

## TAA One Expo

April 20-21, 2023

Fort Worth Convention Center

Fort Worth, TX

### Booth details

#### Booth equipment

Each 10' x 10' booth will be set with 8' high blue, gray, white, gray, and blue back drape and 3' high blue side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

#### Exhibit hall carpet

Booths will not be carpeted however aisle carpet will be tuxedo.

### Show schedule

#### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 22, 2023.

#### Exhibitor move-in

Wednesday, April 19, 2023 11:30 AM - 8:00 PM

Thursday, April 20, 2023 7:30 AM - 2:30 PM

#### Exhibit hall hours

Thursday, April 20, 2023 3:30 PM - 6:30 PM

Friday, April 21, 2023 9:00 AM - 12:00 PM

#### Exhibitor move-out

Friday, April 21, 2023 12:35 PM - 8:00 PM

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

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.

### Shipping and material handling

#### Warehouse shipping address:

TAA One Expo  
5130 Cash Rd  
C/O Freeman  
Dallas, TX 75247

#### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 20, 2023 at the above address.
- Material arriving after April 12, 2023 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 x 92"L.

- 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:**

TAA One Expo  
Fort Worth Convention Center  
1201 Houston St  
C/O Freeman  
Fort Worth, TX 76102-6490

#### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning April 19, 2023.
- 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.

## Service contractor contact information

### **Freeman**

[Contact Us](#)

### **Assistance**

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

### **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](#).

### **Freeman 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](mailto:Exhibit.Transportation@freeman.com)

### **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.

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

## During show checklist

### **On-site information**

- 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 21, 2023 - 8:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by April 21, 2023 - 7:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right 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 of and charged 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.