

# F R E E M A N

13101 Almeda Rd.

Houston, Texas 77045

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FreemanHoustonES@freemanco.com



## SHIPPING INFORMATION

### Warehouse shipping address:

**Offshore Technology Conference**  
**Exhibiting Company Name**  
**Booth # \_\_\_\_\_**  
**c/o Freeman**  
**2000 Cavalcade**  
**Houston, TX 77009**

Freeman will accept crated, boxed or skidded materials at the warehouse address **beginning Friday, 2 April 2010** at the above address.

To avoid additional after deadline charges, materials **must arrive by Wednesday, 21 April 2010**.

### 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 Wednesday, 28 April 2010 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 exhibit facility by:

**Sunday 9 May 2010 12:00 NOON**

All carriers must check in **no later than:**

**Sunday 9 May 2010 10:00 AM**

***Freight must be ready for outbound loading by 2:30 p.m., Friday, 7 May 2010 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