

**Campus Safety at EDspaces 2023 Qwik Info**

**Show Colors are ...**

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

**Booth Package Includes...**

- All CSC booths come with the following package per 10x10:
- Carpet Color: Black, Blue, Grey, Midnight Blue or Tuxedo. Please confirm with Campus Safety Conference your preferred color by September 29<sup>th</sup> by emailing Dana McClay at [dana.mcclay@emeraldx.com](mailto:dana.mcclay@emeraldx.com)
  - 1 – 6ft skirted table in white
  - 2 – basic chairs
  - 1 – wastebasket
  - 1 – ID sign

**Important Dates and Times...**

<p>➤ <b>Set-Up Hours: . . . . .</b></p> <p>All booths <u>must be completely set up</u> by 5:00 PM Monday with all crates and boxes removed by 1:00 PM on that day.</p> <p><b><i>No exhibit set-up will be allowed on Tuesday morning, Nov. 7, as In-Booth Sales Meetings begin at 8:00 AM on that Tuesday.</i></b>                  Please plan your schedule accordingly.</p> <p>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!</p>	<p><b>Sunday, November 5</b> 8:00 AM - 5:00 PM</p> <p><b>Monday, November 6</b> 8:00 AM - 5:00 PM</p>
<p><b>Show Hours: . . . . .</b></p> <p>Find up to date information on the CSC agenda below.</p> <p><a href="https://campussafetyconference.com/agenda-cscedspaces">https://campussafetyconference.com/agenda-cscedspaces</a></p>	<p><b>Tuesday, November 7</b> 10:30 AM – 5:00 PM</p> <p><b>Wednesday, November 8</b> 10:30 AM – 5:00 PM</p> <p><b>Thursday, November 9</b> 9:00 AM – NOON</p>

## ➤ **Dismantle Hours:** . . . . .

Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Friday. Please be familiar with the "Exhibit Removal" instructions in the EDspaces/CSC Exhibitor Service Manual. All carriers need to check in by 10 AM Friday.

**Thursday, November 9**  
NOON – 8:00 PM

**Friday, November 10**  
8:00 AM – NOON

## SHIPPING INFORMATION

### **EDspaces Important Note on shipping your booth material:**

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 Sunday when you can have it waiting for you to unpack at your booth at 8 AM Sunday. No hassle – no surprises – ship in advance to the warehouse.

### **Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
EDSPACES 2023  
C/O TForce Freight/Freeman  
5204 N. Graham St  
Charlotte, NC 28269

Freeman will accept crated, boxed, or skidded material beginning **Friday, October 6, 2023**, at the above address. Material arriving after Monday, October 30, 2023, 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 x 92"L.

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 # \_\_\_\_\_  
EDSPACES 2023  
Charlotte Convention Center  
C/O Freeman  
501 S. College St.  
Charlotte, NC 28202

*This show will be marshalled. Please refer to the [Marshalling Yard Map & Directions](#).*

Freeman will receive shipments at the exhibit facility beginning **Sunday, November 5, 2023**. 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. Note the excessive trash and booth abandonment information following.

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>.

**EDSPACES/CSC BOOTH DONATIONS:** EDspaces has a formal, organized donation procedure being handled by the Heart of America (HOA) and local schools. To participate, please complete the donation form supplied by them with your company information and a list of the donated materials with the estimated monetary value. You will be given stickers to place on the items to be donated. HOA will be consolidating and loading out the donations, which will be under security from Noon Thursday until they are on the outbound truck to the booth donation recipient.

## **EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

## **EXHIBITOR PERSONNEL REGISTRATION**

Exhibitor registration is open and can be accessed from the Exhibitor Resources Page on the EDspaces website. Each CSC exhibitor firm receives two (2) comp booth registrations per 100 sq. ft. specifically for personnel working exhibitor's booth. If you need additional badges for exhibitor booth staff, you can purchase additional registrations during the registration process.

Please note the following two important items:

- *All comp booth registrations end October 31. Be sure to register any booth staff by October 31 if utilizing the comp registrations. After October 31, any remaining complimentary allotments are forfeited. Thank you for your understanding.*
- *Please do not register customers with your comp allocations. If customers are found registered utilizing a comp allocations, they will be converted to their appropriate registration category, you will be charged the registration fee and the comp registration will be forfeited.*

## **INSURANCE REQUIREMENTS**

Exhibitors must maintain insurance that meets certain general liability requirements for EDspaces/CSC 2023 and provide proof to EDspaces/CSC team prior to the event. EDspaces/CSC does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies but does list a provider in the Service Manual. Please see the service manual under insurance for more information and submittal of insurance documents.

**Thank you for your support of EDspaces & CSC! We look forward to a great event in Charlotte.**