

**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**

Each 10' x 10' booth will be set up with 8' high red and blue back drape, 8' high red side dividers. Booths 300 sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300 sqft may receive a 7" x 44" one-line identification sign upon request.

**EXHIBIT HALL CARPET**

The exhibit area is not carpeted. Aisles will be carpeted in red. If you would like to enhance your booth space, you may rent carpet through Freeman. Please see the included Carpet Brochure and Order Form.

**DISCOUNT PRICE DEADLINE DATE**

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by May 10, 2021.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

Monday	June 07, 2021	8:00 AM - 5:00 PM
Tuesday	June 08, 2021	8:00 AM - 5:00 PM

**EXHIBIT HOURS**

Wednesday	June 09, 2021	8:00 AM - 5:00 PM
Thursday	June 10, 2021	8:00 AM - 5:00 PM
Friday	June 11, 2021	8:00 AM - 1:00 PM

**EXHIBITOR MOVE-OUT**

Friday	June 11, 2021	1:00 PM - 8:00 PM
Saturday	June 12, 2021	8:00 AM - 5:00 PM
Sunday	June 13, 2021	8:00 AM - 12:00 PM

**We will begin returning empty containers once aisle carpet is removed.**

**EXHIBITOR SERVICE HOURS**

Our Exhibitor Services team will be available from 8am - 5pm 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.

**DISMANTLE AND MOVE-OUT INFORMATION**

All exhibitor materials must be removed from the exhibit facility by **Sunday, June 13, 2021 at 12:00 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 **Sunday, June 13, 2021 at 9:00 AM.**

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Support Department 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 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**

Information Forthcoming

**FREEMAN ONLINE®**

**Take advantage of discount pricing by ordering online at [FreemanOnline](#) by May 10, 2021.**

Using the enhanced Freeman Online, 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 Freeman Online, click on the "**Create an Account**" link.

**SHIPPING INFORMATION**

Warehouse Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**WORLD PORK EXPO 2021**

C/O FREEMAN / UPS FREIGHT

5570 NE 17TH ST,

DES MOINES, IA 50313

Freeman will accept crated, boxed or skidded materials beginning Friday, May 07, 2021, at the above address. Material arriving after May 28, 2021 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 - 3:30 PM. Certified weight tickets must accompany all shipments.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**WORLD PORK EXPO 2021**

C/O FREEMAN

IOWA STATE FAIRGROUNDS

3000 E GRAND AVE,

DES MOINES, IA 50317-2494

Freeman will receive shipments at the exhibit facility beginning Monday, June 07, 2021. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

**Please note: All 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 Purchase Terms, [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 Freeman Service Center. Refer to the order form under Display Labor for Straight time and Overtime hours.

**WE APPRECIATE YOUR BUSINESS!**