



2021 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 Colorado Convention Center.

Move-in target times are as follows:

Thursday, August 19, 2021	8:00 a.m.:	20' x 40' booths and all larger booth sizes
Thursday, August 19, 2021	11:00 a.m.:	20' x 30' booths
Thursday, August 19, 2021	1:00 p.m.:	20' x 20' booths
Friday, August 20, 2021	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 19, 2021**. 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 22, 2021**.

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 this exhibitor service manual, for more details.

TARGET DATE AND TIME CHANGE REQUEST

DEADLINE: JULY 22, 2021

- 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 22, 2021.
- 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 19, 2021.

Original Target Date & Time: _____

Requested Target Date & Time: _____

Reason for Target Change: _____

Shipping to the Advance Warehouse or Show Site: _____

Estimated Weight of Materials

Estimated Time Required to Set Display

Estimated Time to Set Product

Return by July 22, 2021 to:

Steve Broom, Director of Operations
Steve.Broom@Freeman.com

For Office Use Only

___ Approved Signed: _____

___ Denied Date: _____

target date & time change request