

## 2021 QWIK INFO

### *Show Colors are ...*

- **Aisle Carpet: . . . . . RED**
- **Rear Booth Drape: . . . . . WHITE**
- **Side-Rail Booth Drape: . . . . . WHITE**

PLEASE BE FAMILIAR WITH THE RULES AND REGULATIONS, DISPLAY RULES AND AREA WORK RULES.

### *Important Dates and Times...*

#### ➤ **Set-Up Hours<sup>1</sup>: . . . . .**

All booths must be completely set up by 5:00 PM Tuesday with all crates and boxes removed by 1:00 PM.

***No exhibit set-up will be allowed on Wednesday morning, November 3, as In-Booth Sales Meetings begin at 8:00 AM Wednesday.*** Please plan your schedule accordingly.

Make sure you are familiar with installation guidelines and the union rules and regulations, especially reference labor requirements. Pre-planning will help budget and eliminate any surprises!

**Monday, November 1**  
8:00 AM - 5:00 PM

**Tuesday, November 2**  
8:00 AM - 6:00 PM

#### **Show Hours: . . . . .**

Schedule a **Sales Meeting** to meet with your customers in a meeting room or in your booth. Sales Meetings can be scheduled anytime from 8:00 to 10:30 AM on Wednesday and Thursday, and 5:00 to 6:30 PM on Wednesday. *Please be familiar with the requirements to hold a meeting under "Sales Meetings" in the exhibitor console.*

**Host "Happy Hour" in your booth from 3:00 to 5:00 PM on Wednesday and Thursday.** Contact us for more information.

**Wind the day down at EDfest** – the all-industry event on Thursday night. The sun traverses the sky giving way to a canopy of stars while music plays and you enjoy making personal connections with customers and colleagues in an engaging, fun atmosphere adjacent to the exhibit hall.

**Wednesday, November 3**  
10:30 AM – 5:00 PM

**Thursday, November 4**  
10:30 AM – 5:00 PM

**Friday, November 5**  
9:00 AM – NOON

#### ➤ **Dismantle Hours: . . . . .**

Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Saturday. Please be familiar with the "Exhibit Removal" instructions in the EDspaces General Information section included in the Exhibitor Service Manual.

**Friday, November 5**  
NOON – 8:00 PM

**Saturday, November 6**  
8:00 AM – NOON

<sup>1</sup>If you require additional time to set-up, contact Show Management at [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com).



## SHIPPING INFORMATION for EDspaces 2021

### **EDspaces 2021 Important Note:**

Due to the logistics in Pittsburgh and help minimize your expenses, material handling rates for exhibit material shipped to the warehouse or shipped direct to show site *are identical*. Don't lose valuable time or increase your (labor) cost by waiting for your exhibit material (crated, boxed or skidded) to be unloaded on Monday when you can have it waiting for you at your booth 8 AM Monday. No hassle – no surprises – ship in advance to the warehouse.

### **Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
EDSPACES 2021  
C/O APA Trucking LLC / Freeman  
204A Schreiber Industrial Park  
New Kensington, PA 15068

Freeman will accept crated, boxed or skidded material beginning Monday, October 8, 2021 at the above address. Material arriving after Friday, October 22, 2021 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 4,000 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 - 3:00 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 # \_\_\_\_\_  
EDSPACES 2021  
David L Lawrence Convention Center  
C/O Freeman  
1000 Fort Duquesne Blvd  
Pittsburgh, PA 15222

Freeman will receive shipments at the exhibit facility beginning Monday, November 1, 2021. 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.*** If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

If you have any questions on the above, please contact Freeman Customer Service at:  
(888) 508-5054 or ExhibitorSupport@freeman.com