



NYCC 2026 Shipping Instructions

Please review the instructions below to help ensure your materials arrive on time and are in place for you at NYCC.

Important: If the required preshow information is not submitted, we cannot confirm that your boxes have arrived onsite. Please complete [this form](#) before shipping your materials. See more under “Required Preshow Information”.

Responsibility for Charges: You are responsible for all shipping, material handling, and labor charges associated with the delivery and handling of your giveaway materials.

Required Preshow Information for Shipping to the Advance Warehouse

Please complete [this form](#) before shipping your materials. This form will collect information such as, panel name, room, date, and time, tracking number(s), whether return shipping is needed and onsite contact name, phone, and email.

Advance Warehouse Instructions

Provide [Advance Warehouse Map & Directions](#) to your carrier and use the [Advance Warehouse Shipping Label for Panel Giveaways](#) on all boxes, cartons, or skidded materials.

- Include the panel name, room number, panel date, and panel time on all labels.
- Freeman will accept crated, boxed, or skidded material at the warehouse beginning **September 8, 2026**.
- Materials arriving after **October 1, 2026** will be received at the warehouse with an additional after-deadline charge.
- Warehouse materials are accepted Monday through Friday, 8:00 AM to 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with Freeman phone number (888) 508-5054.

Warehouse Restrictions: The Freeman warehouse does not accept uncrated freight, loose or pad-wrapped materials, unskidded machinery, COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, any single piece over 5,000 pounds, or any single piece exceeding 108"H x 93"W.

Material Handling Charges and Disposal

Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the official show vendors. Please refer to the [Material Handling Information](#) for service charges.

Please note: Disposal of giveaways is not included as part of material handling charges. Contact Freeman directly for quoted disposal rates and applicable rules.

Questions? Please confirm shipment details as early as possible so the team can track materials and support panel delivery onsite.