

Booth details

Booth equipment

Each 10' X 10" booth will be set with 8' high blue, gray and blue drape and 3' high blue side drape. 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 hall will not be carpeted. The aisles will be carpeted in blue. Booth carpet is mandatory. Exhibitors will be required to install carpet and floor coverings.

Show schedule

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by February 21, 2023.

Exhibitor move-in

Tuesday, March 21, 2023	8:00 AM - 5:00 PM
Wednesday, March 22, 2023	8:00 AM - 2:00 PM

Exhibit hall hours

Wednesday, March 22, 2023	4:00 PM - 7:00 PM
Thursday, March 23, 2023	11:00 AM - 2:30 PM
Friday, March 24, 2023	8:00 AM - 9:30 AM

Exhibitor move-out

Friday, March 24, 2023	9:30 AM - 4:00 PM
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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.

Exhibitor Support 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.

Shipping and material handling

Warehouse shipping address:

AMCP Annual Meeting
C/O Freeman
3323 N Pan Am Expressway, Ste 126
San Antonio, TX 78219

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning February 20, 2023 at the above address.
- Material arriving after March 14, 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:

AMCP 2023
Henry B Gonzalez Convention Center
C/O Freeman

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning March 21, 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

[Contact Us](#)

Assistance

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

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](#).

Freeman Transportation

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 or Exhibit.Transportation@freeman.com

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](#) form and your paperwork will be available at show site.
- Exhibitor Support 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 March 24, 2023 - 4:00 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 March 24, 2023 - 12:00 PM. 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.