

Booth details

Booth equipment

Each 10' x 10' booth will be set with 8' high gray back drape, 3' high gray side drape, one 6'L x 30"H gray draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Each Sponsors booth will be set with 8' high gray and blue back drape, 3' high gray side drape, one 6'L x 30"H gray draped table, two Limerick® chairs by Herman Miller, and one wastebasket. 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 areas are carpeted with the existing hotel carpet.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by September 08, 2025.

Exhibitor move-in

Sunday, October 05, 2025	4:00 PM - 6:30 PM
Monday, October 06, 2025	6:00 AM - 8:00 AM

Exhibit hall hours

Monday, October 06, 2025	2:45 PM - 6:15 PM
Tuesday, October 07, 2025	7:30 AM - 1:45 PM

Exhibitor move-out

Tuesday, October 07, 2025	1:45 PM - 6:00 PM
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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
2025 Texas Public Charter Schools Conference
Freeman / PGL
960 Pleasantville Dr
Houston, TX 77029
USA

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 5, 2025 at the above address.
- Material arriving after September 29, 2025 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 subject to change.

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 - 2:30 pm. All carriers must check in to the warehouse before 2:30 pm.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

Service contractor contact information

Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

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 [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Services 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 [Outbound Shipping](#) 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 October 07, 2025 - 6:00 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 October 07, 2025 - 4:00 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.