

Freight and Shipping Information

Helpful Shipping Tips

- Use a carrier that is familiar with deliveries to trade shows
- Make sure the personnel onsite have the name of the shipper, tracking information and number of boxes shipped in case of a missing package
- Ship to the Freeman advance warehouse. Freeman will have your materials in your booth before you arrive onsite. Also, this gives you optimal time to replace any items in case they are delayed in transit
- LendIt move-in is on a Sunday. Carriers like UPS and FedEx **DO NOT** deliver on Sundays. Make sure your carrier provides Sunday delivery. Shipments cannot arrive at Moscone Center prior to Sunday, April 7, 2019.
- If you need to send last minute materials to arrive on show days, Freeman will have personnel onsite to accept the shipments. Please see the Direct to Showsite Shipping information below .

Advance Shipping Information

Advance Shipping to the Freeman Warehouse.

- Freeman will deliver all shipments to site on April 7 prior to the start of exhibitor move-in.
- Shipments will be accepted at the Freeman warehouse from March 6-29, 2019.
- Please review the Freeman Shipping Forms and Labels in this manual for more information on shipping materials to their warehouse

DELIVER TO:	<p>Exhibitor Name/Booth #</p> <p>Event: LendIt Fintech 2019 c/o Freeman 245 S. Spruce Ave, Suite 100 San Francisco, CA 94080</p> <p>Number ____ of ____ Pieces</p>
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SENT FROM:	Name: Exhibitor Company Name: Address: Booth #
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Direct Shipments to Moscone Center West

- Materials CANNOT be stored at the Convention Center before or after the show
- Freeman will begin accepting shipments at show site on **Sunday, April 7, 2019**
- **Please note:** UPS and FedEx **DO NOT** make deliveries on Sundays. If you need to have materials delivered onsite on Sunday we suggest using Freeman transportation or other carrier familiar with delivering to trade shows. If you are local another option is a courier.
- Please include all information included in the sample shipping label below for all onsite deliveries.

Direct to ShowSite Shipping Label

DELIVER TO:	<p>Exhibitor Name/Booth #</p> <p>LendIt Fintech 2019 c/o Freeman Moscone Center West 800 Howard St San Francisco, CA 94013</p> <p>Number ____ of ____ Pieces</p>
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SENT FROM:	Name: Exhibitor Company Name: Address: Booth #
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Delivery to Moscone via Personal Vehicle or Taxi/Uber/Lyft

Sponsors and exhibitors who will bring exhibit materials via private vehicle or taxi/Uber/Lyft to Moscone must follow the Moscone Center hand carry policy.

Hand Carry Policy

Sponsors and exhibitors arriving in a private vehicle or taxi/Uber/Lyft to drop off exhibit materials must follow the Moscone Center hand carry policy; this service is **ONLY** available during move-in and move-out. Moscone Center and its clients must make every effort to minimize our impact on the surrounding neighborhood. The hand carry policy is designed to maximize exhibitor move-in and minimize traffic congestion.

The designated hand carry drop off point for LendIt at the Moscone Center is the metered parking on Howard Street (to the left of the Howard St entrance when you are facing the building); the spots will be reserved for LendIt during move-in and move-out hours. The full hand carry policy is outlined in Section 9 of the exhibitor manual under Freeman Information and Order Forms. Moscone Center Security strictly enforces this policy; if you plan to deliver your own materials to the Center please familiarize yourself with the rules.