



FREQUENTLY ASKED QUESTIONS

SHIPPING FAQs

Do I have to ship my booth materials?

No, exhibitors may hand-carry material. The use or rental of dollies, flat trucks and other mechanical equipment; however, is not permitted. Freeman will control access to the loading docks to provide for a safe and orderly move in/out.

How do I ship to the Freeman Advance warehouse? *(Advance shipment to warehouse)*

Freeman will accept freight (crated, boxed or skidded materials) beginning Thursday, April 17th. The warehouse will accept crates, cartons, skids, trunks, cases, and carpets. To ensure timely arrival of your materials at the show site, and to avoid additional fees, freight should arrive by Thursday, May 8th. Your freight will be accepted after the deadline date, but additional charges will be incurred. Refer to the Exhibitor Manual for shipping labels (Shop Products and Services > Material Handling & Labels > View Labels).

Warehouse Shipping Address

Exhibiting Company Name / Booth # _____
ATD INTERNATIONAL CONFERENCE & EXPOSITION 2025
C/O TForce Freight / FREEMAN
6571 Washington Blvd
Elkridge, MD 21075
USA

How do I ship to the show site? *(Direct shipment to show site)*

Freeman will receive shipments at the Walter E. Washington Convention Center beginning Thursday, May 15th. 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. All crates, packages, cartons, and fiber cases sent directly to the show site must be addressed "in care of (c/o) Freeman Exposition Services."

Freight will be accepted during move-in dates and times:

- Thursday, May 15 8 a.m.–5 p.m.
- Friday, May 16 8 a.m.–5 p.m.
- Saturday, May 17 8 a.m.–5 p.m.

Show Site Shipping Address

Exhibiting Company Name / Booth # _____
ATD INTERNATIONAL CONFERENCE & EXPOSITION 2025
WALTER E. WASHINGTON CONVENTION CENTER
C/O FREEMAN
801 Allen Y Lew Place NW
Washington, DC 20001
USA

Can I use my own shipping carrier instead of Freeman?

Show management recommends that you use our preferred shipping provider, Freeman, to ensure the timely delivery of your booth materials. However, you are free to use any carrier you choose. If you use a different carrier (for example, UPS or FedEx), make sure to keep all records and tracking numbers in case you need to track your shipment on-site. Also, if using UPS or FedEx for your return shipment, you must schedule the pick-up with the carrier as there is no scheduled pick-up for the show. Please be aware that all carriers must check in no later than 3 p.m. on Wednesday, May 21, for freight pickup.

How should I label my freight?

The label should contain the exhibiting company name, the booth number, and the conference name. Remove old shipping labels. Make sure your boxes have nothing on the outside that indicates the contents. Keep a master list of each numbered box and its contents. Please see the Exhibitor Manual for shipping labels (Shop Products and Services > Material Handling & Labels > View Labels).

MATERIAL HANDLING FAQs

What is material handling?

Material handling, also called freight handling or drayage, includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment.

Does material handling include the cost for me to ship my materials?

No, material handling should not be confused with the costs of shipping your materials and equipment to and from the show.

Is there a charge for material handling?

Yes, material handling charges are computed based on the weight of your materials. Please see the Exhibitor Manual (Shop Products and Services > Material Handling & Labels > Get Your Estimates) or contact Freeman directly for associated costs and estimates.

Can I hand-carry materials into the EXPO?

The 9th Street and Mt. Vernon Place entrance is the designated entrance for exhibitors who wish to hand-carry materials to their booths in one trip. Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons and portable displays on wheels.

Please see the Exhibitor Manual for complete rules regarding material handling.

LOGISTICAL FAQs

When do I need to have my booth set up?

All booths must be completed and in place by 5 p.m., Saturday, May 17th. You can order labor through Freeman to set up your booth if you are unable to meet this requirement. See the Booth Labor Form in the Exhibitor Manual.

What happens to my empty containers during the show?

“Empty” labels are available at the Freeman Exhibitor Service Center on-site. Place a label on each container. Labeled containers will be picked up periodically during move-in and stored during the show. At the close of the show, the empty containers will be returned to your booth in random order and may take two to four hours. Please plan your departure time accordingly.

Can I store my empty containers in my booth?

If your containers are hidden from public view within your booth (such as under a table you ordered), you may store empty containers in your booth. No storage is allowed behind your booth or near electrical services. Empty containers can also be stored by Freeman.

Can I distribute literature at the show?

Distribution of literature or promotional materials and products is limited to your booth space only. Companies that distribute materials outside their booth will have their materials removed, may lose priority points, and may be banned from exhibiting at future shows. Please consider the sustainability of these materials.

What do I do after the close of the show?

Anything being shipped or picked up at the loading dock requires a completed Material Handling Form. Pick up a Material Handling Form at the Freeman Service Desk.

Label each piece individually. After all your materials are packed, labeled, and ready to be shipped or returned to the loading dock, return the completed Material Handling Form to the Freeman Service Desk. Contact your designated carrier (for example, UPS or FedEx) with the pickup time and location. In the event your selected carrier fails to arrive by 3 p.m. on Wednesday, May 21, your shipment will either be rerouted to Freeman's carrier choice or delivered back to the warehouse at your expense.

