

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high gray and white back drape, 3' high white side drape, and an adhesive booth number per side. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Each 10' x 10' space has the option to receive the following complimentary booth equipment when ordered by February 18, 2025. For example, a 10' x 20' space may request up to two tables, four chairs, two wastebaskets, and two outlets. [Click here](#) to place your order.

- One 6' gray draped table (30"H x 24"W)
- Two Limerick® chairs by Herman Miller
- One corrugated wastebasket
- One 500w / 120v electrical outlet

### Exhibit hall carpet

Show Management requires all exhibitor booths to be carpeted and will not provide carpet for exhibitor booths. Each exhibitor is responsible for ordering their own floor covering. The exhibit aisles will be carpeted in tuxedo.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by February 18, 2025.

### Exhibitor move-in

Tuesday, March 18, 2025	8:00 AM - 8:00 PM
Wednesday, March 19, 2025	8:00 AM - 8:00 PM

### Exhibit hall hours

Thursday, March 20, 2025	9:00 AM - 5:00 PM
Friday, March 21, 2025	9:00 AM - 5:00 PM
Saturday, March 22, 2025	9:00 AM - 2:00 PM

### Exhibitor move-out

Saturday, March 22, 2025	2:00 PM - 10:00 PM
Sunday, March 23, 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.

## Shipping and material handling

### Warehouse shipping address:

Exhibiting Company Name / Booth Number  
Thomas P. Hinman Dental Meeting  
C/O Freeman  
841 Joseph E Lowery Blvd NW  
Atlanta, GA 30318

subject to change.

## Warehouse shipping information

- The Freeman warehouse will be closed on Monday, February 17, 2025 in observance of Presidents' Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning February 18, 2025 at the above address.
- Material arriving after March 11, 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 - 3:30 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  
Thomas P. Hinman Dental Meeting  
Georgia World Congress Center  
C/O Freeman  
285 Andrew Young International Blvd NW  
Atlanta, GA 30313  
USA

## Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning March 18, 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®](#).

## 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  
subject to change.

## **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 March 23, 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 March 23, 2025 - 10:00 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.