

# How To Ship Materials To Boot Camp

When you arrive onsite for vendor setup, TMT will not be able to personally assist you in hunting down boxes you've shipped. That is why we've hired Freeman Exhibitor Services as the official in-house service contractor for Boot Camp, with a second option of shipping to FedEx Office located in the business center within our Vendor Hall in the Hilton Anatole.

## EXHIBIT BOOTH SPACE

### Exhibitor, Bronze, Silver Sponsors

- 8' x 8' Booth Space (10-foot backdrops NOT allowed for these sponsorship levels.)
- Freeman custom exhibits/carpet NOT offered for these sponsorship levels.
- (1) 6' table, (2) chairs, Power is provided by the Hilton Anatole Hotel.

### Gold Sponsors

- 10' x 10' Booth Space, Grey Carpet, 8' High Back Drape, 3' High Side Drape
- Option to order custom exhibits/graphics with Freeman.
- (1) 6' table, (2) chairs, Power is provided by the Hilton Anatole Hotel.

### Platinum, Sapphire Sponsors

- 10' x 20' Booth Space, Grey Carpet, 8' High Back Drape, 3' High Side Drape
- Option to order custom exhibits/graphics with Freeman.
- (2) 6' tables, (4) chairs, Power is provided by the Hilton Anatole Hotel.

### Diamond Sponsor

- 15' x 25' Booth Space, Grey Carpet, 8' High Back Drape
- Option to order custom exhibits/graphics with Freeman.
- (2) 6' tables, (4) chairs, Power is provided by the Hilton Anatole Hotel.

## EXHIBITOR MOVE-IN

<b>MONDAY</b>	<b>APRIL 6, 2026</b>	<b>2:00 PM - 7:00 PM</b>
<b>TUESDAY</b>	<b>APRIL 7, 2026</b>	<b>7:00 AM - 8:00 AM</b>

## EXHIBIT HOURS

<b>TUESDAY</b>	<b>APRIL 7, 2026</b>	<b>7:30 AM - 5:30 PM</b>
<b>WEDNESDAY</b>	<b>APRIL 8, 2026</b>	<b>7:30 AM - 8:00 PM</b>
<b>THURSDAY</b>	<b>APRIL 9, 2026</b>	<b>7:30 AM - 5:00 PM</b>

## EXHIBITOR MOVE-OUT

<b>FRIDAY</b>	<b>APRIL 10, 2026</b>	<b>8:00 AM - 12:00 PM</b>
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## **DISCOUNT PRICE DEADLINE DATE**

Order early on Freeman Online to take advantage of advance order discount rates, place your order by March 9, 2026.

## **TO PLACE ONLINE ORDERS:**

**STEP 1** If possible, use the Google Chrome browser to navigate to [FreemanOnline 2026 Boot Camp Events and Exhibit Solutions](#)

**STEP 2** If you are an existing user, log in using your unique username and password. Follow the prompts to locate your company.

If this is your first-time using Freeman Online, click on the orange “**Create an Account**” link.

**STEP 3** Next, add your company with a TBD booth number. Example: TBD1, TBD2, etc. If another exhibitor has already used that number, it will not let you duplicate.

**PLEASE NOTE:** Booth numbers will be selected mid-March. You will be notified by TMT with your booth number and location. Freeman will then populate your orders with your assigned booth number.

**STEP 4** Ship your materials to Freeman’s Advanced Warehouse using the [Advance Warehouse Shipping Labels](#). Once Freeman receives materials at their warehouse, they are weighed and entered into the system. Freeman will then send you confirmation and an invoice. Freeman will already have your email from the exhibitor list provided by TMT.

## **EXHIBITOR FORMS**

[FreemanOnline Events and Exhibit Solutions](#) will direct you to all exhibitor forms, including:

- Estimate Your Material Handling Fee
- Advance Warehouse Shipping Labels
- Outbound Paperwork

## **FREEMAN ONLINE EXHIBITOR SUPPORT CENTER**

Toll-Free US & Canada 1-888-508-5054

International +1-817-210-4869

[FreemanOnline Events and Exhibit Solutions](#)

## ADVANCE WAREHOUSE SHIPPING ADDRESS

Exhibiting Company Name / Booth # \_\_\_\_\_  
2026 BOOT CAMP  
C/O FREEMAN  
5130 Cash Road  
Dallas, TX 75247

### **Warehouse Shipping Window: March 9, 2026 – March 30, 2026**

Freeman will accept crated, boxed, or skidded materials beginning March 9, 2026, at the above address. **Materials arriving after March 30, 2026, will be received at the warehouse with an additional after-deadline charge.**

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM to 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

**PLEASE NOTE:** All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. Refer to the [Materials Handling Calculator](#) to estimate charges for the service.