When can I begin packing to leave?

Exhibitors may begin packing on Tuesday, May 20th, at 4:00 p.m. You can order labor through Freeman to pack up your booth if you are unable to meet this requirement. All booths must be staffed during open EXPO hours. Packing up early is disruptive to your neighbors and looks unprofessional to attendees. Exhibitors who tear down early may forfeit priority points and may lose access to the post-show attendee list.

All exhibitor materials must be removed from the facility by 5 p.m., Wednesday, May 21.

BOOTH FAQs

What are the show colors?

The show colors are represented on an 8' high drape and 3' side drape in black.

What is included with my booth?

The following is included in the rental fee of each 10' x 10' booth:

- 8' high draped back wall, 3' high draped side walls in show colors
- (1) 17" x 11" identification sign (for booths 300 sq ft and smaller)
- (1) complimentary Full Conference Exhibitor registration per 10' x 10' booth (allows access to the exhibit hall, general sessions, and concurrent sessions)
- (3) Booth Personnel registrations per 10' x 10' booth (allows access to the exhibit hall only)
- Company listing in the ATD25 printed program guide, the April issue of *TD* magazine, the conference website, and the conference mobile app.
- Use of the pre-conference and post-conference attendee mail lists for one-time use through a third-party mail house.

Am I required to carpet my booth space?

All exhibitors must provide a floor covering or carpet for their entire booth space. If a floor covering is not in place by 5 p.m., Saturday, May 17th, show management will force carpet and the exhibitor will be charged accordingly.

Can I distribute food and beverages from my booth?

Yes, per CDC and state food and beverage guidelines. The convention center requires that all food and beverage be ordered through the official convention center catering partner, Aramark Catering, wewccexhibitororders@aramark.com

Is furniture provided for my booth space?

No furniture is provided.

I only need a table and chairs with my booth. Will ATD provide this?

No furniture is provided with your booth, but Freeman offers a special 10' x 10' booth package, which includes one 6' draped table, two chairs, a wastebasket, and carpet. Order forms for additional furnishings, labor, electrical, etc., can be found in the Exhibitor Manual.

What is booth cleaning?

General vacuuming of the aisles is provided during the show but does not include individual booths. You can order booth cleaning, which includes vacuuming your booth and emptying wastebaskets, for a fee. See the Health and Safety section under Shop Products & Services in the Exhibitor Manual.

Does my booth include electricity?

Electricity is not included in your booth space. You will need electrical outlets if your display has lights, computers, printers, plasma screens, you need to charge your devices, etc. Electricity can be ordered through the Exhibitor Manual (Shop Products & Services > Non-Freeman Services > Electrical).

Whom do I contact to rent a computer, an LCD projector, flowers, internet, and other items I may need for my booth?

Order forms and contact information for all the suppliers you will need are available within the Exhibitor Manual (Shop Products & Services),

Is security provided for my booth?

ATD provides perimeter security for the facility during move-in, move-out, and show days. If you require additional security, please contact the official security company listed under Contact Information in the Exhibitor Manual.

Can I set up my own booth?

The installation and dismantling of prefabricated displays comes under the jurisdiction of the carpenters' union. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move-in) and one (1) hour on the dismantle (move-out) without union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of union labor. >Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility and/or Freeman.

What is an Exhibitor Appointed Contractor (also known as an EAC)?

An Exhibitor Appointed Contractor (EAC) is defined as any service contractor that is not an official service provider for the show, as listed on the official contractor list. Examples of EAC activities include set-up/tear-down, I&D contractors, AV companies, etc.

Exhibitors intending to utilize an EAC to assist them during the Show must submit an EAC form by April 8, as well as a copy of the EAC's General Liability Insurance Certificate, with minimum coverage limits as described in the insurance information; this must be uploaded to the Exhibitor & Sponsor Portal (Cadmium). No EAC will be allowed to work on the show floor without providing their COI.

EAC's must check in at the Security Checkpoint and obtain a wristband to have access during move-in and move-out. EACs who will need access to the show floor during show hours must be registered as Booth Personnel.

What are the Insurance Requirements?

Exhibitors must obtain and maintain insurance on their exhibits during the use of the exhibition premises, Comprehensive General Liability Insurance covering themselves for property damage and any acts or omissions which cause bodily injury to any person authorized to be attending the conference or in the Walter E Washington Convention Center during the event. Commercial General Liability policy with coverage as broad as ISO CG0001 in the occurrence from providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from Exhibitors use or occupancy of the Facilities. Such Insurance shall be primary and not require contribution from any of the additional insureds other insurance coverages, and shall afford immediate defense and indemnification.... To the limit of not less than two million dollars. Exhibitors must secure insurance at their own expenses.

ATD Show Management does not carry insurance of any sort on the exhibit or other property of Exhibitors, and as set forth in the contract, assumes no liability for loss or damage thereto from any cause. Insurance maintained by ATD and the Walter E Washington Convention Center shall apply in excess of, and not contribute with coverage provided by the Exhibitor or any of its agents, contractors, or representatives.

Certificates of Insurance should be uploaded to the Exhibitor & Sponsor Portal (Cadmium).