

Material Handling/Shipping

Note: We recommend shipping your materials to the Advance Warehouse, this allows you to track your materials in advance and decreases the chance for delays in setting your booth as there is only one full day for freight delivery.

Due to the limited move-in time, volume of display crates, and the limited aisle space available during Show set-up the following procedures are in effect, please review each carefully.

- Freight received in advance at the Freeman warehouse is guaranteed to be in your booth Monday, September 24, 2007 at 1:00 pm.
- Please refer to Material Handling Order Form for material handling charges associated with delivery.
- Please use the labels provided in this section to ensure proper delivery to your booth.
- To facilitate the installation and cleaning of aisle carpet during move-in, all crates and cartons must be emptied and labeled for removal by 12:00pm, Wednesday, September 26, 2007.
- All booth installation must be complete by 5:00pm. Wednesday, September 26, 2007!

Shipping Addresses

Shipping information, labels and order forms are included in this section of the Exhibitor Manual. We hold Freeman responsible for orderly, efficient and equitable freight handling at the Charlotte Convention Center. All onsite deliveries must be delivered on Monday, September 24, 2007 from 1:00 – 4:00pm; Tuesday, September 25, 2007 from 7:00 am – 4:00 pm and Wednesday, September 26, 2007 from 7:00 am – 12:00 pm.

Advance Shipping Address

Advance shipments will be accepted by Freeman
**FROM Thursday, August 23, 2007 UNTIL
Wednesday, September 19, 2007**

EXHIBITOR NAME
C/O FREEMAN
C/O ROADWAY EXPRESS
1200 AMBLE DRIVE
CHARLOTTE, NC 28206

Direct/On-site Shipping Address

Shipments can be delivered to the Charlotte Convention Center **Monday, September 24, 2007 through 12:00 pm Wednesday, September 26, 2007.**

FREEMAN
CHARLOTTE CONVENTION CENTER
501 South College Street
Charlotte, NC 28202

Material Handling/Drayage

Freeman has been designated as the official contractor for drayage/material handling at The NAB Radio Show 2007. Show Management and Freeman have spent a great deal of time and effort organizing the freight procedures so as to provide a smooth and efficient freight-handling operation. Freeman will perform the following services at the rates listed on the Material Handling Rates and Order Form under this tab:

- The unloading of exhibits and exhibit materials arriving at the Charlotte Convention Center via union carriers, company-owned and operated trucks, cars and station wagons.
- Delivery of such materials to the exhibitors' booths.
- Removal of exhibitors' empty cartons and crates for storage during the show.
- The return of all empty cartons and crates to the exhibitors' booths and the reloading at the conclusion of the show.
- The removal of all packed cartons and crates from exhibitors' booths and the reloading onto union carriers, company-owned and operated trucks, cars and station wagons at the shipping platform of the CCC.

Please note: exhibitors will be charged material handling for any deliveries to their booth if a vendor uses the marshalling yard and that vendor is not listed under the Show Contacts in the Information/Contacts section of this manual.

Handy Carry/P.O.V.

Exhibitors may hand-carry small amounts of materials in and out of the Charlotte Convention Center through the main doors. Delivery of materials that cannot be carried by hand in one trip must go through the loading dock. For more information on Hand Carry procedures please contact the Charlotte Convention Center or Freeman.

Exhibitors who will be removing anything from the hall during move-in/out and show days must first stop by the Exhibit Management Office to obtain an Equipment Pass. This policy will be strictly enforced at all times and exists for your protection and product security.

Crate Removal, Storage and Return

- By order of the Fire Marshall, exhibitors will NOT be permitted to store empty crates, containers, or boxes in their booth during the show.
- Empty crates and boxes when properly marked will be removed, stored and returned at the end of the show at no additional charge, if the exhibitor uses Freeman to handle freight in/out of the show.
- Once a crate/container has been removed from the floor and stored, exhibitors will NOT have access to this crate.
- **Crates and cartons must be unpacked and labeled for removal by 12:00pm on Wednesday, September 26, 2007.** Freeman will remove all crates and cartons from the show floor at this time.
- At the close of the show on Friday, September 28, cardboard boxes will be returned first followed by crates.
- Please keep the aisles clear until all crates are returned. All carton and crates will be returned by approximately 3:00 pm on Friday, September 28.

Scheduling of Outbound Freight

- All outbound shipments require a Freeman Outbound Material Order Form.
- SHIPPING IS NOT AN AUTOMATIC PROCESS; please do not leave the Outbound Material Order Form in your booth.
- Return your Outbound Material Order Form to the Freeman Service Center when your materials are packed and ready to ship but no later than 6:00pm on Friday, September 28, 2007.

It is the exhibitor's responsibility to secure their materials at the end of the show. A member of your team or a hired security guard should remain with your materials until your carrier arrives and Freeman picks up your materials from your booth.

NAB preferred carriers will be on-site for your shipping convenience. If you plan to use an alternate carrier, you are responsible for arranging with that carrier. You are also responsible for ensuring that your carrier checks in for loading no later than 4:00pm on Friday, September 28.

In the event that your designated carrier fails to pick up or refuses to accept shipments, Freeman reserves the right to re-route such shipments. Where no carrier is provided, material will be taken to Freeman's warehouse and held for shipping instructions from the exhibitor. Exhibitors will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.