

EDspaces

Designing the Future of Education

Portland, OR | November 2-4, 2022

2022 QWIK INFO

Show Colors are ...

- **Aisle Carpet: BLUE**
- **Rear and 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 Hours¹: Monday, October 31**
8:00 AM - 5:00 PM
- 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 2, 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!

- Show Hours: Wednesday, November 2**
10:30 AM – 5:00 PM

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.
- Thursday, November 3**
10:30 AM – 5:00 PM
- Friday, November 4**
9:00 AM – NOON

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.

- **Dismantle Hours: Friday, November 4**
NOON – 8:00 PM

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 Exhibitor Service Manual. All carriers need to check in by 10 AM Saturday.

- Saturday, November 5**
8:00 AM – NOON

¹If you require additional time to set-up, contact Show Management at exhibits@ed-spaces.com.



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SHIPPING INFORMATION for EDspaces 2022

EDspaces 2022 Important Note:

To 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 2022
C/O TForce Freight/Freeman
1025 NE Columbia Blvd
Portland, OR 97211

Freeman will accept crated, boxed, or skidded material beginning Friday, September 30, 2022, at the above address. Material arriving after Monday, October 24, 2022, 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 2022
Oregon Convention Center
C/O Freeman
777 NE Martin Luther King Jr Blvd
Portland, OR 97232

Freeman will receive shipments at the exhibit facility beginning Monday, October 31, 2022. 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 for shipping, please contact Freeman Customer Service at: (888) 508-5054 or go to: <https://www.freemanco.com/store/faqs#contactUS>.