

Booth details

Booth equipment

Booths 200 sqft or less will automatically be set with 8' high black back drape, 3' high black side dividers, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, one wastebasket, black classic carpet, one 110V outlet and an identification sign.

Exhibit hall carpet

The aisles will be carpeted in midnight blue. The exhibitor-purchased space is not carpeted. Show Management requires all exhibitors provide flooring for their booth.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by April 09, 2025.

Exhibitor move-in

Wednesday, May 07, 2025	12:30 PM - 4:30 PM	Targeted
Thursday, May 08, 2025	8:00 AM - 4:30 PM	Targeted
Friday, May 09, 2025	8:00 AM - 4:30 PM	Targeted
Saturday, May 10, 2025	8:00 AM - 4:30 PM	
Sunday, May 11, 2025	8:00 AM - 4:30 PM	No Freeman Services
Monday, May 12, 2025	8:00 AM - 4:30 PM	Targeted

Exhibit hall hours

Tuesday, May 13, 2025	9:00 AM - 5:00 PM
Wednesday, May 14, 2025	9:00 AM - 5:00 PM
Thursday, May 15, 2025	9:00 AM - 4:00 PM

Exhibitor move-out

Thursday, May 15, 2025	5:00 PM - 9:00 PM
Friday, May 16, 2025	8:00 AM - 4:30 PM
Saturday, May 17, 2025	8:00 AM - 4:30 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.

Shipping and material handling

Warehouse shipping address:

Exhibiting Company Name / Booth Number
Manufacturing Technology Series East 2025
C/O TForce Freight / Freeman
710 Cottage St
Springfield, MA 01104
USA

Warehouse shipping information

subject to change.

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning April 07, 2025 at the above address.
- Material arriving after April 30, 2025 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 10:00 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:

Exhibiting Company Name / Booth Number
 Manufacturing Technology Series East 2025
 Eastern States Exposition
 C/O Freeman
 1305 Memorial Ave
 West Springfield, MA 01089
 USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning May 07, 2025.
- 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.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

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 or quote shipping 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 other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM 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](#) paperwork online and Freeman 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 May 17, 2025 - 4:30 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 May 17, 2025 - 10:00 AM. 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.