

## Booth details

### Booth equipment

Exhibitor booths with 200 sqft or less will automatically be set with 8' high black back drape, 3' high black side drape, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, one corrugated wastebasket, one 110v, 10amp outlet, and one standard classic black booth carpet. All booths will receive an identification sign.

### Exhibit hall carpet

Show Management requires all exhibitors provide flooring for their booth. The exhibitor-purchased space is not carpeted. Exhibitors with 200 sqft or less will automatically receive standard black booth carpet. The aisles will be carpeted in midnight blue.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by May 23, 2024.

### Exhibitor move-in

Thursday, June 20, 2024	8:00 AM - 4:30 PM (Targeted)
Friday, June 21, 2024	8:00 AM - 4:30 PM (Targeted)
Saturday, June 22, 2024	8:00 AM - 4:30 PM (Targeted)
Sunday, June 23, 2024	8:00 AM - 4:30 PM
Monday, June 24, 2024	8:00 AM - 4:30 PM (Targeted)

### Exhibit hall hours

Tuesday, June 25, 2024	10:00 AM - 5:00 PM
Wednesday, June 26, 2024	10:00 AM - 5:00 PM
Thursday, June 27, 2024	10:00 AM - 3:00 PM

### Exhibitor move-out

Thursday, June 27, 2024	3:00 PM - 11:59 PM (Targeted)
Friday, June 28, 2024	8:00 AM - 4:30 PM (Targeted)

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  
RAPID + TCT 2024  
C/O Freeman  
3456 E Miraloma Ave  
Anaheim, CA 92806  
USA

### Warehouse shipping information

subject to change.

- Freeman will accept crated, boxed or skidded material beginning May 20, 2024 at the above address.
- Material arriving after June 12, 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 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 - 4:30 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 Number  
 RAPID + TCT 2024  
 Los Angeles Convention Center  
 C/O Freeman  
 1201 S Figueroa St  
 Los Angeles, CA 90015  
 USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning June 20, 2024.
- 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 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 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.

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## During show checklist

### **On-site information**

- Please arrive with enough time to set up your booth.
- Please note: All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment within the confines of their client's space.
- 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 June 28, 2024 - 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 June 28, 2024 - 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 the exhibitor will be 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.