YOUR INBOUND AND OUTBOUND SHIPPING.

F R E E M A N
(817) 607-5183

**COMPLETE THIS FORM ONLY IF YOU
 REQUIRE INTERNATIONAL SHIPPING USING
 FREEMAN EXHIBIT TRANSPORTATION**

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

NAME OF SHOW: **SPRING 2017 MARIJUANA BUSINESS CONF & EXPO / MAY 17 - 19, 2017**
 COMPANY NAME _____ BOOTH #: _____
 CONTACT NAME: _____ PHONE #: _____
 E-MAIL ADDRESS _____

For Assistance, please call (817) 607-5183 to speak with one of our international experts.

For fast, easy ordering, go to www.freemanco.com/store

INTERNATIONAL EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
(817) 607-5183

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION:

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) _____ (Province/State) _____ (Postal Code) _____

(Country) _____

TYPE OF SERVICE - Choose One

- AIR FREIGHT (Transportation & Customs Clearance)
- OCEAN FREIGHT (Transportation & Customs Clearance)

DESTINATION

- I will be shipping to the **WAREHOUSE**

FREEMAN/Exhibiting Company Name

Hold for: **SPRING 2017 MARIJUANA BUSINESS
 CONF & EXPO - Booth #**
 9900 Business Pkwy
 Lanham, MD 20706

MUST BE DELIVERED BY MAY 09, 2017

- I will be shipping to **SHOW SITE**

FREEMAN/Exhibiting Company Name
**SPRING 2017 MARIJUANA BUSINESS CONF
 & EXPO) - Booth #**
 c/o Freeman
 701 Waterfront Street
 National Harbor, MD 20745

CANNOT BE DELIVERED BEFORE MAY 15, 2017

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Weight (KGS)
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet/Pad (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

I would like to schedule my international outbound shipping with Freeman Exhibit Transportation. Please provide me with a SLI/Commercial Invoice, for my shipping instructions and signature. (If you secure your inbound and outbound shipping needs in advance, through Freeman Exhibit Transportation, you will receive the SLI/Commercial Invoice for your completion prior to the show move-in date. Please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels: _____

SEND COMPLETED FORM VIA:

E-mail: international.freight@freemanco.com

or

Fax: (214) 445-0186

**AN INTERNATIONAL TRANSPORTATION
 EXPERT WILL CONTACT YOU TO
 CONFIRM
 RECEIPT OF YOUR SHIPMENT REQUEST
 AND FINALIZE DETAILS**

SHOW # (448354)

FREEMAN international exhibit transportation

F R E E M A N

(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY FREEMAN EXHIBIT TRANSPORTATION

NAME OF SHOW: **SPRING 2017 MARIJUANA BUSINESS CONF & EXPO / MAY 17 - 19, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call applicable number listed above to speak with one of our experts.

For fast, easy ordering, go to www.freemanco.com/store

EXHIBIT TRANSPORTATION

TIPS FOR EASY ORDERING

- Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
- International Exhibitors remember - Shipments originating from countries other than the U.S. must be cleared through customs. Please call for additional information:
(800) 995-3579 Toll Free US & Canada
(817) 607-5100 Local & International

COMPLETE THE FOLLOWING ITEMS ON THIS FORM:

PICK UP INFORMATION

Requested Pick Up Date: _____

SHIPPER NAME _____

SHIPPER ADDRESS _____

(City) (State) (Zip)

DESTINATION

- I will be shipping to the **WAREHOUSE**

FREEMAN / Exhibiting Company Name / Booth #

SPRING 2017 MARIJUANA BUSINESS CONF & EXPO

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

MUST BE DELIVERED BY MAY 09, 2017

- I will be shipping to **SHOW SITE**

FREEMAN / Exhibiting Company Name / Booth #

SPRING 2017 MARIJUANA BUSINESS CONF & EXPO

C/O: FREEMAN
GAYLORD NATIONAL RESORT & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

CANNOT BE DELIVERED BEFORE MAY 16, 2017

TYPE OF SERVICE

- Next Day Air: Delivery next business day by 5:00 PM
 Second Day Air: Delivery second business day by 5:00 PM
 3-5 Day Service: Delivery within 3 - 5 business days
 Declared Value \$ _____

Air Transportation charges are billed by Dimensional or Actual Weight, whichever is greater.

- Standard Ground: Dependent on distance
 Expedited Ground: Tailored to specific requirements
 Specialized: Pad wrapped, uncrated, truck load

SHIPPING INFORMATION

Items to be shipped

Number of Pieces	Est. Weight
____ Crates (wooden)	_____
____ Cartons (cardboard)	_____
____ Cases/Trunks (fiber) (color _____)	_____
____ Skids/Pallets	_____
____ Carpet (color _____)	_____
____ Other (_____)	_____
____ Total	_____

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

- I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information **if different from pick up address:**

Ship to address:

Number of Labels : _____

FAX THIS COMPLETED FORM VIA:

E-mail:

exhibit.transportation@freemanco.com

or

Fax: (469) 621-5810

A TRANSPORTATION SPECIALIST
WILL CALL YOU TO CONFIRM
RECEIPT OF ORDER AND
FINALIZE DETAILS.

