

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Each exhibitor will receive an 8' high blue and white back drape, 3' high blue side drape, one 6'L x 30" high gray draped table, two Limerick® chairs by Herman Miller, one wastebasket, and one 5 amp electrical outlet (provided by Edlen). 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" identification sign upon request.

Please note : Booths with an endcap have restricted backdrop heights. Contact IEM with questions.

EXHIBIT HALL CARPET

All aisles will be carpeted in Tuxedo (a black & gray tweed). Booth spaces are not carpeted. To enhance the appearance of your booth, rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 28, 2022.

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 FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Saturday	February 26, 2022	7:00 AM - 12:00 PM	20' x 20' or Larger Only
Saturday	February 26, 2022	12:00 PM - 6:00 PM	All Booths
Sunday	February 27, 2022	7:00 AM - 11:00 AM	All Booths

EXHIBIT HOURS

Sunday	February 27, 2022	1:00 PM - 6:00 PM
Monday	February 28, 2022	1:00 PM - 5:00 PM

EXHIBITOR MOVE-OUT

Monday	February 28, 2022	5:15 PM - 9:30 PM
Tuesday	March 1, 2022	7:00 AM - 10:00 AM

We will begin returning empty containers at the close of the show.

EXHIBITOR SERVICE HOURS

Our Exhibitor Services team will be available from 8am - 5pm 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.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility **by Tuesday, March 1, 2022 at 10:00 AM.**

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, **please have all carriers check-in by Tuesday, March 1, 2022 at 8:00 AM.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Support Department 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.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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 move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054
ExhibitorSupport@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada or +1 (512) 982-4187 or +1 (817) 607-5183 Local & International Shipping Services or fax +1 (469) 621-5810 or email exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by January 28, 2022. Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect - **before, during** and **after** your show.

To place online orders you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "**Create an Account**" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with Freeman Online please call Exhibitor Support at (888) 508-5054 Toll Free US & Canada or +1 (512) 982-4186 or +1 (817) 607-5000 Local & International.

SHIPPING INFORMATION

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

SOUTHWEST CAR WASH ASSOCIATION 2022 EXPO

C/O FREEMAN
5130 CASH RD
DALLAS, TX 75247

Freeman will accept crated, boxed or skidded materials beginning Friday, January 28, 2022, at the above address. Material arriving after February 18, 2022 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. 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:

Exhibiting Company Name / Booth # _____

SOUTHWEST CAR WASH ASSOCIATION 2022 EXPO

C/O FREEMAN

FORT WORTH CONVENTION CENTER

1201 HOUSTON ST,

FORT WORTH, TX 761026490

Freeman will receive shipments at the exhibit facility beginning Saturday, February 26, 2022. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

PLEASE NOTE SPECIAL SCWA MATERIAL HANDLING OPTION FOR MACHINERY

Machinery Rate Guidelines:

To qualify for these rates the machinery cannot come in crates or skids.

The equipment must have lifting bars or eyes and either the exhibitor or the carrier for the exhibitor must supply their own straps/chains for unloading/loading.

Freeman will not accept uncrated machinery at the warehouse, only showsite.

The rates are based on each individual shipment - NOT the total weight of all shipments combined.

Rates are based on a sliding scale.

HANGING SIGN RIGGING

Please note: you will find two forms in the kit for hanging sign labor. If you have a banner/sign that weighs 150 lbs or less, then use the Freeman hanging sign labor order form. If you have a sign that weighs more than 150 lbs or is motorized, has trussing, lighting, video, audio, scenic equipment or props, then refer to the Rigging info on the JSAV form.

The Priority Empty Return service will be available to order on Freeman Online and at show site. More information can be found on FOL.

PURCHASE TERMS

The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. To review the current Purchase Terms, [click here](#).

ASSISTANCE

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

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICES

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three way conversation, but also translate emails from customers. To access this feature you may contact Exhibitor Support at (888) 508-5054 US & Canada or +1(817) 607-5000 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by January 28, 2022.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.

Call Exhibitor Support at (888) 508-5054 with any questions or needs you may have.