



# EXHIBITOR MOVE-IN & OUT INFORMATION

## VEHICLE MOVE-IN

FRIDAY, MAY 15, 2026, 1 PM – 5 PM

**FIRE SAFETY INSPECTION**

The fire marshal will be onsite to inspect units electric or with fuel prior to entering the convention center. Please see page 4 for requirements to pass this inspection and page 7 to view the fire marshal's Display Vehicle Inspection Form.

**MOBILE UNIT & VEHICLE SPOTTING**

All mobile units and vehicles to be displayed in the booth, will require guidance to their respective booth by Freeman to prevent damage that may occur. The cost for the spotting fee is \$350.50 per unit (round trip). Please see page 4 for more information.

## EXHIBITOR MOVE-IN

MONDAY, MAY 18, 10 AM – 6 PM

**PRIVATELY OWNED VEHICLES (POV'S) / COMPANY OWNED VEHICLES (COV'S)**

If you have a privately or company owned vehicle to only include a passenger automobile, mini-van, SUV, or pick-up truck (without a trailer), you can report directly to the Henry B. Gonzalez Convention Center - 237 Tower of the Americas Way; San Antonio, TX 78205. Please see page 3 for a map.

For any vehicle that requires use of a loading dock, Freeman will manage the unloading process and the prevailing material handling rates will apply. Please see page 5 for more information.

**SELF-UNLOADING POLICY**

If you have a privately or company owned vehicle that fits the description above, you may hand-carry items or use your own Freeman approved dollies shown below to unload your equipment. Please see page 5 for more information.

**DOLLIES THAT QUALIFY:**



☐ **CART SERVICE**

If you are in a privately or company owned vehicle that fits the description above, cart service is an option for you. Cart service is when workers equipped with a flat cart scooters will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. This service is available at a round-trip rate of \$231.00 per trip (from the dock to the booth and the booth to the dock). Please see page 6 for more information.

☐ **ALL CARRIERS & NON-PRIVATELY OWNED VEHICLES**

All carriers and other vehicles can report directly to the Henry B. Gonzalez Convention Center - 237 Tower of the Americas Way; San Antonio, TX 78205. Please see page 3 for a map.

