

Booth details

Booth equipment

The Career Expo being held in the Pasadena Ballroom each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, one 6'L x 30"H draped table in gray, two Limerick® side chairs by Herman Miller, and one wastebasket. Booths 300 sqft or less will receive an identification sign.

Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing facility carpet.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by August 29, 2024.

Exhibitor move-in

Thursday, September 26, 2024	6:00 PM - 10:00 PM (UPDATED!)
Friday, September 27, 2024	8:00 AM - 2:00 PM

Exhibit hall hours

Friday, September 27, 2024	2:15 PM - 6:15 PM
----------------------------	-------------------

Exhibitor move-out

Friday, September 27, 2024	6:30 PM - 9:00 PM
Saturday, September 28, 2024	8:00 AM - 11:00 AM

Freeman will begin returning empty containers as soon as the show is closed.

Shipping and material handling

Material Handling Rates

Warehouse shipping address:	Material Handling Type:	Price:
Exhibiting Company Name / Booth Number	Material Handling	\$2.71 / LB
ROMBA CONFERENCE 2024	Material Handling - 10 lbs and under	\$0.00 / LB
C/O Freeman	Material Handling - After Deadline	\$3.39 / LB
3456 E. Miraloma Ave		
Anaheim, CA 92806		
USA		

Warehouse shipping information

- The Freeman warehouse will be closed on Monday, September 2, 2024 in observance of Labor Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning August 27, 2024 at the above address.
- Material arriving after September 19, 2024 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.
subject to change.

Show site shipping address:

Exhibiting Company Name / Booth Number
ROMBA CONFERENCE 2024
Westin Bonaventure Hotel & Suites
C/O Freeman
404 S Figueroa St
Los Angeles, CA 900711711
USA

Show site shipping information

- Freeman will receive shipments at the exhibit facility beginning September 26, 2024.
- 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.

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 28, 2024 - 11:00 AM.
- 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 28, 2024 - 9:00 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.