

**Dykema's 10th Annual Definitive Conference for DSOs**

July 19-21, 2023

Gaylord Rockies Resort & Convention Center

Aurora, CO

**Booth details**

**Booth equipment**

Each 8' x 8' booth space will include 8' high blue back drape, 3' high blue side drape, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket.

Each tabletop will include one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket.

Booths 300 sqft or less will receive a one-line 7" x 44" identification sign. Booths larger than 300 sqft may receive an 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 June 21, 2023.

**Exhibitor move-in**

Wednesday, July 19, 2023                      1:00 PM - 5:00 PM

**Exhibit hall hours**

Thursday, July 20, 2023                      8:00 AM - 6:30 PM

Friday, July 21, 2023                      8:00 AM - 12:45 PM

**Exhibitor move-out**

Friday, July 21, 2023                      12:45 PM - 4:00 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:**

DYKEMA GOSSETT

Dykema's 10th Annual Definitive Conference for DSOs

C/O Freeman

4493 Florence St

Denver, CO 80238

USA

**Warehouse shipping information**

- The warehouse will be closed Tuesday, July 4, 2023, in observance of the holiday.

- Freeman will accept crated, boxed or skidded material beginning June 19, 2023 at the above address.
- Material arriving after July 12, 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.
- 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.

### **Show site shipping address:**

DYKEMA GOSSETT

Dykema's 10th Annual Definitive Conference for DSOs

Gaylord Rockies Resort & Convention Center

C/O Freeman

6700 N Gaylord Rockies Blvd, Adams Ballroom

Aurora, CO 80019

USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning July 19, 2023.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- 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 Support 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 July 21, 2023 - 4:00 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 July 21, 2023 - 2:00 PM. 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.