

Lumbermen's Association of Texas - Annual Convention & Expo

September 19-20, 2023

Live! by Loews Arlington

Arlington, TX

[Booth details](#)

Booth equipment

Each 8' x 10' booth will be set with 8' high blue back drape, 3' high blue side drape, one 6'L x 42"H gray draped table, two Limerick® stools by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing hotel carpet.

[Show schedule](#)

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by August 21, 2023.

Exhibitor move-in

Monday, September 18, 2023	1:00 PM - 5:00 PM
Tuesday, September 19, 2023	8:00 AM - 12:00 PM

Exhibit hall hours

Tuesday, September 19, 2023	4:00 PM - 6:30 PM
Wednesday, September 20, 2023	10:00 AM - 1:00 PM

Exhibitor move-out

Wednesday, September 20, 2023	4:00 PM - 6:00 PM
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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:

FREEMAN / TFC
Lumbermen's Association of Texas - Annual Convention & Expo
C/O Freeman
5130 Cash Rd
Dallas, TX 75247
USA

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning August 21, 2023 at the above address.
- Material arriving after September 11, 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.

- 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.
- Direct freight shipments will not be accepted at the Live! by Loews Arlington.
- All exhibit freight must be sent to the advance warehouse. Return shipments from the show will not be picked up directly from Live! by Loews Arlington. All exhibit freight will be returned to the above warehouse address and shipments can be picked up beginning (Fill in date) between the hours of 8:00 AM and 3:30 PM.

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 Support 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.

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 September 20, 2023 - 6:00 PM.

Move-out checklist

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.