

F R E E M A N

13101 Alameda Rd.
Houston, Texas 77045
Ph: 713-433-2400 • Fax: 469-621-5613
FreemanHoustonES@freemanco.com



SHIPPING INFORMATION

Warehouse shipping address:

Offshore Technology Conference
Exhibiting Company Name
Booth # _____
c/o Freeman
13101 Alameda Rd
Houston, TX 77045

Freeman will accept crated, boxed or skidded materials at the warehouse address **beginning Monday, 31 March 2014** at the above address.

To avoid additional after deadline charges, materials **must arrive by Wednesday, 23 April 2014.**

Show site shipping address:

Offshore Technology Conference
Exhibiting Company Name
Booth # _____
c/o Freeman
Reliant Center
One Reliant Park
Houston, TX 77054

Freeman will accept shipments at the showsite address **beginning Tuesday, 29 April 2014 at 8:00 AM or in accordance with the assigned target date.**

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 12 hours for the Reliant Center and 7 hours for the Arena.

All exhibitor materials must be removed from the **Reliant Center** exhibit facility by:

Sunday	11 May 2014	5:00 PM
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All carriers must check in **no later than:**

Sunday	11 May 2014	10:00 AM
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All exhibitor materials must be removed from the **Reliant Arena, OTC Pavilion & Outdoor Booths** by:

Saturday	10 May 2014	5:00 PM
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All carriers must check in **no later than:**

Saturday	10 May 2014	2:00 PM
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Freight must be ready for outbound loading by 2:30 p.m., Friday, 9 May 2014 to avoid overtime charges.

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Material Handling and Shipping Labels Order 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.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at 713-433-2400.

WE APPRECIATE YOUR BUSINESS.

SHIPPING quick facts