



## **ABA's Marketplace 2025**

February 1-4, 2025

Pennsylvania Convention Center

Philadelphia, PA

### [Booth details](#)

#### **Booth equipment**

Each 10' x 10' booth will be set with 8' high white and black back drape and 3' high white side drape. Booths cannot exceed 8' in height without permission from show management. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Associate/Partner exhibitors (not Sponsors) will also be set with one 6' L x 30"H white draped table, two Limerick® chairs by Herman Miller, and one wastebasket.

#### **Exhibit hall carpet**

The exhibit area is not carpeted. Aisles will be carpeted in tuxedo. Show management requires that all booths must have floor covering. All booth flooring must be secured to the floor with double-sided tape to prevent a tripping hazard.

Coach exhibits and Associate/Partner exhibitors (not Sponsors), have tuxedo carpet included in their booth.

### [Show schedule](#)

#### **Discount price deadline**

To take advantage of advance order discount rates, place orders on FreemanOnline by January 03, 2025.

#### **Exhibitor move-in**

Friday, January 31, 2025	8:00 AM - 6:00 PM
Saturday, February 01, 2025	8:00 AM - 12:00 PM

#### **Exhibit hall hours**

Saturday, February 01, 2025	1:30 PM - 6:00 PM
Sunday, February 02, 2025	9:00 AM - 6:00 PM
Monday, February 03, 2025	9:00 AM - 6:00 PM
Tuesday, February 04, 2025	9:00 AM - 5:00 PM

#### **Exhibitor move-out**

Tuesday, February 04, 2025	5:30 PM - 8:00 PM
Wednesday, February 05, 2025	8:00 AM - 12:00 PM

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  
 ABA's Marketplace 2025  
 C/O Marano Trucking / Freeman  
 9820 Blue Grass Rd  
 Philadelphia, PA 19114  
 USA

#### **Warehouse shipping information**

- Ship early to avoid delays and save money.

subject to change.

- Freeman will accept crated, boxed or skidded material beginning January 02, 2025 at the above address.
- Material arriving after January 24, 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 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.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

### Show site shipping address:

Exhibiting Company Name / Booth Number

ABA's Marketplace 2025

Pennsylvania Convention Center

C/O Freeman

1101 Arch St

Philadelphia, PA 19107

USA

### Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning January 31, 2025.
- 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.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- 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.

subject to change.

## 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 February 05, 2025 - 12:00 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 February 05, 2025 - 10:00 AM. 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.