FREEMAN

NPGA SOUTHEASTERN CONVENTION & INTERNATIONAL PROPANE EXPO

NPGA SOUTHEASTERN CONVENTION & INTERNATIONAL PROPANE EXPO
October 18 -20, 2021
Georgia World Congress Center
Atlanta, Georgia

quick facts

HEALTH AND SAFETY
Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. Click Here for our Health and Safety Resources.

BOOTH EQUIPMENT
Each 10' x 10' booth will be set with 8' high blue and gray back drape and 3' high blue side dividers. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Each vehicle will have floor space marked off and a 4" x6" booth identification floor sticker.

Autogas Pavillion booths will **not** be set with perimeter booth drape; however, the area will have wall-to-wall green carpet.

EXHIBIT HALL CARPET
The exhibit area is NOT carpeted; however, the aisles will be carpeted in midnight blue.
Show Management requires that all booth be carpeted.
Vehicle spaces are exempt from this requirement and **do not** need to be carpeted.

DISCOUNT PRICE DEADLINE DATE
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 20, 2021.

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 FreemanOnline's FAQ page.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	October 16, 2021	2:30 p.m. - 6:00 p.m. - Targeted Move-in for Vehicles & Island Booths
Sunday	October 17, 2021	8:00 a.m. - 4:00 p.m. - Targeted Move-in for Vehicles & Island Booths
Monday	October 18, 2021	8:00 a.m. - 3:00 p.m. - All Exhibitor Move-in

Please see the Target Floor Plan for more details.
Exhibitors and full time employees of exhibiting company may hand carry their own materials into the exhibit facility. However, the use of rental dollies, flat trucks, pallet jacks or other mechanical equipment is not permitted.

EXHIBIT HOURS

Monday	October 18, 2021	4:00 p.m. - 7:00 p.m.
Tuesday	October 19, 2021	10:00 a.m. - 4:30 p.m.
Wednesday	October 20, 2021	9:00 a.m. - 12:00 p.m.

EXHIBITOR MOVE-OUT

Wednesday	October 20, 2021	12:01 p.m. - 8:00 p.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed, this process could take up to 4 hours.

Early dismantle may result in future loss of priority placement and/or financial penalty. Please refer to the NPGA Southeastern Convention & International Propane Expo 2021 Exhibit Space Application Terms & Conditions for further information.

TARGETED MOVE-IN
Targeted move-in for displays over 400 square feet will begin on Saturday, October 16, 2021. Vehicles will be targeted for move-in on Saturday, October 16, and Sunday, October 17, 2021. Please refer to the targeted floor plan for assigned vehicle move-in times. Vehicles must check-in with Freeman at the Marshalling Yard prior to move-in. Please reference the Marshalling Yard map for dates and times of operation. Vehicles may not park in the exhibit hall prior to move-in. Exhibitors targeted for early move-in will be contacted by Freeman with specific move-in times.

FREIGHT TARGET INFORMATION

The Marshalling Yard will be available for dropping trailers and truck washing on Saturday, October 16, 2021. Please refer to the Truck Washing Form and Marshalling Yard Map for the hours of operation and more detailed information. Exhibitors targeted for early move-in will be contacted by Freeman with specific move-in times.

Should you require tractor/trailer/driver services, please refer to the Forklift/Rigging/Driver Order Form. Show site deliveries will be accepted on Saturday, October 16, 2021.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Wednesday, October 20, 2021 at 8:00 p.m.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Wednesday, October 20, 2021 at 6:00 p.m.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. 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.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee. Please call Exhibitor Support at (888) 508-5054 for an estimate.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

(888) 508-5054 Fax (469) 621-5610
ExhibitorSupport@freeman.com

FREEMAN EVENT TECHNOLOGY

(800) 868-6886
EventTechServices@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183
International Shipping Services or fax (469) 621-5810 or
Exhibit.Transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at FreemanOnline by September 20, 2021. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit FreemanOnline.

If you need assistance with Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth #
NPGA Southeastern Convention & International Propane Expo
C/O Freeman
841 Joseph E Lowery Blvd N W
Atlanta, GA 30318

Freeman will accept crated, boxed or skidded material beginning Monday, September 20, 2021 at the above address. Material arriving after October 8, 2021 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 unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
NPGA Southeastern Convention & International Propane Expo
Georgia World Congress Center
C/O Freeman
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Freeman will receive shipments at the exhibit facility beginning Saturday, October 16, 2021. 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. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, click here.

LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Center. Refer to the order form under Display Labor for Straight time, Overtime and Double time hours.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by September 20, 2021.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

Children under the age of 18 are prohibited from being in the exhibit hall during installation and dismantle.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

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