



MOVE IN/OUT & SHIPPING

Exhibit Install Pg. 1

Exhibit Install Pg. 2

Exhibit Removal

Brownell Systems

Freight Shipping
Procedures

Move In Information

Staging

FREIGHT SHIPPING PROCEDURES

EXHIBITOR SHIPMENT & FREIGHT

FREEMAN

275 Bodwell Street
Avon, MA 02322
Phone: 888-508-5100 • Fax: 469-621-5608

ADVANCED WAREHOUSE

TO BE RECEIVED FROM JAN 10 TO JAN 28 8AM-4PM

Progressive Insurance New England Boat Show
Exhibiting Company Name
Booth #
c/o Freeman
25 Doherty Ave
Avon, MA 02322

**Please Note: The warehouse will be closed on
Monday, Jan 20 in observance of MLK Day.
Shipments will not be accepted on this date.**

SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Decorator's desk (Lobby) to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.

FREEMAN 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
email: exhibit.transportation@freemanco.com

ON SITE SHIPMENTS

TO BE RECEIVED ON OR AFTER FEB 4

Progressive Insurance New England Boat Show
Exhibiting Company Name
Booth #
c/o Freeman
Boston Convention & Exhibition Center
415 Summer St
Cypher Street Entrance
Boston MA 02210

**Freeman will receive shipments beginning at 8:00am on Tuesday, Feb 4.
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.**