



IFMA's Facility Fusion 2023

April 11-12, 2023

Hilton San Francisco Union Square

San Francisco, CA

Booth details

Booth equipment

Each 10' x 10' booth will be set with 8' high white back drape, 3' high white side drape, a booth number carpet sticker and one-day of complimentary booth cleaning (first day). Booths 300 sqft or less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.

Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing hotel carpet.

Show schedule

Discount price deadline

Order early on FreemanOnline to take advantage of advance order discount rates, place your order by March 13, 2023.

Exhibitor move-in

Monday, April 10, 2023	12:00 PM - 5:00 PM
Tuesday, April 11, 2023	8:00 AM - 12:00 PM

Exhibit hall hours

Tuesday, April 11, 2023	2:00 PM - 5:30 PM
Wednesday, April 12, 2023	11:00 AM - 2:00 PM

Exhibitor move-out

Wednesday, April 12, 2023	2:00 PM - 7:00 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.

Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Shipping and material handling

Warehouse shipping address:

INTL FACILITY MGMT ASSN
IFMA's Facility Fusion 2023
C/O PDS / Freeman
365 E Grand Ave, Unit C
South San Francisco, CA 94080

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 13, 2023 at the above address.
- Material arriving after April 04, 2023 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 x 92"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.
- Direct freight shipments will not be accepted at the Hilton San Francisco Union Square.
- All exhibit freight must be sent to the advance warehouse. Return shipments from the show will not be picked up directly from Hilton San Francisco Union Square. All exhibit freight will be returned to the above warehouse address and shipments can be picked up beginning April 14, 2023 between the hours of 8:00 AM and 3:30 PM.

Service contractor contact information

Freeman

[Contact Us.](#)

Assistance

We want you to have a successful show. If we can be of assistance, please call Exhibitor Support at (888) 508-5054.

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.](#)

Freeman Transportation

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183 International Shipping Services or fax (469) 621-5810 or Exhibit.Transportation@freeman.com

Exhibitor service hours

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. 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 form and your paperwork will be available at show site.
- Exhibitor Support 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 April 12, 2023 - 7:00 PM.

Move-out checklist

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.