

**49th Annual Texas Roofing Conference 2024**

September 11-13, 2024

Irving Convention Center

Irving, TX

**Booth details**

**Booth Equipment**

Each 10' x 10' booth will be set with 8' high **black** drape and 3' high **black** side drape. Booths 300 sq ft or less will receive a 7" x 44" identification sign. Booths larger than 300 sq ft may receive an identification sign upon request.

**Exhibit hall carpet**

The booths and exhibit areas are NOT carpeted in the Convention Center.

**Show schedule**

**Discount price deadline**

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by **August 14, 2024.**

**Exhibitor move-in**

Wednesday, September 11, 2024	1:00 PM - 3:00 PM EARLY MOVE IN FOR LARGE BOOTHS (APPROVAL NEEDED)
Wednesday, September 11, 2024	3:00 PM - 6:00 PM Open to all Exhibitors
Thursday, September 12, 2024	7:00 AM - 11:00 AM Open to all Exhibitors

**Exhibit hall hours**

Thursday, September 12, 2024	1:00 PM - 5:00 PM
Friday, September 13, 2024	10:00 AM - 2:00 PM

**Exhibitor move-out**

Friday, September 13, 2024	2:00 PM - 7:00 PM
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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.

**Shipping and material handling**

**Warehouse shipping address:**

49th Annual Texas Roofing Conference 2024 C/O  
Jetco / Freeman  
**3010 Aldine Bender Rd**  
**Houston, TX 77032 USA**

**Warehouse shipping information**

Ship early to avoid delays and save money.

Freeman will accept crated, boxed or skidded material beginning **August 13, 2024** at the above address. Material arriving after **September 4, 2024** 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 - 4:30 PM.

subject to change.

- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

## 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®](#).

### 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 Support 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 September 13, 2024 - 7:00 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 September 13, 2024 - 5:00 PM. Please arrange with your carrier to pick up your outbound freight directly from the facility. 500 W Las Colinas Blvd., Irving, TX 75039. 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.