

## Booth details

### Booth equipment

Each 8' x 10' or 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, one wastebasket, and an identification sign.

Each table top exhibit will be set with one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, one wastebasket, and an identification sign.

### Exhibit hall carpet

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

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by December 11, 2025.

### Exhibitor move-in

Thursday, January 08, 2026      8:00 AM - 4:00 PM

### Exhibit hall hours

Thursday, January 08, 2026      5:30 PM - 7:30 PM  
Friday, January 09, 2026      10:00 AM - 5:00 PM  
Saturday, January 10, 2026      10:00 AM - 4:30 PM

### Exhibitor move-out

Saturday, January 10, 2026      4:30 PM - 9:30 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  
Jazz Education Network Conference 2026  
C/O Freeman  
905 Sams Ave  
New Orleans, LA 70123  
USA

### Warehouse shipping information

- The Freeman warehouse will be closed on Wednesday, December 24, 2025, Thursday, December 25, 2025, and Thursday, January 1, 2026 in observance of Christmas and New Years Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning December 09, 2025 at the above address.
- Material arriving after January 02, 2026 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 subject to change.

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 - 3:30 PM.
- 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 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.

## 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 January 10, 2026 - 9:30 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 10, 2026 - 7:00 PM. Please arrange with your carrier to pick up your outbound freight directly from the facility:

Hyatt Regency New Orleans  
601 Loyola Ave  
New Orleans, LA 70113

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.  
subject to change.