## VEHICLE MOVE-OUT

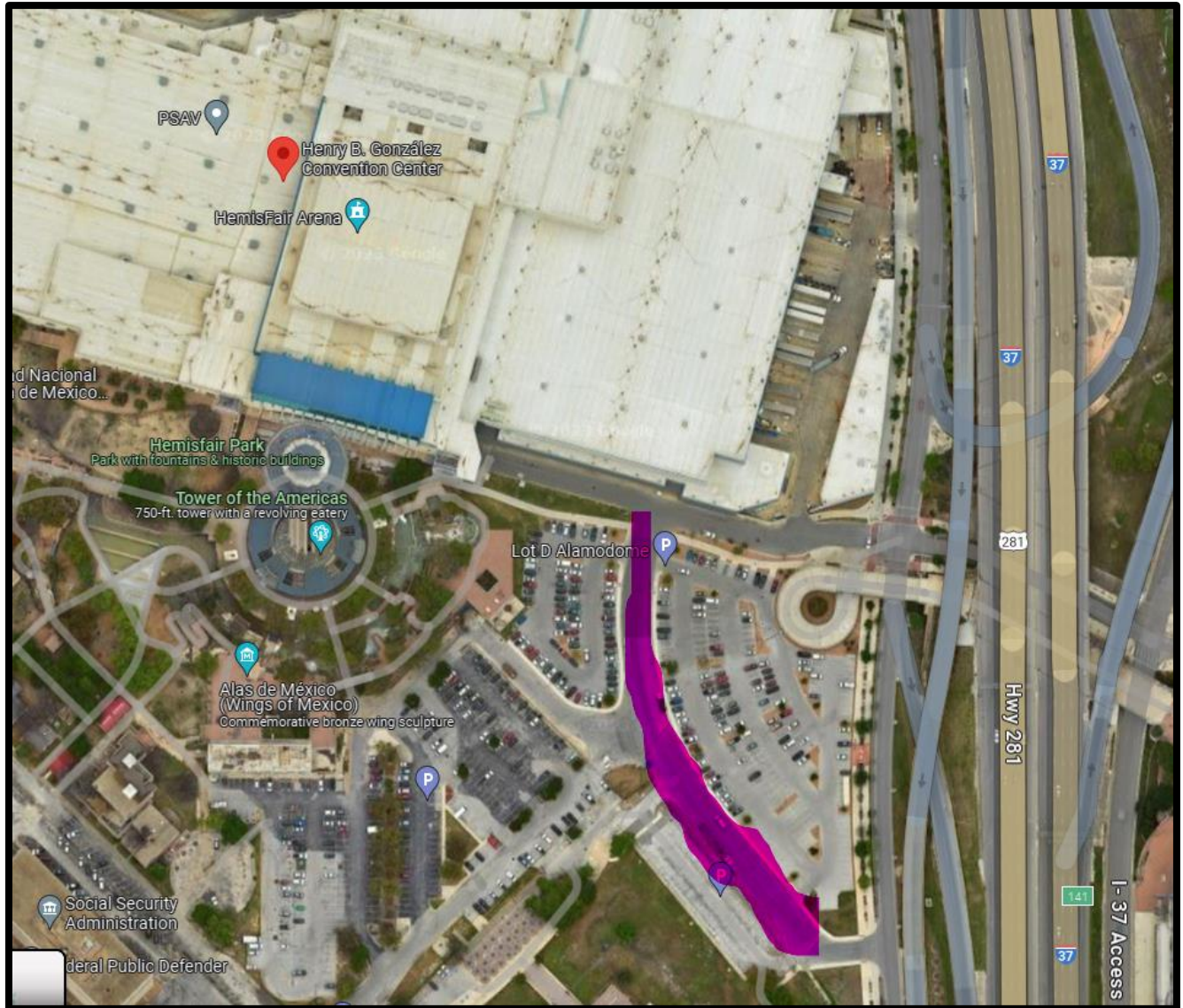
WEDNESDAY, MAY 20, 2:30 PM – 4:30 PM

☐ **MOBILE UNIT & VEHICLE SPOTTING - EXIT**

Mobile units and vehicles being showcased in the exhibit hall **may** begin exiting the convention center as soon as the aisle carpet is removed and clear paths are in place. Vehicles will require guidance by Freeman to exit the convention center hall to prevent damage that may occur.

# MAP SHOWING ENTRANCE TO THE HBGCC DOCKS

237 Tower of the Americas Way; San Antonio, TX 78205



## Mobile Unit & Vehicle Spotting

### General Information

Exhibitors or agents with mobile units or vehicles to be displayed in the booth, will require guidance to their respective booth. This guidance is required and provided by Freeman to prevent damage that may occur to exhibitors, the property of others, or when necessary to move crates that may be in the aisles.

Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.

Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles into and out of the exhibit areas with a Freeman escort. Each vehicle shall comply with the following:

1. Batteries should be disconnected in an approved manner.
2. Fuel tank openings shall be locked and sealed to prevent escape of vapors.
3. No leaks underneath vehicles.
4. At least 36" clear access or aisles must be maintained around the vehicle.
5. Vehicles must be a minimum of 20 feet from exit of door or exit pathway.

Restrictions on the level of fuel permitted in vehicles will vary by venue; be sure to review facility regulations to confirm acceptable fuel tank levels.

### Rates and equipment

Mobile Units\*                      \$350.50 per unit (round trip)

Motorized Vehicles                \$350.50 per unit (round trip)

\* Note: If a forklift is needed to tow a mobile unit or vehicle to the booth, a minimum one-hour forklift/operator charge will be assessed in addition to the spotting fee. If rigging labor is needed to push the equipment to the booth, a one-hour minimum rigging labor charge will be assessed in addition to the spotting fee. For labor rates please refer to the Forklift Labor and Equipment section of the [Labor page](#).

## POV & CART SERVICE

Freeman will provide Cart Service for your event. Cart Service is a feature for Privately Owned Vehicles (POVs) that meet the requirements below.

