

# F R E E M A N

## FREIGHT & RIGGING INFORMATION SHEET Railway Interchange 2011• September, 2011 Minneapolis Convention Center & CP Humboldt Rail Yard Minneapolis, MN

COMPANY NAME \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

OFFICE CONTACT NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SHOW-SITE CONTACT NAME \_\_\_\_\_

PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

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**Dear Exhibitor:**

To insure a smooth move-in for your exhibit material and machinery at Railway Interchange 2011, we ask that you please answer the following questions and email your reply to the attention of Lisa McGuinness by August 31<sup>st</sup>, 2011:  
**[lisa.mcguinness@freemanco.com](mailto:lisa.mcguinness@freemanco.com) or Fax to: Freeman Freight Dept – 773.854.3794**

**1. How many truckloads of exhibit material will be sent to your booth? (Please note this is the # of FULL TRUCK LOADS and not the # of machines or crates)**

\_\_\_\_ Number of Display Material Loads    \_\_\_\_ Number of Machinery or Steel Loads    \_\_\_\_ Number of Mixed Loads

**2. What type of Trailer Loads will be sent to your booth?**

\_\_\_\_ Number of Closed Vans    \_\_\_\_ Number of Flatbed Trailers    \_\_\_\_ Number of Lowboy Trailers  
\_\_\_\_ Number of Overseas Containers

**3. What is the approximate total weight for all of your shipments? \_\_\_\_\_ lbs.**

How much of your total weight is machinery weight? \_\_\_\_\_ lbs    How much is your heaviest piece? \_\_\_\_\_ lbs.

**4. Will you require specific equipment to unload? (check all that apply)**

\_\_\_\_ Crane    \_\_\_\_ Forklifts over 5,000lbs.    \_\_\_\_ Boomlifts    \_\_\_\_ Versa-Lift

**5. Cranes – If crane(s) are to be used, please specify Date \_\_\_\_\_ Time \_\_\_\_\_ Size \_\_\_\_\_**

**(Check One)** Unloading only \_\_\_\_\_ Booth Work only \_\_\_\_\_ Both (Unloading & Booth Work) \_\_\_\_\_

**6. Forklifts – If used for booth work, please specify Date \_\_\_\_\_ Time \_\_\_\_\_ Size \_\_\_\_\_**

Number of Rigging Crews \_\_\_\_\_ Number of hours or days will you need the Rigging crews \_\_\_\_\_ Hours \_\_\_\_\_ Days

If you need specialized lifting equipment for your machinery, spreader bars, steel plates, steel bars, special dollies, etc. please describe and provide sizes where applicable

Besides this form, please make sure all rigging orders are placed with Freeman with the form in your exhibitor kit "Rigging Equipment & Labor" Please note on that form if you will require a carry-over for the next day.

**7. Access Storage – If needed, please approximate the square footage \_\_\_\_\_**

**IMPORTANT REMINDERS**

- Have you placed your order for Carpet? If not, call Exhibitor Services at 773.473.7080    YES \_\_\_\_\_ NO \_\_\_\_\_
- Have you made arrangements for Transportation of your materials & equipment to Graph Expo?
  - If no or if you need help, contact Freeman Exhibit Transportation (800) 993.3579    YES \_\_\_\_\_ NO \_\_\_\_\_