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**OUTBOUND SHIPMENTS**

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**ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION TO PICK UP FREIGHT FROM A SHOW:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT (CITY AND STATE)
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE DISPATCHED FROM THE FREIGHT CLERK

IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE

OUTBOUND driver check-in requirements



(888) 508-5054

Fax: (469) 621-5605



Place your order online at [www.freeman.com/store](http://www.freeman.com/store)

Submit order forms [here](#)

NAME OF SHOW: **PGA Merchandise Show 2023 / January 25-27, 2023**

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

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

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



EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

**SHIPPING INFORMATION**

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

BILL TO:  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**METHOD OF SHIPMENT**

Select a Carrier:

- Freeman Exhibit Transportation  Other Carrier

No need to schedule your outbound shipment. Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_

Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

- 1 Day: Delivery next business day  Standard Ground
- 2 Day: Delivery by 5:00 PM second business day  Specialized: Pad wrapped, uncrated, or truckload
- Deferred: Delivery within 3-5 business days

Select Shipment Options (if applicable)

- Have loading dock  Lift gate required
- Inside delivery  Air ride required
- Pad wrap required  Residential
- Do not stack

Select Desired Number of Labels: \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

outbound shipping