

A wide-angle photograph of a trade show floor. In the foreground, a large, semi-transparent blue rectangle is overlaid on the image, containing the event's title and date. The background shows a bustling exhibition space with various booths. On the left, a booth for '4Ocean' is visible, featuring a sign that says 'Clean the planet. One bottle at a time.' and displays of white reusable water bottles. In the center, a booth for 'AVID' is partially visible. To the right, a booth for 'REEL LEG' is seen with clothing items on mannequins. People are seen walking through the aisles, some looking at products, others talking. The lighting is bright and even, typical of a large indoor exhibition hall.

SURFEXPO

Material Handling 101

September 2025 Show

WHAT IS MATERIAL HANDLING?

- **Material Handling** is the movement of items from freight doors and docks, to your booth, and back to freight doors and docks.
- At Surf Expo, Freeman (utilizing union labor) is the exclusive provider of material handling services, which include:
 - Storing your freight up to 30 days in advance at the warehouse
 - Delivering freight to your booth
 - Handling of empty containers to and from storage
 - Removing of material from the booth for reloading onto outbound carriers

HAND CARRY vs. FREIGHT

Hand Carry/Self-Unloading is for exhibitors who can unload their booth materials using ONLY a 2-wheel dolly or hand carry in 30 minutes or less. No vehicle may be left unattended at any time in the unloading area.

Freight is anything that requires the use of carts, 4-wheel dollies, and other material handling equipment. If your material needs to be handled by multiple people, is over 300 pounds, or takes multiple trips to deliver, it is **most likely considered freight and must be brought in through freight doors utilizing union-managed material handling services.**

HOW DO I BRING ITEMS I INTEND TO HAND CARRY?

Privately Owned Vehicles (POV) are defined as cars, pick-up trucks, passenger vans and other trucks primarily designed for passenger use, **NOT** cargo or freight. This vehicle can either be parked (limited availability) or brought to the Self-Unloading docks. Self-Unloading Service is for exhibitors who can unload their booth materials using **ONLY** a 2-wheel dolly or hand-carry in 30 minutes or less.

Vehicles that do not qualify for hand carry, or have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard. Box trucks are not eligible for hand carry. Box trucks arriving at the OCCC will be subject to material handling or carload service.

****Surfboard builders are considered qualified POV.***

VEHICLES THAT QUALIFY FOR POV



VEHICLES THAT DO NOT QUALIFY FOR POV



TRAILER



COMMERCIAL VAN



BOBTAIL



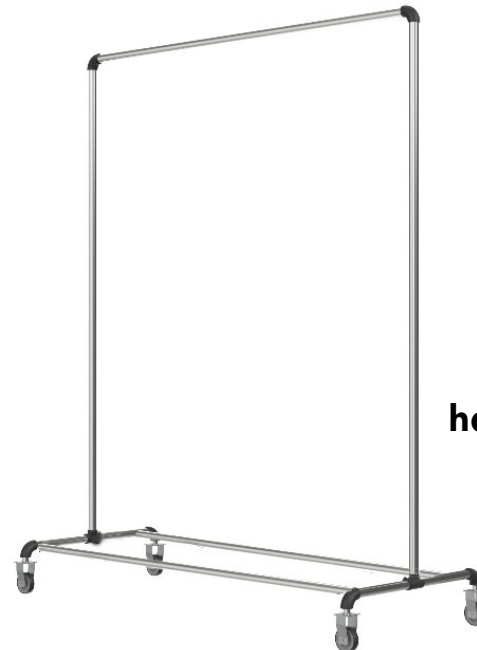
RENTALS

THE
DOS
AND
DON'TS
OF
HAND
CARRY

TYPES OF ITEMS PERMITTED TO BE USED FOR HAND CARRY



Lightweight luggage cart holding up to 75 lbs max



Use of garment racks with hanging garments – NO BOXES

EXAMPLES OF DOLLIES AND FREIGHT NOT PERMITTED TO BE USED FOR HAND CARRY

THE
DOS
AND
DON'TS
OF
HAND
CARRY



i.e. a two-wheel dolly that expands into a four-wheel cart



FREIGHT AND DELIVERY OPTIONS: MATERIAL HANDLING

If your booth requires more than you can hand carry, or does not fit in a personally owned vehicle (POV), you have the option to either:

1. Ship your freight to the Freeman Advance Warehouse for delivery between the dates of August 4th and August 21st.
2. Ship your freight to show site beginning September 2nd, where your carrier checks in at the off-site marshalling yard before being dispatched to the convention center for unloading and delivery to your booth.
3. Drive your own freight to the onsite marshalling yard beginning Tuesday, September 2nd.

The option to conveniently deliver freight at the warehouse ensures your freight is waiting for you at your booth upon arrival.

MATERIAL HANDLING CHARGE CALCULATIONS

Shipping to the Freeman Advance Warehouse (August 4th – August 21st) / RATE: 65¢ per pound

EXAMPLE: 500 lbs freight x Advance Rate (65¢/lb) = \$325 material handling

Shipping to Freeman Warehouse (August 22nd– August 28th) OR Shipping to Show Site (September 2nd – September 6th) / RATE: 82¢ per pound

EXAMPLE: 500 lbs freight x After Deadline Rate (82¢/lb) = \$410 material handling

FREIGHT AND DELIVERY OPTIONS: CART SERVICE

Cart service is when workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load ~ 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. Cart service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service. **Shipments eligible for cart service are those delivered in a privately owned vehicle (POV).**

RATES: This service is available at a one-way trip rate of **\$81.75** per trip on Straight Time, and **\$97.50** per trip on Overtime (from the dock to the booth, or the booth to the dock).

CALCUATION EXAMPLE:

Pick-up truck carrying 300 lbs needs Freeman to unload using **2 carts**.

Straight Time: **2 carts x ST Rate (\$81.75) = \$163.50** Over Time: **2 carts x OT Rate (\$97.50) = \$195.00**

IMPORTANT NOTES...

- Certified weight tickets must accompany all shipments
- The determination of Cart Service vs. Material Handling will be made at the discretion of Freeman Management. Any disputes will be handled at the time of unloading.
- Any materials received by Freeman are subject to material handling charges. These charges will be assessed based on the weight of your shipment.
- Charges include the delivery of shipments to the exhibit space, storage of empty containers during the event, and reloading shipments onto outbound carrier vehicles.

WHY IS THIS BEING IMPLEMENTED?

At the Orange County Convention Center (OCCC), safety is a priority. Using unregulated methods to bring heavy freight to your booth may cause injury to you, your team, or others working in the facility. Freight operations at this top-tier convention center (i.e. management, labor, safety, forklift traffic, carrier traffic/access, furnishings deliveries, etc.) are essential to a safe and efficient trade show execution. In addition, by implementing these rules, wait time to unload will be greatly reduced.