

**SHOP! MarketPlace 2025**

April 9-10, 2025

Charlotte Convention Center

Charlotte, NC

**Booth details**

**Booth equipment**

Exhibitors may place an order with Show Management for one of the following booth package options. Additional furnishings, flooring, and booth accessories may be purchased separately from the [Freeman Product Catalog](#).

**Booth Packages:**

**Standard Booth Package**

- Show site material handling
- Vacuuming service before show open

**Premium Booth Package ([10' x 10'](#) & [10' x 20'](#))**

- Gray carpet
- Show site material handling
- Vacuuming service before show open
- 8' high white hard wall booth with ID sign (11" x 17") and lights
- Electrical (standard outlet)

**Exhibit hall carpet**

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo.

**Show schedule**

**Discount price deadline**

To take advantage of advance order discount rates, place orders on FreemanOnline by March 10, 2025.

**Exhibitor move-in**

Monday, April 07, 2025	8:00 AM - 5:00 PM	Exhibitor OMA Awards Showcase Setup
Monday, April 07, 2025	8:00 AM - 5:00 PM	Exhibitor Setup
Tuesday, April 08, 2025	8:00 AM - 5:00 PM	Exhibitor Setup
Tuesday, April 08, 2025	8:00 AM - 5:00 PM	OMA Awards Showcase Judging

**Exhibit hall hours**

Wednesday, April 09, 2025	9:00 AM - 5:00 PM
Thursday, April 10, 2025	9:00 AM - 2:00 PM

**Exhibitor move-out**

Thursday, April 10, 2025	2:00 PM - 6:00 PM
Friday, April 11, 2025	8:00 AM - 12:00 PM

Freeman will begin returning empty containers as soon as the aisle carpeting is removed or plastic covering has been laid in the aisles of the exhibit hall.

subject to change.

## Shipping and material handling

### Warehouse shipping address:

Exhibiting Company Name / Booth Number  
SHOP! MarketPlace 2025  
C/O TForce Freight / Freeman  
5204 N Graham St  
Charlotte, NC 28269  
USA

### Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 10, 2025 at the above address.
- Material arriving after March 31, 2025 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 - 4:00 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 Number  
SHOP! MarketPlace 2025  
Charlotte Convention Center  
C/O Freeman  
501 S College St  
Charlotte, NC 28202  
USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning April 07, 2025.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

## Service contractor contact information

### Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

subject to change.

## **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's FAQ page](#).

## **Exhibitor service hours**

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM 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.

## **Pre-show checklist**

### **Labor information**

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.

### **Show paperwork and labels**

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

## **During show checklist**

### **On-site information**

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

## **Move-out checklist**

### **Dismantle and move-out information**

- All exhibitor materials must be removed from the exhibit facility by April 11, 2025 - 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by April 11, 2025 - 9:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

### **Excessive trash and booth abandonment**

- Note that 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 exhibitor move-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.