

Partner Schedule & Resources



April 13 - 14, 2024
San Diego Convention Center

Exhibitor Move-in

Thursday, April 11, 2024
2:00 - 5:00 p.m.

Friday, April 12, 2024
7:30 a.m. - 4:30 p.m.

Saturday, April 13, 2024*
7:00 - 8:15 a.m.

* Collateral move-in and table setup only.
No freight or large material/boxes permitted.

Exhibitor Move-out

Sunday, April 14, 2024
4:00 - 9:00 p.m.

Monday, April 15, 2024
7:30 a.m. - 4:30 p.m.

NOTE: 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 Engagement Arena.

Engagement Arena Hours

Saturday, April 13, 2024
8:45 a.m. - 4:30 p.m.

Partner access beginning at 7:00 a.m.

Sunday, April 14, 2024
9:00 a.m. - 4:00 p.m.

Partner access beginning at 8:00 a.m.

Our **Exhibitor Support team** will be available from 8:00 a.m. - 5:00 p.m. 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.

Booth Details

Booth Equipment

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. Booths 300 sq ft or less will receive an identification sign. Booths larger than 300 sq ft may receive an identification sign upon request.

Engagement Arena

The Engagement Arena is not carpeted. The aisles will be carpeted in tuxedo.

Show Management requires all exhibitors to provide full coverage carpeting for their booth.

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 numbers when making arrangements for shipping your exhibit at the close of the show.

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 outbound shipping materials will be provided to partners in the evening of **April 13, 2024**. Completed forms can be brought to the Exhibitor Support Desk on **April 14, 2024 at 2:00 p.m.** Breakdown and pack-up may not begin until the hall fully closes on **April 14, 2024 at 4:00 p.m.**
- All exhibitor materials must be removed from the Engagement Arena by **April 15, 2024 at 5:00 p.m.**
- To ensure all exhibitor materials are removed from the Engagement Arena by the Exhibitor Move-out deadline, please have all carriers check in by **April 15, 2024 at 2:00 p.m.** 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.

Shipping & Material Handling

All required shipping labels are included in the **FreemanOnline Exhibitor Kit**.

Warehouse Shipping Address

SHM Converge 2024
C/O Freeman
3456 E Miraloma Ave.
Anaheim, CA 92806

Warehouse Shipping Information

- Ship early to avoid delays.
- Freeman will accept crated, boxed, or skidded material beginning **March 12, 2024**, at the above address.
- Material arriving after **April 4, 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 a.m. - 4:00 p.m.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address

SHM Converge 2024
San Diego Convention Center
C/O Freeman
111 W Harbor Dr
San Diego, CA 92101

Show Site Shipping Information

- Freeman will receive shipments at the exhibit facility beginning **April 11, 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.

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®**.

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**.