



THE  
CONSORTIUM

**Shipping Information**  
**43<sup>rd</sup> Annual Orientation Program & Career Forum (OP)**

Shipping Note: All packages must be pre-paid. The Westin Charlotte, Freeman and the Charlotte Convention Center will refuse packages that are COD. Please keep a copy of the label along with your tracking # for your records. The Consortium will not be responsible for tracking packages.

Please use the appropriate label below when shipping your conference materials. Complete the areas highlighted in **yellow**. For your room assignments please reference the conference schedule at: [http://cgsm.org/op/documents/OP09ConferenceSchedule\\_Web\\_002.pdf](http://cgsm.org/op/documents/OP09ConferenceSchedule_Web_002.pdf)

**MATERIALS FOR CONFERENCE EVENTS – NON CAREER FORUM) AT THE WESTIN CHARLOTTE**

Shipments should be scheduled to arrive no earlier Wednesday, May 26, 2009. When shipping materials to the Hotel, please include the following information on all packages to ensure proper delivery and storage:

**Please use yellow labels on your box(es) to denote your package is for a Consortium event at the Westin**

The Westin Charlotte  
601 South College Street  
Charlotte, N.C. 28202  
HOLD FOR: **YOUR NAME**  
2009 Orientation Program  
Event Date: **INSERT DATE OF EVENT**  
Event Room: **INSERT ROOM NAME**  
(Box **X** of **X**)

Please note that all of your materials shipped into the Hotel and are subject to the following drayage charges:

RECEIVING, HANDLING & STORAGE (maximum 3 days)  
**(INCOMING PACKAGES TO THE HOTEL)**

ITEM WEIGHT PRICE

Standard Letter N/A \$ 5.00 each

Carrier "Packs" N/A \$ 5.00 each

Boxes/Packages Up to 5 lbs. \$ 5.00 per box

Boxes/Packages Over 5 lbs. – 20 lbs. \$10.00 per box

Boxes/Packages Over 20 lbs. – 50 lbs. \$20.00 per box

Boxes/Packages Over 50 lbs. \$30.00 per box

Large Wooden Crates N/A \$50.00 per crate

Large Oversized Boxes N/A \$50.00 per box

Pallets N/A \$75.00 per pallet

\*Delivery To Convention Center (one way) \$20.00 per trip (1 cart)

SHIPPING & HANDLING FEES

**(OUTGOING PACKAGES FROM THE HOTEL)**

ITEM WEIGHT PRICE

Standard Letter N/A \$ 5.00 each

Carrier "Packs" N/A \$ 5.00 each

Boxes/Packages Up to 5 lbs. \$ 5.00 per box

Boxes/Packages Over 5 lbs. – 20 lbs. \$10.00 per box

Boxes/Packages Over 20 lbs. – 50 lbs. \$20.00 per box

Boxes/Packages Over 50 lbs. \$30.00 per box

Large Wooden Crates N/A \$50.00 per crate

Large Oversized Boxes N/A \$50.00 per box

Pallets N/A \$75.00 per pallet

STORAGE FEES (PRICES ARE PER DAY)

**(PACKAGES RECEIVED MORE THAN 3 DAYS IN ADVANCE)**

ITEM WEIGHT PRICE

Standard Letter N/A \$ 5.00 each

Carrier "Packs" N/A \$ 5.00 each

Boxes/Packages Up to 5 lbs. \$ 5.00 per box

Boxes/Packages Over 5 lbs. – 20 lbs. \$10.00 per box

Boxes/Packages Over 20 lbs. – 50 lbs. \$20.00 per box

Boxes/Packages Over 50 lbs. \$30.00 per box

Large Wooden Crates N/A \$50.00 per crate

Large Oversized Boxes N/A \$50.00 per box

Pallets N/A \$75.00 per pallet

**Questions:** Shipping and Receiving can be contacted directly at 704.335.2074 or extension 2074 from within the Hotel.

**MATERIALS FOR CONFERENCE EVENTS – NON CAREER FORUM AT CHARLOTTE CONVENTION CENTER**

The Convention Center will not accept packages for Consortium events and/or the Career Forum and Private Interviews. You must ship all materials to our show decorator, Freeman.

**Shipping information including:** Method of Payment, Material Handling (drayage), and Shipping labels may be found on the following pages. **Questions:** Please contact Freeman at 404.253.6494.

**Warehouse Shipping Address:** Freeman will accept crated, boxed or skidded material beginning April 30, 2009 at the below address. Material arriving after May 22, 2009 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

Please use green labels on your box(es) to denote your package is for an event and not for the tradeshow.

Company Name / Room #  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman/ Roadway Express  
1200 AMBLE DRIVE  
CHARLOTTE, NC 28206

**Show Site Shipping Address:** Freeman will receive shipments at the exhibit facility beginning Saturday, May 30, 2009. Shipments arriving before this date will be refused by the facility. **If your event is Friday, May 29 or on the morning of Saturday, May 30<sup>th</sup> consider shipping your package(s) to your hotel and carting the materials over.**

Please use green labels on your box(es) to denote your package is for an event and not for the tradeshow.

**Company Name / Room #**  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman  
CHARLOTTE CONVENTION CENTER  
501 SOUTH COLLEGE STREET  
CHARLOTTE, NC 28202-1827

**Materials will not be delivered to your individual event rooms.  
Please pick up your boxes at the Exhibitor Service Desk in Hall C2.**

**MATERIALS FOR CAREER FORUM & PRIVATE INTERVIEWS (AT CHARLOTTE CONVENTION CENTER)**

The Convention Center will not accept packages for Consortium events and/or the Career Forum and Private Interviews. You must ship all materials to our show decorator, Freeman.

**Warehouse Shipping Address:** Freeman will accept crated, boxed or skidded material beginning April 30, 2009 at the below address. Material arriving after May 22, 2009 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 4:00 PM.

**Exhibit Company Name / Booth #**  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman/ Roadway Express  
1200 AMBLE DRIVE  
CHARLOTTE, NC 28206

**Show Site Shipping Address:** Freeman will receive shipments at the exhibit facility beginning Saturday, May 30, 2009. Shipments arriving before this date will be refused by the facility.

**Exhibit Company Name / Booth #**  
ORIENTATION PROGRAM & CAREER FORUM  
C/O Freeman  
CHARLOTTE CONVENTION CENTER  
501 SOUTH COLLEGE STREET  
CHARLOTTE, NC 28202-1827

# F R E E M A N

841 Joseph E Lowery Blvd Nw  
 Atlanta, Ga 30318  
 (404) 253-6494 Fax: (404) 898-0415  
 FreemanAtlantaES@freemanco.com

**DISCOUNT PRICE  
 DEADLINE DATE  
 MAY 18, 2009**

**INCLUDE THIS FORM  
 WITH YOUR ORDER**

NAME OF SHOW: **2009 ORIENTATION PROGRAM & CAREER FORUM / May 31 , 2009**

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COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_ BOOTH SIZE : \_\_\_\_\_ X

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CITY/STATE/ZIP: \_\_\_\_\_

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PHONE: \_\_\_\_\_ EXT.: \_\_\_\_\_ FAX #: \_\_\_\_\_

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SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

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CONTACT'S E-MAIL: \_\_\_\_\_

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E-MAIL FOR INVOICE: \_\_\_\_\_  Check if you are a new Freeman customer

**Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.**

## METHOD OF PAYMENT

**BY SUBMITTING THIS FORM OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.**

**COMPANY CHECK**  
 Please make check payable to: Freeman  
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)  
**Please reference (229532) on your remittance.**

**CREDIT CARD**  
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

**AMERICAN EXPRESS**     **DISCOVER**     **MASTER CARD**     **VISA**     **DINERS CLUB**

**BANK TRANSFER**  
 Bank transfer to Bank of America, N.A.; Dallas, TX  
*Wire Transfer*  
 ABA#: 026009593 ACCT 1252039192 Freeman  
*International Wire Transfer*  
 Swift Code: BOFAUS3N ACCT# 1252039192 Freeman  
*ACH Direct Deposit*  
 ABA#:111000012 ACCT# 1252039192 Freeman  
**Please reference Name of Show & Booth Number so we can properly credit your account.**  
**Note: Customers are responsible for any bank processing fees.**

ACCOUNT NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

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CARDHOLDER NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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CARDHOLDER BILLING ADDRESS: \_\_\_\_\_

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CITY/STATE/ZIP: \_\_\_\_\_

## ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS	GRAND TOTAL		

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: [www.myfreemanonline.com](http://www.myfreemanonline.com).
- Orders received without payment or after the discount price deadline date will be charged at the standard price.
- Copies of invoices may be picked up from the Service Desk prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for your Exhibitor Services Representative.

**TELL US WHAT YOU THINK**

Freeman is committed to providing great customer service. To help us serve you more effectively in the future, please visit the URL address below upon the completion of your show to provide feedback. Your input will provide the insight needed to ensure that our customer service is in line with your expectations.

<http://feedback.freemanco.com/?229532>

**FREEMAN method of payment**

# F R E E M A N

841 Joseph E. Lowery Blvd NW  
 Atlanta, GA 30318  
 (404) 253-6494 • Fax: (404) 898-0415  
 FreemanAtlantaES@freemanco.com

**INCLUDE THE FREEMAN METHOD OF  
 PAYMENT FORM WITH YOUR ORDER**

NAME OF SHOW: **2009 ORIENTATION PROGRAM & CAREER FORUM / May 31, 2009**

COMPANY NAME \_\_\_\_\_ BOOTH #: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

For Assistance, please call 404-253-6494 to speak with one of our experts.

**Let Freeman OnLine® estimate your material handling charges for you.** Log on to [www.myfreemanonline.com](http://www.myfreemanonline.com), select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

## MATERIAL HANDLING SERVICES

- CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.
- UNCRADED:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- STRAIGHT TIME:** 8:00 A.M. to 5:00 P.M. Monday through Friday
- OVERTIME:** 5:00 P.M. to 8:00 A.M. Monday through Friday, all day Saturday, Sunday, and Holidays (Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price Per CWT	200 lb. Minimum
<b>RATE CLASSIFICATIONS:</b>		
<b>Warehouse Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 55.65	111.30
Special Handling Shipment.....	\$ 72.35	144.70
<b>Show Site Shipment (200 lb. minimum)</b>		
Crated or Skidded Shipment.....	\$ 54.10	108.20
Special Handling Shipment.....	\$ 70.35	140.70
Uncrated or Pad Wrapped Shipment.....	\$ 81.15	162.30
<b>Small Package - Maximum weight is 30 lbs per shipment*</b>		
Per Shipment.....	\$ 35.50	

\*A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

### ADDITIONAL SURCHARGES:

<b>Shipment Delivered after Deadline Date (in addition to above rates)</b>		
Warehouse Shipment after Deadline .....	\$ 13.90	27.80
Show Site Shipment after Deadline .....	\$ 13.55	27.10
<b>Overtime Charge - Inbound (in addition to above rates)</b>		
Crated or Skidded Shipment.....	\$ 13.55	27.10
Special Handling Shipment.....	\$ 17.60	35.20
Uncrated or Pad Wrapped Shipment.....	\$ 20.30	40.60
<b>Overtime Charge - Outbound (in addition to above rates)</b>		
Crated or skidded Shipment .....	\$ 13.55	27.10
Special Handling Shipment.....	\$ 17.60	35.20
Uncrated or Pad Wrapped Shipment.....	\$ 20.30	40.60

Description	Weight	CWT	Price per CWT	Estimated Total Cost (200 lb. Min.)
	÷ 100 =			
<b>Surcharges</b>	÷ 100 =			

### Tips to Save on Material Handling

- **Consolidate shipments** - when total weight is less than 200 lbs. For Example:

3 Separate Shipments  
 60 lbs. charged @ 200 lbs. \$ 111.30  
 52 lbs. charged @ 200 lbs. \$ 111.30  
 65 lbs. charged @ 200 lbs. \$ 111.30 = \$333.90

1 Consolidated Shipment  
 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs = \$111.30

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.

0.00% Tax	
<b>Total</b>	

# SPECIAL HANDLING DEFINITIONS

for frequently asked questions and material handling estimator tools, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments, and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver.

## **What is Ground Loading/Unloading?**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

## **What is Constricted Space Loading/Unloading?**

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

## **What is Designated Piece Loading/Unloading?**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

## **What are Stacked Shipments?**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

## **What is Shipment Integrity?**

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

## **What is Alternate Delivery Location?**

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building, or to other buildings in the same facility.

## **What are Mixed Shipments?**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Freeman defines special handling for mixed loads as having less than 50% of the volume as uncrated.

## **What does it mean if I have "No Documentation"?**

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS, Airborne Express &DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

## **What about carpet only shipments?**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

## **What is the difference between Crated and Uncrated Shipments?**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY MAY 22, 2009**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O: FREEMAN/ROADWAY EXPRESS  
1200 AMBLE DRIVE

CHARLOTTE, NC 28206

**WAREHOUSE**

2009 ORIENTATION PROGRAM &  
EVENT: \_\_\_\_\_ CAREER FORUM

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY MAY 22, 2009**

TO: \_\_\_\_\_  
EXHIBITOR NAME

C/O: FREEMAN/ROADWAY EXPRESS  
1200 AMBLE DRIVE

CHARLOTTE, NC 28206

**WAREHOUSE**

2009 ORIENTATION PROGRAM &  
EVENT: \_\_\_\_\_ CAREER FORUM

BOOTH NO. \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS.

**F R E E M A N**

**F R E E M A N**

**R U S H**

**R U S H**

**DO NOT DELAY**

**DO NOT DELAY**

**CANNOT DELIVER BEFORE MAY 30, 2009**

**CANNOT DELIVER BEFORE MAY 30, 2009**

**TO:**

EXHIBITOR NAME

EXHIBITOR NAME

**C/O: FREEMAN**

**C/O: FREEMAN**

**CHARLOTTE CONVENTION CENTER  
501 S COLLEGE ST**

**CHARLOTTE CONVENTION CENTER  
501 S COLLEGE ST**

**CHARLOTTE, NC 28202-1827**

**CHARLOTTE, NC 28202-1827**

**SHOW SITE**

**SHOW SITE**

**2009 ORIENTATION PROGRAM &**

**2009 ORIENTATION PROGRAM &**

**EVENT: CAREER FORUM**

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**BOOTH NO: NO. OF PCS**

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PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

# F R E E M A N

841 Joseph E Lowery Blvd Nw  
Atlanta, Ga 30318  
(404) 253-6494 Fax: (404) 898-0415  
FreemanAtlantaES@freemanco.com

## OUTBOUND MATERIAL HANDLING AND SHIPPING LABELS

NAME OF SHOW: **2009 ORIENTATION PROGRAM & CAREER FORUM / May 31 , 2009**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_ X

CONTACT NAME : \_\_\_\_\_ PHONE #: \_\_\_\_\_

E-MAIL ADDRESS : \_\_\_\_\_

For Assistance, please call (404) 253-6494 to speak with one of our experts.

For fast, easy ordering, go to [www.myfreemanonline.com](http://www.myfreemanonline.com)

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW AND SIGN. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

### SHIPPING INFORMATION

**FROM:** SHIPPER/EXHIBITOR NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

**SHIP TO:** COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/ PROVINCE: \_\_\_\_\_ ZIP/ POSTAL CODE: \_\_\_\_\_

PHONE#: \_\_\_\_\_ ATTN: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

### METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW

#### FREEMAN EXHIBIT TRANSPORTATION

- 1 Day: Delivery next business day
- 2 Day: Delivery by 5:00 P.M. second business day
- Expedited
- Deferred: Delivery within 3-4 business days
- Standard Ground
- Specialized: Pad wrapped, uncrated, or truckload
- OTHER COMMON CARRIER \_\_\_\_\_
- OTHER VAN LINE \_\_\_\_\_
- OTHER AIR FREIGHT \_\_\_\_\_
  - Next Day
  - 2nd Day
  - Deferred

CARRIER PHONE #: \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the Exhibitor Services Center.

Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Freeman will attempt a courtesy phone call to your carrier to confirm the scheduled pick-up.

**DESIRED NUMBER OF LABELS:** \_\_\_\_\_