

#### **2024 New England Cannabis Convention**

March 22-23, 2024
Hynes Convention Center
Boston, MA

### **Booth details**

## **Booth equipment**

Each 10' x 10' booth will be set with 8' high black and white back drape, 3' high black side drape, one 6'L x 30"H black draped table, and two Limerick® chairs by Herman Miller. 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 area are not carpeted. The aisles will be carpeted in tuxedo.

# Show schedule

## Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by February 22, 2024.

### **Exhibitor move-in**

Thursday, March 21, 2024	8:00 AM - 11:00 AM	ZONE 1 (Hall B)
Thursday, March 21, 2024	11:00 AM - 2:00 PM	ZONE 2 (Halls A & B)
Thursday, March 21, 2024	2:00 PM <b>-</b> 5:00 PM	ZONE 3 (Hall A)
Thursday, March 21, 2024	2:00 PM - 5:00 PM	ZONE 4 (Hall D)
Friday, March 22, 2024	8:00 AM - 10:00 AM	

## **Exhibit hall hours**

Friday, March 22, 2024	10:00 AM <b>-</b> 5:00 PM
Saturday, March 23, 2024	10:00 AM - 4:00 PM

#### **Exhibitor move-out**

Saturday, March 23, 2024 4:00 PM - 8:00 PM

For any timing concerns, please contact Carolyn Weston, NECANN Operations Manager, <u>carolyn@necann.com</u> or 508-561-6243.

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:

Exhibiting Company Name / Booth Number 2024 New England Cannabis Convention C/O Freeman 25 Doherty Ave Avon, MA 02322 USA

### Warehouse shipping information

- · Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning February 20, 2024 at the above address.
- Material arriving after March 14, 2024 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
   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 Number 2024 New England Cannabis Convention Hynes Convention Center C/O Freeman 900 Boylston St Boston, MA 02115 USA

## Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning March 21, 2024.
- · Shipments arriving before this date may be refused by the facility.
- · Any charges incurred for early freight accepted by the facility will be responsibility of the exhibitor.
- · Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.
- Due to the loading dock configurations at this facility, trucks are not to exceed 13'6" in height and 62' in length. Exhibitors will incur an additional fee (per occurence) for carriers who are not able to back in their own trailers to the Hynes Convention Center loading dock & require Freeman's assistance to do so.

For important Marshalling Yard information, <u>click here</u> and review the marshalling yard section of the "Where & when do I ship my materials?"

#### Service contractor contact information

#### Freeman

We want you to have a successful show. If we can be of assistance, please contact <u>Exhibitor Support</u>. If you need to book or quote shipping services, please contact <u>Freeman Transportation</u>®.

### **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 <a href="FreemanOnline's FAQ.page">FreemanOnline's FAQ.page</a>.

### **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 <u>Outbound Shipping</u> 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 March 23, 2024 8:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by March 23, 2024 6:00 PM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

#### **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.