**DEFINITION OF PRIVATELY OWNED VEHICLE:**

Privately Owned Vehicles are defined as cars, pick-up trucks, vans and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the Freeman Marshalling Yard.

Workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

**DIRECTIONS:**

- To receive this service, proceed directly to the facility and check in at the designated POV Check-In area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.
- Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.
- The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

**AVAILABILITY:**

Cart Service will be available on the following dates and times:

<u>Move-In</u>		<u>Move-Out</u>
Monday	May 18, 2026 10:00 a.m. - 6:00 p.m.	Wednesday May 20, 2026 2:30 p.m. - 6:30 p.m. *

\* Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

**Please note:** We anticipate that during peak periods, wait time can exceed 2-3 hours.

**VEHICLES THAT QUALIFY:**



Sedan



SUV



Pickup



Van

**VEHICLES THAT DO NOT QUALIFY:**



Trailer



Commercial Van



Rentals



Bobtail



Stakebed

Applicable taxes will be applied to your order and invoiced accordingly based on specific venue jurisdiction but may also be based on the jurisdiction of where services are performed or your headquarters.

### Cart Service Information

To help efficiently manage the move-in and move-out of this event, Freeman is offering Cart Service. Please read the information below carefully to confirm qualifications, availability, and directions.

#### Definition

Cart service is when workers equipped with a flat cart scooter will assist exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. Freight must not exceed 300 lbs. For safety reasons, it will be the judgment of the freight supervisor if the load can go higher than 3 feet. Cart Service includes storage of empty cardboard/product boxes at no additional charge. Empty stickers for your cartons and cases will be provided for this service.

Shipments eligible for cart service are those delivered in a privately owned vehicle (POV). Privately owned vehicles are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight. Vehicles that do not qualify for this service, or that have material that requires mechanical assistance to unload, will be directed to the loading docks or Freeman Marshalling Yard.

#### Rates

This service is available at a round trip rate of \$231.00 per trip (from the dock to the booth and the booth to the dock).

#### Procedures

To receive this service, proceed directly to the facility and check in at the designated Cart Service Check-in area for staging, checking in, processing paperwork and determining if vehicles are qualified for Cart Service. There will be signage posted to direct you.

Two people must be with the vehicle - one to accompany the product to the booth and one to remove the vehicle from the area.

The determination of Cart Service versus Material Handling will be made at the discretion of Freeman management. Any disputes will be handled at the time of unloading.

#### Availability

Cart Service will be available during move-in and move-out.

Please visit the Freeman Service Center to complete and/or submit an Outbound Material Handling Agreement.

Please note: We anticipate that during peak periods, wait time can exceed 2-3 hours.

#### Vehicles that qualify



Sedan



SUV



Pickup



Van

#### Vehicles that do not qualify



Trailer



Commercial Van



Rentals



Bobtail



Stakebed

**\*\*KEEP INSIDE THE VEHICLE AT ALL TIMES\*\***



**OFFICE OF THE FIRE MARSHAL  
CITY OF SAN ANTONIO  
DISPLAY VEHICLE INSPECTION FORM**



**MAKE & MODEL:** \_\_\_\_\_

**VEHICLE YEAR:** \_\_\_\_\_

**INITIAL INSPECTION**

- DEFUELED** ( $\frac{1}{4}$  TANK OR 5 GALLONS, WHICHEVER IS LESS)
- STATE OF CHARGE VERIFIED AT 30% OR LESS**

**INSPECTOR #** \_\_\_\_\_

**FINAL INSPECTION**

- FUEL TANKS & CHARGE PORTS SECURED**
- BATTERY DISCONNECTED**
- OR
- VEHICLE RENDERED INOPERABLE - (BEV)**  
(ENGINE DISABLED OR APPROVED OEM SHUTDOWN)  
**-CYBERTRUCKS - ENGAGE TOW/TRANSPORT & VALET MODE**

**INSPECTOR #:** \_\_\_\_\_

**\*\*THIS FORM IS TO REMAIN VISIBLE AT ALL TIMES\*\***