

EVENT DATES:

April 9-11, 2019

EXHIBITION

April 9-11, 2019

CONFERENCE

April 9-11, 2019

REGISTRATION

April 9-11, 2019

EXHIBITOR MOVE-IN

April 6 (600 sqft and larger/
double decker booths only)
1:00 pm - 7:00 pm

April 7

8:00 am - 8:00 pm

April 8

8:00 am - 8:00 pm

LOCATION:

Georgia World Congress
Center
Atlanta, GA
Building B

Without careful planning, shipping everything from brochures to booths can be a difficult and costly process.

Here are some tips and tricks to help guide you through. But, the most important takeaway here is **START PLANNING EARLY**. Take advantage of early bird discounts and alleviate stress by reaching out early to find the best solution for you!

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.

You have two options for shipping your advance freight – either to the warehouse or directly to show site.

WAREHOUSE SHIPPING

- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- Freeman will accept crated, boxed or skidded material beginning Thursday, March 07, 2019 at

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

MRO AMERICAS 2019

C/O Freeman

841 Joseph E Lowery Blvd NW

Atlanta, GA 30318

Items must weigh less than 5,000 pounds per piece and be of suitable size for industry standard enclosed trailers for transport from warehouse to show site. Material arriving after March 29, 2019 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM. If required, provide your carrier with this phone number: (404) 253-6494.

- Your freight will still be received after the deadline date, but additional charges will be incurred.
- Freeman will receive shipments at the exhibit facility beginning Saturday, April 06, 2019 at 1:00 PM. 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. If required, provide your carrier with this phone number: (404) 253-6494.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____

MRO AMERICAS 2019

Georgia World Congress Center

C/O Freeman

285 Andrew Young International Blvd NW

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- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor set up.

SHOW SITE SHIPPING

- Freight will be accepted only during exhibitor move-in.

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285 Andrew Young International Blvd NW

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- Certified weight tickets must accompany all shipments.

PREPAID OR COLLECT SHIPPING CHARGES

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

FREIGHT LABELS

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is listed above.



Freight and Shipping Shipping from Outside the U.S.

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TWI has been appointed as the official international Freight Forwarder for delivery of international shipments destined for MRO Americas 2019. TWI is pleased to coordinate the customs and delivery of your international shipment destined for this event. The following pages list important information regarding shipping documents, deadlines, and fees, and information from our customs broker pertaining to customs clearance of your exhibition materials into the United States.

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RETURN SHIPPING

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents.
- The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to Quick Facts for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted on Freeman's carrier choice or delivered back to the warehouse at the exhibitor's expense.
- For your convenience, show recommended carriers will be on site to handle out-bound transportation.

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- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- In order to get your containers returned to you most expeditiously, please keep all aisles clear after the show concludes. Empty containers are not returned to booths until the carpet has been removed. The quicker the carpet is pulled, the quicker you will get your containers.

STORAGE: Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, Exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.



Freight and Shipping Marshalling Yard

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