## MOVE-OUT INFORMATION FOR OUTBOUND SHIPMENTS

To ensure all exhibitor materials are removed from the Hilton Anatole Hotel by the Exhibitor Move-Out deadline of 12:00 PM, **please have all carriers check in with Freeman at the dock address below no later than 10:00 AM, Friday, April 10, 2026.** In the event your selected carrier fails to show on move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Hilton Anatole Hotel  
2201 N Stemmons Fwy  
Dallas, TX 75207

## POST-SHOW PAPERWORK AND LABELS

Freeman's Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete your [Outbound Paperwork](#) and Freeman will deliver your paperwork to your booth during the show. Be sure your carrier knows the company name and booth number when making arrangements for shipping your materials at the close of the show.

# FREEMAN EXHIBITOR SERVICE HOURS

A Freeman Exhibitor Service Representative will be onsite during these times:

<b>MONDAY</b>	<b>APRIL 6, 2026</b>	<b>1:00 PM - 7:00 PM</b>
<b>TUESDAY</b>	<b>APRIL 7, 2026</b>	<b>6:00 AM - 9:00 AM</b>
<b>FRIDAY</b>	<b>APRIL 10, 2026</b>	<b>8:00 AM - 12:00 PM</b>

## SPONSOR STORAGE

TMT is offering a space to store your empty boxes that you want to keep but won't fit under your table. This is available on a first-come, first-served basis.

- Sponsor Storage location indicated in **ORANGE**.
- FedEx Office location indicated in **ORANGE**.



**FedEx Office Business Center Hilton Anatole**  
2201 N Stemmons Freeway  
Dallas, TX 75207  
214-749-0667  
[usa5574@fedex.com](mailto:usa5574@fedex.com)

**Operating Hours**  
7:00 AM – 8:00 PM

## Shipping and Receiving

### SHIPPING GUIDELINES FOR FEDEX OFFICE

1. All packages sent should be INDIVIDUALLY labeled as listed below.

**C/O FedEx Office at Hilton Anatole**  
**TMT BOOT CAMP 2026 (4/6/26)**  
**ATTENTION: (Exhibitor Co Name / Recipient Name / Booth #)**  
**2201 N STEMMONS FREEWAY**  
**DALLAS, TX 75207**  
**Box \_\_\_ of \_\_\_**

2. Exhibitors will go to The FedEx Office business center located within the vendor hall at the Hilton Anatole to pick up your shipments **unless you have** called FedEx Office in advance to provide method of payment over the phone. **214-749-0667**. If method of payment has been communicated, FedEx Office will provide delivery of your packages to your booth during vendor setup. TMT will provide FedEx Office with a vendor hall diagram with booth numbers.
3. Having the tracking numbers when you arrive will speed up the pick-up process.
4. At the conclusion of the event, the exhibitor will be responsible for all the dismantling, repackaging, and sealing of outbound shipments. **Exhibitors are also responsible for carrying their boxes back to FedEx Office business center to arrange outbound shipping unless you have already provided FedEx Office with method of payment for outbound shipping.**
5. FedEx Office will then schedule to pick up your packages from your booth after the event **ONLY** if they've received method of payment for outbound shipping, otherwise you will need to pick up your packages from FedEx Office prior to the event and bring your items to be shipped, back to FedEx Office post-event.

## **PREPARING YOUR SHIPMENT**

Please schedule your shipment to arrive no more than four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be onsite to receive and sign for the package(s).

## **SHIPMENTS WITH SPECIAL REQUIREMENTS**

Exhibitors are encouraged to contact FedEx Office with any specific questions in advance of shipping their items.

## **ONSITE PACKAGE DELIVERY**

In cases where a drayage company is used, FedEx Office team member will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. If you are using a drayage company. Please ensure your shipments are being sent directly to the drayage company's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

## **PACKAGE DELIVERIES TO BOOTH SPACE**

FedEx Office is not authorized to leave packages unattended at sponsor booths. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present... **UNLESS!!!** Exhibitor calls FedEx Office in advance to provide method of payment over the phone. **214-749-0667** At that time, FedEx Office will schedule your packages to be delivered to your booth upon arrival as well as pickup at booth upon completion of the event. TMT will provide FedEx Office with a vendor hall diagram with booth numbers in April.

## **UPON YOUR ARRIVAL**

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office.

## **UPON YOUR DEPARTURE**

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

Package Weight	Package Pickup or Dropoff by Guest	Package Pickup or Delivery by FedEx Office	Storage Fee After 5 Days
Envelopes up to 1 lb.	\$4.00	\$7.00	No Charge
0 - 1 lb.	\$4.00	\$7.00	\$5.00
1.1 - 10 lbs.	\$10.00	\$15.00	\$5.00
10.1 - 20 lbs.	\$15.00	\$20.00	\$10.00
20.1 - 30 lbs.	\$25.00	\$30.00	\$10.00
30.1 - 40 lbs.	\$30.00	\$36.00	\$15.00
40.1 - 50 lbs.	\$35.00	\$42.00	\$15.00
50.1 - 60 lbs.	\$40.00	\$48.00	\$15.00
60.1 - 150 lbs.	\$55.00	\$66.00	\$25.00
Pallets and Crates		\$150.00 or \$.80/lb. > 187 lbs.	\$50.00