



## IMPORTANT SHIPPING & MATERIAL HANDLING INSTRUCTIONS

The 2007 Air & Space Conference and Technology Exposition has a targeted move-in schedule according to hall and booth location. Please refer to the [Direct Drayage Timetable/Target Move-In Schedule](#) under this section – SHIPPING AND MATERIAL HANDLING.

### **PLEASE PROVIDE YOUR CARRIER/DRIVER WITH THE FOLLOWING INFORMATION**

- Delivery of your materials must be made in accordance with the targeted freight move-in schedule.
- Carriers MUST arrive at the Marshalling Yard 1 hour before the approved time of commitment.
- Driver's MUST physically check in at the Marshalling Yard with the Drayage Coordinator immediately upon his/her arrival.
- All drivers MUST have a certified weight ticket otherwise they will be rerouted to a weighing station before unloading.
- All delivering carriers MUST check in at the Marshalling Yard for staging and reroute to the Marriott Wardman Park Hotel for unloading. There is no staging area at the Marriott!
- Carriers will be assigned an unloading number according to driver check-in time.
- Any exhibitor freight arriving at the Marshalling Yard without the proper paperwork will be rerouted and assessed a penalty charge of 25%.
- All freight delivered directly to the Marriott Wardman Park Hotel will be charged the Direct Drayage Rate!
- All freight sent to the Direct/On-Site shipping address will be staged and delivered to the exhibitor's booth on a strict timetable based on the booth number and location.
- Marshalling Yard Address:  
Freeman Decorating Company  
9900 Business Parkway  
Lanham, MD 20706

With any questions call:  
Prior to September 19, 2007:  
301.918.7900  
  
September 20-28, 2007 call:  
202.797.3802



## IMPORTANT SHIPPING & MATERIAL HANDLING INSTRUCTIONS CONTINUED

### **PREPARE FOR MOVE-OUT:**

- At the time of the show closing on Wednesday, September 26, 2007 at 8:00PM, we ask that you **KEEP THE AISLES CLEAR** until the aisle carpet is removed. **NO empties** will be returned until the aisle carpet is removed!
- Please note that the designated **NO FREIGHT AISLES** must be kept clear at all times so that empties may be returned and other exhibit material may be removed. (This is also important during move-in hours!)
- Prepare a separate Material Handling Agreement when ready and packed for shipment, no later than **10:00AM on Friday, September 28, 2007**. Then return the completed Material Handling Agreement to the Exhibitor Service Desk.
- **NO VEHICLES** are to report directly to the Marriott Wardman Park Hotel for material pick up. **ALL VEHICLES** must report to Marshalling Yard as they did when delivering the freight. These vehicles will be routed to the Marriott Wardman Park Hotel once their freight shipment is packed and ready for shipment.
- All exhibits **MUST** be packed and ready for shipment by **10:00AM on Friday, September 28, 2007**.

### **REMEMBER:**

- The Calvert Street Bridge is a **NO PARKING ZONE** where all parked vehicles are ticketed, towed and impounded.
- The Marriott Wardman Park Hotel will accept **NO** liability for refusing mislabeled material.
- Packages labeled for guests that are not deemed exhibit material, will be accepted by the Marriott Wardman Park Hotel.
- Additional costs and/or penalty charges may occur if freight delivery and pick up/freight move-in and move-out instructions are not followed!

**If you have any questions or if you foresee difficulties  
in meeting any of the assigned freight delivery/move-in deadlines,  
please contact Freeman Decorating Company at 301.918.7900**