

2020 Total Store Expo Targeted Move-In Schedule for Exhibitors

To ensure a smooth delivery of freight to exhibitor booths and the exhibit hall as a whole, the Total Store Expo utilizes a targeted move-in schedule for all exhibitor freight. Your target time is determined by your booth size as indicated below, and is the earliest it is possible for your freight to be delivered to the loading docks at the San Diego Convention Center.

Move-in target times are as follows:

Thursday, August 6, 8:00 a.m.:	20' x 40' booths and all larger booth sizes
Thursday, August 6, 11:00 a.m.:	20' x 30' booths
Thursday, August 6, 1:00 p.m.:	20' x 20' booths
Friday, August 7, 8:00 a.m.:	10' x 40', 10' x 30', 10' x 20', and 10' x 10' booths

Target Change Requests:

It may be possible to deliver your exhibit freight earlier than your targeted delivery time, however **no direct shipments may move-in before 8:00 a.m. on Thursday, August 6, 2020.** To request an earlier move-in time, you must complete the Target Date And Time Change Request form, located on the next page, and submit it to the Freeman contact listed **no later than July 15, 2020.**

Freeman will review all target change requests to determine if an earlier move-in is possible and inform you if a schedule change is possible.

Advance Freight:

Want to start construction on your booth immediately at your target time? Consider shipping items to the advance warehouse. All correctly-labeled items shipped to the Advance Warehouse will be delivered to your booth space no later than the start of your target move-in time.

Please refer to the Advance Warehouse information contained in the exhibitor service manual, available in February, for more details.

TARGET DATE AND TIME CHANGE REQUEST DEADLINE: JULY 15, 2020 NACDS 2020 Total Store Expo

- **Freight target schedules may be subject to change from show to show based on the facility availability.**
- Exhibitors requesting a revised Targeted move-in date and time must complete and return this form to Freeman by JULY 15, 2020.
- All Off-Target Move-In requests must be authorized by Freeman in writing.
- Freeman will make every attempt to schedule you on the day that you have requested; however, due to the number of requests we reserve the right to refuse your request.
- You will be notified your revised move-in date and time by fax or email.
- Target Move-In times and procedures will be strictly enforced. Failure to meet assigned target times will result in an off target surcharge over the exhibitors total material handling charges. Which will be assessed by Freeman. Show Management is not responsible for any fees and/or surcharges incurred by the exhibitor for off target move-in.
- No direct shipments may Move-In prior to 8:00 AM on Thursday, August 6, 2020.

Exhibiting Company _____		Booth Number _____
Primary Contact _____	Telephone _____	Fax _____
E-mail _____		
Estimated Weight of Materials _____	Estimated Time Required to Set Display _____	Estimated Time to Set Product _____
Original Target Date & Time: _____		
Requested Target Date & Time: _____		
Reason for Target Change: _____		
Shipping to warehouse or showsite: _____		

Fax, Email or Mail Completed Form By: JULY 15, 2020

To: Freeman

Attention: John Quinlin (Supervisor-Freight Ops)

6060 Nancy Ridge Dr., San Diego, CA 92121

Phone: (714) 254-3664

Fax: (714) 254-8541

John.quinlin@freeman.com

For Office Use Only:

___ Approved Signed: _____

___ Denied Date: _____

cc: Exhibitor Services: _____

FREEMAN target date and time change request