Booth details

Booth equipment
Each 10’ x 10’ booth will be set up with 8’ high gray and white back drape and 3’ high gray side drape. 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 exhibit area is not carpeted; however, the aisles will be carpeted in tuxedo. Exhibitors are encouraged to order floor covering.

Show schedule

Discount price deadline
Order early on FreemanOnline to take advantage of advance order discount rates, place your order by December 21, 2023.

Exhibitor move-in
Thursday, January 18, 2024 12:00 PM - 5:00 PM
Friday, January 19, 2024 9:00 AM - 5:00 PM
Saturday, January 20, 2024 8:00 AM - 12:00 PM

Exhibit hall hours
Saturday, January 20, 2024 12:00 PM - 5:30 PM
Sunday, January 21, 2024 10:30 AM - 3:30 PM
Monday, January 22, 2024 8:00 AM - 11:00 AM

Exhibitor move-out
Monday, January 22, 2024 1:00 PM* - 5:00 PM
Tuesday, January 23, 2024 8:00 AM - 5:00 PM

*Or immediately following the Closing General Session

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:
AMERICAN FARM BUREAU FEDRN
American Farm Bureau Convention
C/O BTX / Freeman
3775 W California Ave, Ste 300
Salt Lake City, UT 84104
USA

Warehouse shipping information
- The advance warehouse will be closed Friday, December 22 through Tuesday, December 26, 2023 and December 30, 2023 to January 2, 2024 in observance of the holidays.
- Ship early to avoid delays and save money.

subject to change.
Freeman will accept crated, boxed or skidded material beginning December 19, 2023 at the above address.
Material arriving after January 11, 2024 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 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 - 3:00 PM.
Certified weight tickets must accompany all truck load shipments.
If required, provide your carrier with this phone number: (888) 508-5054.

Show site shipping address:
AMERICAN FARM BUREAU FEDRN
American Farm Bureau Convention
Salt Palace Convention Center
C/O Freeman
100 S West Temple
Salt Lake City, UT 84101
USA

Show site shipping information
- Freeman will receive shipments at the exhibit facility beginning January 17, 2024.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- 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 Support 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.

subject to change.
Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by January 23, 2024 - 5:00 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 January 23, 2024 - 3:00 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.