Freeman
Quick facts

**ROMBA Conference 2026**
October 02, 2026
Hilton Anatole Hotel Dallas
Dallas, TX

## Exhibit Space Details

### Exhibit Space Equipment

Each 10’ x 10’ exhibit space will be set with 8’ high black back drape, 3’ high black side drape, one 6’L x 30”H black draped table, two Limerick® side chairs by Herman Miller, and one wastebasket. Exhibit spaces 300 sqft or less will receive an identification sign. Exhibit spaces larger than 300 sqft may receive an identification sign upon request.

### Exhibit Hall Carpet

The exhibit area is not carpeted. The aisles will be carpeted in tuxedo. Flooring is recommended but not required.

## Event Schedule

### Discount Price Deadline

To take advantage of advance order discount rates, place orders online by September 3, 2026.

### Exhibitor Move-in

| | |
|---|---|
| Thursday, October 1, 2026 | 03:00 PM - 08:00 PM |
| Friday, October 2, 2026 | 08:00 AM - 01:00 PM |

### Exhibit Hall Hours

| | |
|---|---|
| Friday, October 2, 2026 | 02:15 PM - 06:15 PM |

### Exhibitor Move-out

| | |
|---|---|
| Friday, October 2, 2026 | 06:30 PM - 09:00 PM |
| Saturday, October 3, 2026 | 08:00 AM - 11:00 AM |

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
ROMBA Conference 2026
C/O Freeman
5130 Cash Rd
Dallas, TX 75247
US

### Warehouse Shipping Information

- The Freeman warehouse will be closed on Monday, September 07, 2026, in observance of Labor Day.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning September 1, 2026 at the warehouse shipping address.
- Material arriving after September 24, 2026 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 un-skidded machinery), cash on delivery (COD) shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 4,500 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W x 144"L.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 08:00 AM - 03:30 PM.

- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.
- Freeman is unable to accept direct freight shipments at Hilton Anatole Hotel Dallas.

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## Service Contractor Contact Information

### Freeman

We want you to have a successful event. 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 our FAQs.

### 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-event 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 Material Handling Agreement 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 Event 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

- All exhibitor materials must be removed from the exhibit facility by October 3, 2026 - 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 October 2, 2026 - 08:00 PM. 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.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by October 3, 2026 - 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.