

Advance Shipping — Warehouse

Beginning **Monday, Sept. 9**, Freeman will accept crated, boxed or skidded materials at the advance freight warehouse address noted below. There are additional charges for carpet and pad that is shipped separately, and uncrated or loose display shipments. All freight shipments must be sent prepaid.

Schedule the delivery of freight so that it arrives at the warehouse no later than Tuesday, Oct. 1. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m. Monday through Friday. If required, provide your carrier with this phone number 775.355.4670. Shipping labels are included in this manual.

Address warehouse freight with the following information:

[Exhibiting Company Name and Booth Number]

American Academy of Ophthalmology

C/O Freeman

435 23rd Street

San Francisco, CA 94107

Hold for American Academy of Ophthalmology - Oct. 12 - 15, 2019.

To verify receipt of shipment, exhibitors may contact Freeman at 650.878.6100. Ask for Exhibitor Services pertaining to the American Academy of Ophthalmology, and give the meeting dates.

Direct Shipping - Moscone Center*

The online Exhibitor Service Manual will contain the target freight map with move-in dates and times. Linear booth exhibitors shipping pad-wrapped freight directly to the Moscone Center must first schedule delivery with Bobby Stout at Freeman 214.876.1889. Questions or requests about the target schedule should be directed to Mr. Stout's attention. Adherence to the target date and time will help ensure a smooth move-in.

Direct shipments to Moscone Center will be accepted beginning **Tuesday, Oct. 8**, at 8:00 a.m., unless specified by the target delivery schedule.

Freight shipped directly to Moscone Center should be addressed as follows:

[Exhibiting Company Name and Booth Number]

American Academy of Ophthalmology

C/O Freeman

Moscone Center

747 Howard Street

San Francisco, CA 94103

Hold for American Academy of Ophthalmology - Oct. 12 - 15, 2019.

*All direct shipments will go through the marshalling yard.

Material Handling

The Teamsters have jurisdiction over all unloading and reloading of all trucks, trailers, common and contract carriers. The Union also has jurisdiction over the operation of all material handling equipment — this includes all dollies and hand trucks. Exhibitors requiring assistance with unloading, uncrating, unskidding, leveling, and assembly of machinery and equipment, as well as the reverse processes would secure labor through this union. Exhibitors may hand carry items from the entrances of Moscone Center to their booth in quantities that can be managed by one person, in one trip, needing no equipment. Freeman will control access to the loading area in order to provide for a safe and orderly move-in and move-out. Unloading or reloading at Moscone Center of materials from any and all contracted carriers will be handled by Freeman.

Material Handling Rates

Material handling rates are quoted per 100 pounds.

Warehouse Shipments

Boxed, crated or skidded	\$117.50
Special Handling*	\$152.75
Late Shipments	\$152.75
Pad/Carpet only	\$176.25

Show site

Crated	\$125.00
Special Handling*	\$162.50
Late Shipments	\$162.50
Pad/Carpet Only	\$187.50

Contact: Freeman

Tel: 650.878.6100 (Ask for Exhibitor Services Department.)

Fax: 469.621.5607

Email: FreemanSanFranciscoES@freeman.com

***Special Handling:**

Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload.