



2023 PGA MERCHANDISE SHOW CADDIE SERVICE

CADDIE SERVICE is a feature for Personally Operated Vehicles (POV - see definition on following page) only. This service will be available at a nominal rate of \$94.00 per trip, or a round trip fee of \$134.00. Workers equipped with a flat cart will assist Exhibitors with unloading for a maximum of 20 minutes. If more than one trip is necessary to unload a POV, an additional fee of \$47.00 per trip will be assessed.

Round trip service must be contracted during MOVE-IN. No refunds will be given if this service is not used for MOVE-OUT. Caddie service for the MOVE-OUT not purchased as a round trip will be assessed the \$94.00 rate.

CADDIE SERVICE IS:

- Aimed at exhibitors requiring minimal assistance to move-in and out.
- Intended to allocate valuable loading space and provide cost-effective labor crews during the move-in and out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movements of forklifts, crated and other large exhibit materials during the move-in and out process.

Exhibitors who require equipment and/or more than 20 minutes to unload must use material handling services. Arrangements for material handling service can be made in advance or on-site at the Freeman Service Center. Please refer to the Shipping Information, Shipping Guidelines and the Material Handling Order Form.

CADDIE SERVICE IS AVAILABLE AT THE FOLLOWING TIMES:

INBOUND		OUTBOUND	
Monday, January 23, 2023	8:00 AM - 5:00 PM	Friday, January 27, 2023	1:00 PM - 9:00 PM
Tuesday, January 24, 2023	8:00 AM - 6:00 PM	Saturday, January 28, 2023	8:00 AM - 5:00 PM

Freeman will store caddie-delivered cardboard and/or product boxes at no additional charge. Empty stickers will be provided for this service.

Exhibitors are required to carry all-risk floater insurance covering their product and exhibit materials against damage, loss, and other hazards. The coverage should start when the product and exhibit material leaves your place of business and end when it is returned to your facility after the show. This generally can be done by adding "riders" to existing insurance policies, often at no additional cost, or by purchasing coverage through Expo Cover. Information concerning this option is provided in this manual.

NO VEHICLES WILL BE HANDLED ON THE MORNING OF THE OPENING OF THE SHOW, WEDNESDAY, JANUARY 25, 2023.

Arrangements for Caddie service should be made on site upon arrival for move-in. All orders are governed by the Freeman Policy and the Limits of Liability and Responsibility.

PERSONALLY - OPERATED / PASSENGER VEHICLE (POV) IS ONE WHICH:

IS NOT a closed bodied vehicle with dual wheels.

IS NOT a truck, utility van, or trailer pulled by another vehicle. Personal vans filled with exhibit materials will be required to utilize material handling services provided by Freeman.

CAN BE unloaded / loaded by hand or an apparel rack. No wheeled carts are permitted.

HAS hand-carried items that can be unloaded / loaded within 20 minutes of positioning at a loading area by full-time company employee(s) of exhibitor.

The amount of time a POV is in the loading area and /or freight receiving area will be monitored. Any vehicle left unattended at any time in the loading dock areas will be towed at the owner's expense.

Exhibitors who require equipment and/or more than 20 minutes to unload must use material handling services.