

NAME OF SHOW: **ROOFTech / April 4 - 5, 2023**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**MATERIAL HANDLING EXEMPTION - 25-90-950**

Return this form by fax at (416) 252-2365 or submit [here](#).

Freeman has been appointed the Official Material Handling service provider for this event. The Material Handling rates/order form is located in this exhibitor manual.

Should you prefer to be responsible for the off-loading of materials, please complete and return this [Material Handling Exemption Form](#) to Freeman prior to the first day of move-in

With the completion of this form, you (or your company's representative) are responsible for ensuring your materials are off-loaded from your carrier; moved to your booth location; that empty containers are removed from the facility during the event; returned by you (or your representative) at the conclusion of the event; that your materials are moved to the loading docks and loaded with your carrier at move-out

Please note that Show Management, Freeman or the Facility do not provide off-loading equipment (carts, dollies, etc.) The use of pump trucks and other mechanical equipment is not permitted.

On-site self-storage may not be available (space restrictions, Facility and/or Fire Marshal regulations, etc).

Please note that Freeman will not sign or be held accountable for your shipments under this Material Handling Exemption. Please ensure that you or your representative is at the loading dock to receive and sign for your shipments at the time of arrival.

Freeman controls access to the loading docks in order to provide for a safe and orderly move in/move out. All carriers (or privately owned vehicles) must check-in with Freeman personnel upon arrival. Once a dock space becomes available, you will be directed to the appropriate dock. The maximum time allotted for vehicle off-loading is 30 minutes. After this maximum time allotment has passed, Show Management reserves the right to authorize Freeman to off-load your materials. All applicable charges are the responsibility of the exhibitor. Invoices must be settled prior to the conclusion of the show. For rates, please refer to the Material Handling Order form located in this manual.

For further details on the Material Handling Exemption procedure, please contact Exhibitor Support at (888) 508-5054.

material handling exemption