

## FREIGHT & DELIVERIES

### Freight & Material Handling

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight. Charges for material handling will be based on the inbound weight only, whether the above services are used completely or in part. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Freeman and may be charged special handling.

All materials shipped to the advanced warehouse by the deadline will be unloaded on straight time. Any shipments delivered to the advance warehouse late or delivered to show site on Saturday or Sunday will be delivered on Overtime.

Early move in may be requested by filling out [this form](#).

	Targeted Move-In Times	
Mobile Units & Vehicles	Friday, April 26	1:00 PM – 5:00 PM
Booths 400 sqft or Larger	Saturday, April 27	8:00 AM – 6:00 PM
All Booths	Sunday, April 28 & Monday, April 29	8:00 AM – 6:00 PM

### Vehicle / Machinery Spotting Service

Exhibitors with vehicular or machinery displays must complete and return the “Vehicle / Machinery Spotting Service” form to Freeman by March 26th. A target move-in time for the vehicle(s) and/or machine(s) will be assigned based upon this information. Any off-target or unscheduled vehicle/machinery deliveries may be assessed additional charges.



**VEHICLE/MACHINERY  
SPOTTING FORM Deadline**  
March 26<sup>th</sup>.

Liquid or gas-fueled vehicles, fueled equipment, boats or other motor craft must be maintained in the following condition when displayed or stored inside of the Walter E. Washington Convention Center:

- Batteries must be disconnected.
- Fuel in fuel tanks cannot exceed one-quarter tank or 5 gallons (19 L), whichever is least.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering (tape may be used).
- Vehicles, fueled equipment, boats or other motor craft equipment cannot be fueled or defueled within the building.
- No leaks underneath vehicles.
- At least 36” clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit or door or exit pathway.

Additionally:

- Vehicles must be removed from the premises immediately upon conclusion of the event.
- All spotting service orders are subject to Freeman’s Payment Policy and Terms & Conditions.
- Key(s) should be available to Show Management and/or Freeman at all times.

### Self-Unloading / Hand Carry Policy

Exhibitors may self-unload at the designated POV ramps. See next page for the type of vehicles that would qualify. A flat cart may be used. Limitations apply.

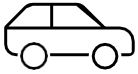
9th St and Mt. Vernon Place is the designated entrance for exhibitors who wish to hand-carry materials to their booth.

Exhibitors may use this entrance to transport materials they can carry in one (1) trip to their booths.

Acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

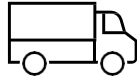
## Privately Owned Vehicles (POV)

The types of vehicles listed below are considered POV's and will be allowed to unload/load in the designated POV ramp area after checking in at the marshalling yard.



Passenger  
Automobile  
Mini Van  
SUV  
Pick-up truck

Vehicles listed below will not be allowed access to the dock spaces for self-unload/load. These will be unloaded by dock personnel at the material handling rate.



Trailers of any kind  
Box Truck  
Full Size Vans  
Bobtail  
Stakebed



*A POV, or Privately Owned Vehicle, is any vehicle primarily designated to transport passengers and not cargo or freight.*

## Freight Warehouse Shipping Address

Exhibiting Company Name / Booth #  
Modern Day Marine 2024  
C/O TForce Freight / Freeman  
6571 Washington Blvd  
Elkridge, MD 21075

Freeman will accept crated, boxed or skidded material beginning March 28, 2024 at the above address. Material arriving after April 22, 2024 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 - 3:00 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

## Direct to Site (Show Site) Shipping Address

Exhibiting Company Name / Booth #  
Modern Day Marine 2024  
Walter E. Washington Convention Center  
C/O Freeman  
801 Allen Y Lew Pl NW  
Washington, DC 20001

Freeman will receive shipments at the exhibit facility beginning April 27, 2024. 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. Please find more information on the marshalling yard location and process [here](#).

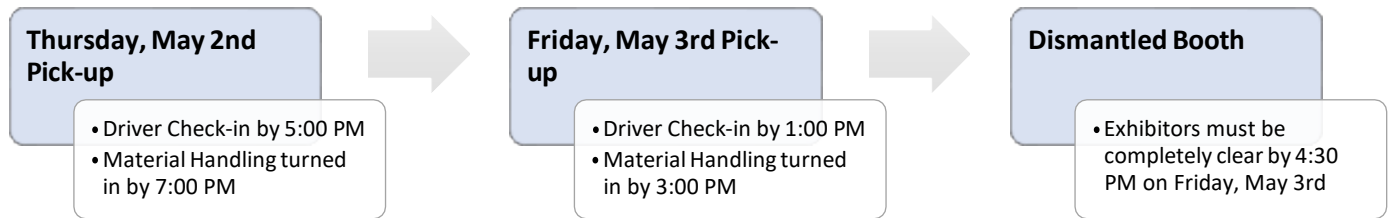
Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service. Disposal of exhibit properties 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.

## Oversize/Overweight Transportation

Permits are required for oversize/overweight hauls. Use the online tool from DDOT at [tops.ddot.dc.gov](https://tops.ddot.dc.gov) to secure your permit. It is highly recommended that haulers use best industry practices and pilot cars or escort vehicles during their move, in addition to ensuring a Metropolitan Police Department escort is not required.

## Outbound Shipping

Shipping Form must be turned into Service Desk before freight will be released to driver.



Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Freeman Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Freeman Service Center at your convenience.

## Storage

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Freeman to store empty crates and accessible storage.

# INSTALL/DISMANTLE & LABOR REGULATIONS

## Late Set-up

If you need to work in your booth longer than the posted set up hours, please reach out to Show Management.

## Labor/Union Laws

To assist you in planning for your participation in this Washington, DC metro-area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. Please review the following to better understand the different jurisdictions of the Washington metro-area unions.

Carpenters	<p>Local 491 claims all work relating to uncrating, re-crating, installation, maintenance and dismantling of exhibits within its jurisdictional boundaries.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>• Two (2) full-time employees of the exhibiting company may work without Carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out provided no power tools are used.</li> <li>• 10' x 10' or smaller booth, full-time employees of the exhibiting company (no limit on number) may work without Carpenter labor (no limit on time) provided no power tools are used.</li> <li>• Regardless of booth size, the unpacking and placing of the exhibitor's products on the display may be done by the exhibiting company's full-time employees.</li> </ul>
Teamsters Union	<p>Local 639 claims work relating to delivery of freight, loading and unloading of freight, movement to and from storage areas and the operation of all mobile equipment (forklifts, tow motors, electric jacks, cranes, etc.) at the site of the exhibition within its jurisdictional boundaries.</p> <p>Exception:</p> <ul style="list-style-type: none"> <li>• An exhibitor may move material that can be hand carried by one (1) person in one (1) trip, without the use of dollies, hand trucks, or other mechanical equipment. When exhibitors choose to hand carry in accordance with the foregoing, they will not be permitted access to loading dock area(s).</li> </ul>
Freight Handling	<p>Freeman has the responsibility of receiving and handling all exhibit materials and empty crates. It is Freeman's responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Freeman will not be responsible for any material they do not handle.</p>