

## 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 sqft or less will receive an identification sign. Booths 300 sqft or more will receive an identification sign upon request.

### Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Flooring is recommended but not required.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by May 05, 2025.

### Exhibitor move-in

Monday, June 02, 2025	8:00 AM - 5:00 PM
Tuesday, June 03, 2025	8:00 AM - 5:00 PM

### Exhibit hall hours

Wednesday, June 04, 2025	9:00 AM - 5:00 PM
Thursday, June 05, 2025	9:00 AM - 5:00 PM

### Exhibitor move-out

Friday, June 06, 2025	8:00 AM - 5:00 PM
Saturday, June 07, 2025	8:00 AM - 5:00 PM

Move out is not permitted on Thursday evening after exhibit hours. Freeman will remove aisle carpeting and begin returning empty containers Thursday night, for ease of all exhibitors to move out Friday morning.

## Shipping and material handling

### Warehouse shipping address:

Exhibiting Company Name / Booth Number  
World Pork Expo 2025  
C/O TForce Freight / Freeman  
5570 NE 17th St  
Des Moines, IA 50313  
USA

### Warehouse shipping information

- The warehouse will be closed May 26, 2025 in observance of Memorial Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning May 05, 2025 at the above address.
- Material arriving after May 27, 2025 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 - 3:00 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 Number  
World Pork Expo 2025  
Iowa State Fairgrounds  
C/O Freeman  
3000 E Grand Ave  
Des Moines, IA 50317  
USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning June 02, 2025.
- 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.

## Service contractor contact information

### Freeman

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®](#).

### 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](#).

### Exhibitor service hours

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM 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.

## 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 subject to change.

- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

#### During 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**

- Move-out is not allowed on Thursday evening after exhibit hours. Freeman will begin removing aisle carpeting and returning empty containers Thursday night to facilitate a smoother move-out process for all exhibitors on Friday morning.
- All exhibitor materials must be removed from the exhibit facility by June 07, 2025 - 5:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by June 07, 2025 - 12:00 PM. 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.