

## 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 gray classic carpet\*. All booths will receive an identification sign.

### Exhibit hall carpet

The aisles will be carpeted in midnight blue. The exhibitor-purchased space is not carpeted; however, booths 200 sqft or less will be carpeted in gray\*. Show Management requires all exhibitors provide flooring for their booth.

\*One-time vacuuming service not included.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, **place orders on FreemanOnline by March 12, 2026.**

### Exhibitor move-in

Thursday, April 09, 2026	8:00 AM - 4:30 PM	Targeted
Friday, April 10, 2026	8:00 AM - 4:30 PM	Targeted
Saturday, April 11, 2026	8:00 AM - 4:30 PM	Targeted
Sunday, April 12, 2026	8:00 AM - 4:30 PM	
Monday, April 13, 2026	8:00 AM - 4:30 PM	Targeted

### Exhibit hall hours

Tuesday, April 14, 2026	10:00 AM - 5:00 PM
Wednesday, April 15, 2026	10:00 AM - 5:00 PM
Thursday, April 16, 2026	10:00 AM - 3:00 PM

### Exhibitor move-out

Thursday, April 16, 2026	4:00 PM - 9:00 PM
Friday, April 17, 2026	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  
RAPID + TCT 2026  
C/O Freeman  
25 Doherty Ave  
Avon, MA 02322  
USA

### Warehouse shipping information

- The Freeman warehouse will be closed on Friday, April 03, 2026 in observance of Good Friday.
- Ship early to avoid delays and save money.

subject to change.

- Freeman will accept crated, boxed or skidded material beginning March 10, 2026 at the warehouse shipping address.
- Material arriving after April 02, 2026 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 un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144" L.
- 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:**

Exhibiting Company Name / Booth Number

RAPID + TCT 2026

Thomas Michael Menino Convention & Exhibition Ctr

C/O Freeman

415 Summer St

Boston, MA 02210

USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning April 09, 2026.
- 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.

subject to change.

- 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.
- 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 April 17, 2026 - 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 April 17, 2026 - 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.