SHOW # (448354) _____

FREEMAN exhibit transportation

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 Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on 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 Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. 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.
- 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 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.
- 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 Quick Facts.

How do I estimate my Material Handling charges?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. 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 Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the 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.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on Quick Facts. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on Quick Facts.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on 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.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

What happens to my empty containers during the show?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- 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 Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on 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, show recommended carriers will be on site to handle outbound transportation.

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 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 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 enclosed Terms and Conditions.

Other available services (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access 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

F R E E M A N

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

**RETURN COMPLETED FORM BY
APRIL 25, 2017**

NAME OF SHOW: **SPRING 2017 MARIJUANA BUSINESS CONF & EXPO / MAY 17 - 19, 2017**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

IF YOU ARE SHIPPING OVER 3,000 LBS., PLEASE COMPLETE THIS QUESTIONNAIRE IN AS MUCH DETAIL AS POSSIBLE.

1. Shipment(s) to arrive at: _____ Warehouse _____ Show Site
2. Estimate of total number of pieces: _____ Display _____ Equipment
How many pieces are: _____ Crated _____ Uncrated _____ Skidded
3. Total number of trucks/trailers you will use: _____
****Certified weight ticket(s) must accompany all inbound freight****
4. Your shipment(s) will arrive via (designate number of loads in each category):
_____ Van Line _____ Flatbed _____ Common Carrier
_____ Company Truck
5. What is the approximate weight of your entire shipment? _____
What is the approximate weight of your heaviest piece? _____
6. Print the name of the person in charge of move-in:
Contact Name: _____
Phone Number: _____
7. **Does your exhibit material (including machinery) require any special type of material handling equipment for unloading and/or erecting?** Please be specific. (Example: crane or forklift other than 5,000 lb 3 stage with 72" blades)

Please contact John Stewart at 301-918-7900 or John.Stewart@freemanco.com with any questions.

FREEMAN freight service questionnaire

F R E E M A N

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

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

NAME OF SHOW: **SPRING 2017 MARIJUANA BUSINESS CONF & EXPO / MAY 17 - 19, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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

HOSTED FREIGHT PACKAGE

The Spring 2017 Marijuana Business Conference & Expo will be sponsoring a Hosted Freight Package for all advance shipments to the warehouse and direct shipments to show site. The Hosted Freight Package has been designed to eliminate any service charges to participating exhibitors such as overtime, special handling, etc. The Hosted Freight Package will ONLY apply if shipments are received to the advance warehouse before the May 9th deadline, or during the direct shipment dates listed below.

WAREHOUSE SHIPMENTS: April 17 - May 09, 2017

DIRECT SHIPMENTS: Monday, May 15, 2017 from 1:00 p.m. to 6:00 p.m. (with early move-in approval)
Tuesday, May 16, 2017 from 8:00 a.m. to 6:00 p.m.

WAREHOUSE HOURS: 8:00 a.m. to 3:30 p.m. Monday through Friday, Holidays excluded.

Description	Price Per Piece
-------------	-----------------

RATE CLASSIFICATIONS:

Warehouse Shipment received from April 17 - May 09, 2017.....	No Charge
Direct Shipment received during published move-in dates and times.....	No Charge
Late Shipment - Per Carton/Box.....	\$45.00
Late Shipment - Per Skid/Crate.....	\$63.50

Any single item over 3,000 lbs. will be subject to additional equipment and labor charges.

Please contact our Exhibitor Services Department with any questions at (301) 918-7975 or FreemanWashingtonES@freemanco.com with any questions.

FREEMAN hosted freight package

F R E E M A N

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

OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS

NAME OF SHOW: **SPRING 2017 MARIJUANA BUSINESS CONF & EXPO / MAY 17 - 19, 2017**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

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

For fast, easy ordering, go to www.freemanco.com/store

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 AND RETURN THIS FORM.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

Freeman Exhibit Transportation **Other Carrier**

No need to schedule your outbound shipment. Carrier Name: _____
 Charges will appear on your Freeman invoice. Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

1 Day: Delivery next business day Standard Ground
 2 Day: Delivery by 5:00 P.M. 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, please return the Material Handling Agreement to the Exhibitor Services Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

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 17, 2017

DEADLINE DATE IS: MAY 09, 2017

TO: _____

EXHIBITOR NAME

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

**WAREHOUSE
(448354)**

EVENT: **SPRING 2017 MARIJUANA
BUSINESS CONFERENCE & EXPO**

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 17, 2017

DEADLINE DATE IS: MAY 09, 2017

TO: _____

EXHIBITOR NAME

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

**WAREHOUSE
(448354)**

EVENT: **SPRING 2017 MARIJUANA
BUSINESS CONFERENCE & EXPO**

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 15, 2017

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
GAYLORD NATL RESORT & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

SHOW SITE
(448354)

SPRING 2017 MARIJUANA

EVENT: ***BUSINESS CONFERENCE & EXPO***

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 15, 2017

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
GAYLORD NATL RESORT & CONV CTR
701 WATERFRONT STREET
NATIONAL HARBOR, MD 20745

SHOW SITE
(448354)

SPRING 2017 MARIJUANA

EVENT: ***BUSINESS CONFERENCE & EXPO***

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.