

## Booth details

### Booth equipment

Each 2M x 3M Standard Booth space will be set with white panels. If you ordered a Standard 2M x 3M Booth package from APEX, please click [here](#) for information on what's included in your booth.

### Exhibit hall carpet

The exhibit area is not carpeted. The aisles will be carpeted in blue and red in the World of Content Area. Show Management requires all exhibitors provide flooring for their booth.

## Show schedule

### Discount price deadline

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

### Exhibitor move-in

Sunday, September 07, 2025	8:00 AM - 5:00 PM
Monday, September 08, 2025	8:00 AM - 5:00 PM
Tuesday, September 09, 2025	8:00 AM - 12:00 PM

### Exhibit hall hours

Tuesday, September 09, 2025	1:00 PM - 5:00 PM
Wednesday, September 10, 2025	9:00 AM - 5:00 PM
Thursday, September 11, 2025	9:00 AM - 4:30 PM

### Exhibitor move-out

Thursday, September 11, 2025	4:30 PM - 10:00 PM
Friday, September 12, 2025	8:00 AM - 12:00 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  
APEX Global Expo 2025  
C/O Freeman  
3456 E Miraloma Ave  
Anaheim, CA 92806  
USA

### Warehouse shipping information

- The Freeman Warehouse will be closed on Monday, September 1, 2025 in observance of Labor Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning August 08, 2025 at the above address.

- Material arriving after September 02, 2025 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 - 4:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.

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

Exhibiting Company Name / Booth Number  
 APEX Global Expo 2025  
 Long Beach Convention Center  
 C/O Freeman  
 300 E Ocean Blvd  
 Long Beach, CA 90802  
 USA

### **Show site shipping information**

- Freeman will receive shipments at the exhibit facility beginning September 07, 2025.
- 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.
- Ensure your driver has the following information to expedite unloading and delivery to your booth: Show Name, Exhibitor Name, Booth #.
- 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

subject to change.

## 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 September 12, 2025 - 12:00 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 September 12, 2025 - 10:00 AM. 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.