



Panelist Giveaway Shipping Options & Onsite Instructions

Please read the following document to ensure all your giveaway items arrive and are in place for your panel at NYCC. **You are responsible for all shipping, material handling, and labor charges for the delivery of your giveaways.** NYCC is not responsible for lost or undelivered items. You will need a Freeman account for your giveaways. If you do not have a Freeman account, you will need to set one up [here](#).

Shipping & Giveaway Labels

Option 1: Send panel giveaways to the Advanced Warehouse. **(Recommended)**

Receiving Begins September 08, 2025, and Deadline for receiving is September 30, 2025.

[Click here for shipping label](#)

Option 2: Send panel giveaways direct to the show site.

Cannot deliver before October 07, 2025.

[Click here for shipping label](#)

Important Shipping Info

Please include the following on the Shipping Label in the **Booth Number Section** on boxes when shipping:

1. Panel Name
2. Room Number
3. Date of Panel
4. Time of Panel

After you ship your giveaways, please contact us at panels@reedpop.com with the below info. If we do not receive the items below, we cannot confirm that your boxes have arrived.

1. Panel Name
2. Room Number
3. Date of Panel
4. Time of Panel
5. Number of Boxes and Tracking Numbers for Each Box
6. Onsite Contact for delivery of materials (name/phone/email)
7. Confirmation if you will need to ship out any materials after the event. Or if they are trashed.
8. If possible, please email a picture of the shipment/boxes to panels@reedpop.com

Onsite Distribution

Your giveaways will be delivered approx. 30-60 min before the start of your panel. This is why it is important to provide accurate date, time, and panel title.