

**HEALTH AND SAFETY**

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

**BOOTH EQUIPMENT**

**General Booths**

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side drape, one 6' x 30" high white draped table, two Limerick® chairs by Herman Miller and one wastebasket. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

**Government, Non-Profit and University Level Exhibitors**

Each 10' x 10' booth will be set with 8' high blue and white back drape, 3' high blue side dividers, one 6' x 30" high white draped table, two Limerick® chairs by Herman Miller, one wastebasket, midnight blue carpet and one 7" x 44" identification sign. Government, Non-Profit and University Level Exhibitors located within those pavilions will receive standard carpet. Those located outside of the designated pavilions will not receive carpet and must order or bring their own floor covering.

**Interview Booths**

Each 10' x 8' booth will be set with 8' high blue and white drape on all four sides, one 6' x 30" high white draped table, two Limerick® chairs by Herman Miller, one wastebasket and one 7" x 44" identification sign.

**CAREER FAIR CARPET**

The exhibit area is not carpeted. The aisles will be carpeted in midnight blue. If your booth does not have carpet or flooring by 4:00 PM on Thursday, November 3, 2022, Freeman, at the discretion of SHPE, will install carpet at the exhibitors expense to conform to the SHPE flooring guidelines.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 5, 2022.

**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](#).

**SHOW SCHEDULE: CAREER FAIR**

**EXHIBITOR MOVE-IN**

Wednesday	November 2, 2022	8:00 a.m. - 12:00 p.m.	IPC Only
Wednesday	November 2, 2022	12:00 p.m. - 5:00 p.m.	
Thursday	November 3, 2022	8:00 a.m. - 4:30 p.m.*	

**\*All crates/wood must be tagged empty by 4:00 p.m. on Thursday, November 3, 2022 or sooner.**

**EXHIBIT HOURS**

Friday	November 4, 2022	10:00 a.m. - 4:00 p.m.
Saturday	November 5, 2022	10:00 a.m. - 4:00 p.m.

**EXHIBITOR MOVE-OUT**

Saturday	November 5, 2022	4:00 p.m. - 10:00 p.m.
Sunday	November 6, 2022	8:00 a.m. - 11:00 a.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

## SHOW SCHEDULE: INTERVIEW BOOTH

### EXHIBITOR MOVE-IN

Wednesday November 2, 2022 8:00 a.m. - 12:00 p.m.

### EXHIBIT HOURS

Wednesday	November 2, 2022	1:00 p.m. - 5:00 p.m. IPC Only
Thursday	November 3, 2022	8:00 a.m. - 5:00 p.m.
Friday	November 4, 2022	8:00 a.m. - 5:00 p.m.
Saturday	November 5, 2022	8:00 a.m. - 5:00 p.m.

### EXHIBITOR MOVE-OUT

Saturday	November 5, 2022	5:00 p.m. - 10:00 p.m.
Sunday	November 6, 2022	8:00 a.m. - 11:00 a.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

### DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by Sunday, November 06, 2022 at 11:00 AM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Sunday, November 06, 2022 at 9:00 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.

### EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 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.

### POST SHOW PAPERWORK AND LABELS

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping 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.

### EXCESSIVE TRASH AND BOOTH ABANDONMENT

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-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

### SERVICE CONTRACTOR CONTACTS / INFORMATION:

#### FREEMAN

[Contact Us](#)

#### FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183  
International Shipping Services or fax (469) 621-5810 or  
[Exhibit.Transportation@freeman.com](mailto:Exhibit.Transportation@freeman.com)

#### FREEMANONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by October 5, 2022. Using the enhanced

FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access FreemanOnline without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada.

## SHIPPING INFORMATION

### Warehouse Shipping Address:

Exhibiting Company Name / Booth #  
**2022 SHPE National Convention**  
C/O TForce Freight / Freeman  
5204 N. Graham St  
Charlotte, NC 28269

Freeman will accept crated, boxed or skidded material beginning Monday, October 3, 2022 at the above address. Material arriving after October 26, 2022 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 - 4:00 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 #  
**2022 SHPE National Convention**  
Charlotte Convention Center  
C/O Freeman  
501 S College St  
Charlotte, NC 28202

Freeman will receive shipments at the exhibit facility beginning Wednesday, November 2, 2022. 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. If required, provide your carrier with this phone number: (888) 508-5054.

**Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.**

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.

## PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [click here](#).

## LABOR INFORMATION

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Refer to the order form under Display Labor for Straight time and Overtime hours.

## ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

## WE APPRECIATE YOUR BUSINESS!

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Exhibitor Support at (888) 508-5054 US & Canada.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by October 5, 2022.

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.