

**Jazz Education Network Conference 2027**

January 07-09, 2027

Full Conference Dates: January 06-09, 2027

Galt House

Louisville, KY

**Exhibit Space Details**

**Exhibit Space Equipment**

Each 8' x 10' and 10' x 10' exhibit booth will be set with 8' high black drape, 3' high black side drape, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket. Exhibit booth 300 sqft or less will receive an identification sign. Exhibit booth larger than 300 sqft may receive an identification sign upon request.

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

**Exhibit Hall Carpet**

The exhibit booth and exhibit area are carpeted with the existing hotel carpet.

**Event Schedule**

**Discount Price Deadline**

To take advantage of advance order discount rates, place orders online by December 10, 2026.

**Exhibitor Move-in**

Thursday, January 7, 2027                      08:00 AM - 05:00 PM

**Exhibit Hall Hours**

Thursday, January 7, 2027                      05:30 PM - 07:30 PM  
Friday, January 8, 2027                         10:00 AM - 05:00 PM  
Saturday, January 9, 2027                      10:00 AM - 04:30 PM

**Exhibitor Move-out**

Saturday, January 9, 2027                      04:30 PM - 09:00 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  
Jazz Education Network Conference 2027  
C/O Freeman  
825 Visco Dr  
Nashville, TN 37210  
US

**Warehouse Shipping Information**

- The Freeman warehouse will be closed on Thursday, December 24, 2026 and Friday, December 25, 2026 in observance of Christmas.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning December 8, 2026 at the warehouse shipping address.
- Material arriving after December 30, 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 un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 08:00 AM - 04:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.
- Freeman is unable to accept direct freight shipments at the Galt House.

## Service Contractor Contact Information

### Freeman

We want you to have a successful event. 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 our [FAQs](#).

### 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-event 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 Material Handling Agreement 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 Event 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 9, 2027 - 09:00 PM.
- Return shipment from the event will not be picked up directly from Galt House. All exhibit freight will be returned to the outbound address located at: Freeman Warehouse, 825 Visco Dr., Nashville, TN 37210.
- Shipments can be picked up beginning Monday, January 11, 2027 between the hours of 8:00 AM and 4:00 PM. In the event shipments are not picked up by Monday, January 11, 2027, 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.

