



**MATERIAL HANDLING**

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

**RATES**

<b>Material Handling</b> .....	<b>\$ 1.05 per pound</b>
Rate applies to shipments sent to either the warehouse or directly to show site.	
<b>Material Handling - After Deadline</b> .....	<b>\$ 1.31 per pound</b>
Rate applies to shipments arriving at the warehouse after <b>November 11, 2021</b> .	
<b>Material Handling - 10 lbs and under</b> .....	<b>Free of Charge</b>
This rate is per shipment. A qualifying shipment totals any number of pieces delivered to the same booth, by the same carrier, from the same shipper, on the same day, weighing 10 pounds or less.	

**IMPORTANT SHIPPING INFORMATION**

Freeman Exhibit Transportation offers fast and easy service! Please call (800) 995-3579 to have one of our representatives help arrange all your shipment needs.

**Warehouse:**

- Avoid wait times at show site; ship to our warehouse!
- Warehouse receiving begins on **October 19, 2021**.
- Warehouse address: **Exhibiting Company Name / Booth #  
ASLA Conference on Landscape Architecture  
C/O Freeman  
825 Visco Dr  
Nashville, TN 37210**
- 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 refrigeration 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.

**Show Site:**

- Show site receiving begins on **November 18, 2021**.
- Show Site address: **Exhibiting Company Name / Booth #  
ASLA Conference on Landscape Architecture  
Music City Center  
C/O Freeman  
700 Korean Veterans Blvd  
Nashville, TN 37203**

**Outbound:**

- Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show.

# FREEMAN

(888) 508-5054 Fax: (469) 621-5615  
ExhibitorSupport@freeman.com



NAME OF SHOW: **ASLA Conference on Landscape Architecture / November 19 -22, 2021**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For fast, easy ordering, go to [www.freeman.com/store](http://www.freeman.com/store).



EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

## SHIPPING INFORMATION

SHIP TO: COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BILL TO:**  Same as Ship to:

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

## METHOD OF SHIPMENT

**Select a Carrier:**

**Freeman Exhibit Transportation**       **Other Carrier**

No need to schedule your outbound shipment.  
Charges will appear on your Freeman invoice.

Carrier Name: \_\_\_\_\_  
Carrier Phone: \_\_\_\_\_

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.  
Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

**Select a Level of Service:**

1 Day: Delivery next business day       Standard Ground

2 Day: Delivery by 5:00 PM second business day       Specialized: Pad wrapped, uncrated, or truckload

Deferred: Delivery within 3-5 business days

**Select Shipment Options (if applicable)**

Have loading dock       Lift gate required

Inside delivery       Air ride required

Pad wrap required       Residential

Do not stack

**Select Desired Number of Labels:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

outbound shipping

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 19, 2021**

**RECEIVING DATE BEGINS: OCTOBER 19, 2021**

**DEADLINE DATE IS: NOVEMBER 11, 2021**

**DEADLINE DATE IS: NOVEMBER 11, 2021**

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN  
825 VISCO DR**

**C/O: FREEMAN  
825 VISCO DR**

**NASHVILLE, TN 37210**

**NASHVILLE, TN 37210**

**WAREHOUSE**

**WAREHOUSE**

(503673)

**ASLA Conference on Landscape  
Architecture**

(503673)

**ASLA Conference on Landscape  
Architecture**

**EVENT:** \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE NOVEMBER 18, 2021**

**CANNOT DELIVER BEFORE NOVEMBER 18, 2021**

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

TO: \_\_\_\_\_  
*EXHIBITOR NAME*

**C/O: FREEMAN**  
**MUSIC CITY CENTER**  
**700 KOREAN VETERANS BLVD**  
  
**NASHVILLE, TN 37203**

**C/O: FREEMAN**  
**MUSIC CITY CENTER**  
**700 KOREAN VETERANS BLVD**  
  
**NASHVILLE, TN 37203**

**SHOW SITE**

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(503673)

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**ASLA Conference on Landscape  
Architecture**

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Architecture**

EVENT: \_\_\_\_\_

EVENT: \_\_\_\_\_

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
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**INBOUND SHIPMENTS**

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**ALL FREIGHT MUST BE ACCOMPANIED  
BY A CERTIFIED SCALE TICKET**

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**ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION  
ON THEIR BILLS OF LADING:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

**PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING  
CATEGORIES:**

1. CRATES ..... (WOODEN BOXES)
2. CARTONS..... (CARDBOARD BOXES)
3. CARPETS..... (RUGS AND PADS)
4. SKIDS..... (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS ..... (LOOSE OR UNPACKED ITEMS)

**ALL BILLS MUST CONTAIN THIS INFORMATION  
BEFORE THE FREIGHT CLERK CAN ACCEPT THEM**

**WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING**

**IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK**

**INBOUND driver check-in requirements**

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**OUTBOUND SHIPMENTS**

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**ALL DRIVERS MUST PROVIDE THE FOLLOWING  
INFORMATION TO PICK UP FREIGHT FROM A SHOW:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT (CITY AND STATE)
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE DISPATCHED FROM THE FREIGHT CLERK

IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE

OUTBOUND driver check-in requirements

# Music City Center Marshalling Yard

## 825 Visco Drive, Nashville, TN 37210

### Privately Owned Vehicle & Company Vehicle Route

#### To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto Hermitage Ave / 1<sup>st</sup> Ave
- Turn left onto Driftwood St
- Take 1<sup>st</sup> right onto Nestor St which turns into Visco Dr
- Marshalling Yard will be across the railroad tracks on the right

#### To MCC from Marshalling Yard

- Head west (left) onto Nestor St
- Turn left onto Driftwood St
- Take 1<sup>st</sup> right onto Hermitage Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right just past 6<sup>th</sup> Ave

### Tractor / Trailer Route

#### To Marshalling Yard from MCC

- Head southwest (left) on Korean Veterans Blvd
- Turn right onto 4<sup>th</sup> Ave South
- Turn left onto Lafayette St
- Turn left onto Fairfield Ave
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
- Take 1<sup>st</sup> right onto Nestor St
- Marshalling Yard will be across the railroad tracks on the right

#### To MCC from Marshalling Yard

- Head west (left) onto Visco Dr
- Turn left onto Driftwood St
- Take 1<sup>st</sup> left onto Hermitage Ave
- Turn right at 1<sup>st</sup> light onto Fairfield Ave
- Turn right at 1<sup>st</sup> light onto Murfreesboro Rd
- Turn right onto 6<sup>th</sup> Ave
- Turn left onto Korean Veterans Blvd
- MCC will be on the right

### Interstate Routes (If you are using GPS, Stanley St is NOT a tractor / trailer route)

#### To Marshalling Yard from **40 West / 24 West / 65 North / 65 South**

- Take 40 East to Exit 212 / Fesslers Lane and keep left
- Turn left onto Lebanon Pike
- Turn right at 1<sup>st</sup> light back onto Fesslers Lane
- Turn left onto Visco Dr
- Marshalling Yard will be on the left

#### To Marshalling Yard from **24 East / 40 East**

- Take Exit 212 / Decatur St
- Turn left onto Hermitage Ave
- Turn right onto Driftwood St
  - If you go under the interstate, you have gone too far
- Turn right onto Nestor St which becomes Visco Dr
- Marshalling Yard will be across the railroad tracks on the right

