

## Booth details

### Booth equipment

Each 10' x 10' booth will be set up with 8' high blue and white back drape, 3' high blue side dividers and an identification sign and island booth will have floor space marked with a 4" x 6" booth number floor sticker. Autogas Pavilion Booths will **NOT** be perimeter booth drape; but the area has wall to wall carpet.

### Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in blue. The Autogas Pavilion will be carpeted in green. Show M requires all exhibit booths to have flooring with the exception of vehicle exhibit booths.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 06, 2024.

### Exhibitor move-in

Wednesday, April 03, 2024	8:00 AM - 5:00 PM	Restricted Move-in: Mobile Units & Island Targeted Move-in Plan
Thursday, April 04, 2024	8:00 AM - 5:00 PM	Targeted Move-in Mobile Units & Exhibit
Friday, April 05, 2024	8:00 AM - 3:00 PM	All Exhibitors

### Exhibit hall hours

Friday, April 05, 2024	4:00 PM - 7:00 PM
Saturday, April 06, 2024	10:00 AM - 4:30 PM
Sunday, April 07, 2024	9:00 AM - 12:00 PM

### Exhibitor move-out

Sunday, April 07, 2024	12:01 PM - 8:00 PM
Monday, April 08, 2024	8:00 AM - 12:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in exhibit hall.

Early dismantle may result in future loss of priority placement and/or financial penalty. Please refer to the NPGA Southeastern International Propane Expo™ 2024 Exhibit Space Application Terms & Conditions for further information.

### Exhibitor service hours

Our Exhibitor Support team will be available from 8:00 AM - 5:00 PM from the first day of Exhibitor Move-in to the last day of exhibit. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

## Shipping and material handling

### Warehouse shipping address:

FREEMAN ATLANTA / TFC  
2024 Southeastern Convention & International Propane Expo  
C/O Freeman  
5204 N Graham St  
Charlotte, NC 28269  
USA

subject to change.

## Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 4, 2024 at the above address.
- Material arriving after March 27, 2024 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 unskid COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing 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 - 4:00 pm.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

## Show site shipping address:

FREEMAN ATLANTA / TFC  
2024 Southeastern Convention & International Propane Expo  
Charlotte Convention Center  
C/O Freeman  
501 S College St  
Charlotte, NC 28202  
USA

## Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning April 3, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be 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, Exhibit
- If required, provide your carrier with this phone number: (888) 508-5054.

## Service contractor contact information

### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book c 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 othe please visit [FreemanOnline's FAQ page](#).

## Pre-show 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 [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibi the show.

### Safety

- Children are strictly prohibited on the show floor during dedicated move-in and move-out times.
- Please visit the [Safety page](#) for an on-site event safety checklist to follow before, during, and after your event.

## During show checklist

### On-site information

subject to change.

- 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 April 08, 2024 - 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have check-in by April 08, 2024 - 10:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman 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 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.