

## Advance Shipping — Warehouse

Beginning **Monday, Oct. 11**, 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 Monday, Nov. 01. Warehouse receiving hours are 8:00 a.m. - 3:30 p.m. Monday through Friday. Shipping labels will be in the online Exhibitor Service Manual (e-kit).***

Address advance warehouse freight with the following information:

Exhibiting Company Name / Booth Number  
American Academy of Ophthalmology

C/O Freeman  
905 Sams Ave.

New Orleans, LA 70123

Hold for American Academy of Ophthalmology – Nov. 13 – 15, 2021.

Exhibitors will receive an email confirmation from Freeman verifying receipt of shipment(s).

## Direct Shipping – Morial Convention Center

The online Exhibitor Service Manual will contain the Freight Target Move-in map with assigned move-in dates and times. Questions about the target move-in schedule and/or requests to change assigned target days/times, should be directed to the Freeman Freight Department as outlined on the Freight Target Move-in map. Adherence to the move-in target date and time will help ensure a smooth move-in.

**The show will be marshalled. A map to the marshalling yard will be included in the Exhibitor Service Manual (e-kit) scheduled to post on Wednesday, Aug.4.**

Direct shipments to the Morial Convention Center will be accepted beginning **Tuesday, Nov. 9**, at 8:00 a.m., unless specified by the Freight Target Move-in delivery schedule.

Freight shipped directly to Morial Convention Center should be addressed as follows:

Exhibiting Company Name / Booth Number  
American Academy of Ophthalmology

C/O Freeman

Morial Convention Center

900 Convention Center Blvd

New Orleans, LA 70130

Hold for American Academy of Ophthalmology – Nov. 13 – 15, 2021.

**Note: All vehicles delivering materials to the Morial Convention Center must report to:**

Lot I Marshalling Yard

1315 Tchoupitoulas St.

New Orleans, LA 70130

This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. No vehicle will be allowed to the dock area without a pass.

The Marshalling Yard Map and Target Freight Map will be available in the Exhibitor Service Manual **scheduled to post on Wednesday, Aug.4**. It will contain important information and directions.

All direct shipments must go through the marshalling yard.

## Material Handling

*The IATSE Union will 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, un-skidding, 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 the Morial Convention 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 the Morial Convention 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 (CWT).

Warehouse Shipments	
Boxed, crated or skidded	\$95.50
Special Handling*	\$124.00
Late Shipments	\$124.00
Pad/Carpet only	\$124.00
Show Site Shipments	
Crated	\$93.00
Special Handling*	\$121.00
Uncrated/Pad Wrapped	\$121.00
Pad/Carpet Only	\$121.00

Contact: Freeman Exhibitor Services  
Tel: 888.508.5050  
Email: ExhibitorSupport@freeman.com

### Special Handling:

- **Material delivered by a 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.**
- **Federal Express and UPS are included in this category due to their delivery procedures.**
- **Uncrated: Material that is shipped loose or pad-wrapped, and / or un-skidded machinery without proper lifting points.**
- **Carpet and/or Pad Only: Shipments that consist of loose carpet and/or padding will require additional labor and equipment to unload.**

### Additional Surcharges:

Shipments delivered after Deadline Dates listed below will incur late surcharges in addition to the above rates:

- **Warehouse Shipments received after Monday, Nov. 1, 2021.**
- **Show Site Shipments received after Friday, Nov. 12, 2021.**