

Catersource
The Show for Catering & Event Professionals
March 14 - 15, 2017
Ernest N. Morial Convention Center
New Orleans, Louisiana

POV (PRIVATELY OWNED VEHICLE)
MATERIAL HANDLING

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks and other mechanical equipment is not permitted. The following information applies to exhibitors who wish to hand carry their own materials in their own vehicle, i.e. car, pickup truck, minivan or sport utility vehicle.

Upon your arrival at the New Orleans Morial Convention Center in your POV, proceed to marshalling yard at **1221 South Peters Street, Lot B** to obtain a dock pass and unloading instructions. No vehicle will be allowed to the dock area without a pass.

At the close of the event, your booth must be packed and ready to load out prior to bringing your vehicle into POV Loading Area.

POV Cart Service is available if assistance is needed to unload or load your show materials. See the POV Cart Service order form for rates.

If you have any questions prior to the event, or would like additional information regarding the POV policy, call Freeman Exhibitor Services at 504-731-6137.

F R E E M A N

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 New Orleans, LA 70123
 (504) 731-6137 • Fax: (469) 621-5612
 FreemanNewOrleansES@freemanco.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

FREEMAN pov cart service

NAME OF SHOW: **Catersource, The Show for Catering & Event Professionals / March 14-15, 2017**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

Privately Owned Vehicle (POV) Cart Service Rates and Procedures

Understanding that not all of our customers require standard material handling services, we have made accommodations for POVs. Please note that the definition of a POV or Privately Owned Vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include pick-ups, passenger vans, taxis, limos, etc.

Cart Rate One Way Trip: \$75.00	Cart Rate Round Trip: \$150.00
<p>One Way Trip to Include 1 (one) of the following:</p> <p>Unloading and delivery of exhibit material from the dock to booth during show move-in.</p> <p style="text-align: center;">OR</p> <p>Delivery of exhibit materials from your booth to the dock and the loading of materials into vehicle during move-out.</p>	<p>Round Trip to Include:</p> <p>Unloading and delivery of exhibit material from the dock to booth during show move-in.</p> <p>Storage of empty containers during show hours and return of crates/containers at end of show.</p> <p>Delivery of exhibit materials from your booth to the dock and the loading of materials into vehicle during move-out.</p>

Exhibitors will need to complete the Method of Payment form and provide a credit card for payment at the time of service.

EXHIBITOR MOVE-IN

Sunday March 12 9:00 AM - 5:00 PM
 Monday March 13 9:00 AM - 5:00 PM
 Tuesday March 14 8:00 AM - 10:30 AM

EXHIBITOR MOVE-OUT

Wednesday March 12 9:00 AM - 5:00 PM
 Thursday March 13 9:00 AM - 5:00 PM

Inbound Approx # of pieces: _____

Outbound Approx # of pieces: _____

The above rates and procedures ONLY apply to passenger size vehicles. NO trucks or commercial vehicles will be unloaded at these rates. See the enclosed Material Handling Order Form for material handling rates for trucks and commercial carriers. Freeman personnel will determine what constitutes a cart load.

VEHICLES THAT DO NOT QUALIFY:



Trailer



Rentals



Bobtail



Stakebed