

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high gray back drape and 3' high gray side drape. Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Please note that electrical service is not included with your booth equipment but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and on-site charges will apply if the electrical service is utilized without an order on file.

### Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing carpet.

## Show schedule

### Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by April 24, 2023.

### Exhibitor move-in

Monday, May 22, 2023	8:00 AM - 8:00 PM
Tuesday, May 23, 2023	8:00 AM - 10:30 PM

### Exhibit hall hours

Wednesday, May 24, 2023	9:30 AM - 5:00 PM
Thursday, May 25, 2023	9:30 AM - 4:00 PM

### Exhibitor move-out

Thursday, May 25, 2023	4:00 PM - 10:00 PM
Friday, May 26, 2023	7:00 AM - 7:00 PM
Saturday, May 27, 2023	7:00 AM - 10:00 AM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

## Shipping and material handling

### Warehouse shipping address:

CALIFORNIA BUILDING INDUSTRY A  
PCBC 2023  
C/O Freeman  
3456 E Miraloma Ave  
Anaheim, CA 92806

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning April 24, 2023 at the above address.
- Material arriving after May 15, 2023 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 x 92"L.

- 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.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Show site shipping address:**

CALIFORNIA BUILDING INDUSTRY A  
PCBC 2023  
Anaheim Convention Center  
C/O Freeman  
1850 West St  
Anaheim, CA 92802

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning May 22, 2023.
- 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.
- 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 Support 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.
- 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**

- All exhibitor materials must be removed from the exhibit facility by May 27, 2023 - 10:00 AM.

- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by May 27, 2023 - 8:00 AM. 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.