

## Plaza Park

- **All costs associated with participation are the responsibility of the exhibitor.**
- Set up Tuesday and tear down Thursday by 7:00 pm.
- Event days. Wednesday-Thursday.
- Equipment will enter from the docks
- Power can be pulled from the pillars/columns and will need to be ordered through Freeman.
- Exhibitors participating in the Plaza Park Demos are responsible for transporting their products to their assigned space in the Plaza Park.
- Cannot have any equipment that would cause damage to grass areas.
  - Per Facilities Director: The grass is hybrid Bermuda, cut at 5/8", they cannot scalp, cause ruts, or damage the turf or irrigation systems
  - Any signage for the area must be on the concrete, no stakes in the grass.
- If an exhibitor wants to have a product as a display, this is allowed but must be placed on the concrete.
  - Cannot leave anything in one spot that can cause damage to the grass.
- Any vehicle that causes tire marks or leaves a mess on the concrete will be billed a cleaning fee.
  - No anchoring or clings.
- Vehicles on display must adhere to the following rules:
  - A drip pan under the vehicle's drive train (motor to differential)
  - Refueling is prohibited in the facility, on the docks and outside the premises
  - Floor plans must indicate where vehicles are to be located
    - [MOBILE/MOTORIZED EQUIPMENT NOTIFICATION FORM](#)
      - In the Booth Number box please put your plaza number.  
Example: PL1
      - At the bottom of the jotform there is the link to the Freeman page for ordering labor.

## SHOW SITE MATERIAL HANDLING – IMPORTANT INFORMATION

GCSAA pays for Material Handling (also known as Drayage) only when it is shipped directly to show site to arrive starting on the first exhibitor move-in day, Sunday, February 2, 2025.

This includes:

- Receiving your shipment at show site at the docks (see exceptions below) • Moving it to your assigned booth space.
- Removing the empty crates or containers from your booth for storage until the show begins dismantling.
- Returning your empty crates or containers for your booth to be repacked.
- Returning it to the docks for outbound shipping. (Please visit the Freeman service desk on show site for important instructions about how to release your freight so that Freeman can load it out during dismantle. It is required to have a (BOL) bill of lading to complete the outbound shipping, necessary, to ensure your freight is shipped back out correctly. (This entire process is covered in the cost paid for your booth on the GCSAA application)

Situations that GCSAA will not pay for include the following and will be invoiced to the exhibitor:

- Exhibitor freight sent to the Freeman advance warehouse instead of show site.
- Mobile spots or any mobile pieces requiring forklift towing to your booth (refer to mobile spotting form in the exhibitor manual).
- Any oversized / very heavy shipment sent to show site that requires more than a 5,000-pound forklift to easily unload it from a trailer or flatbed. Please contact: John Quinlin at [john.Quinlin@freeman.com](mailto:john.Quinlin@freeman.com) if you know this pertains to your show site shipment to avoid delays in unloading and understanding the costs involved.
- Once your freight is delivered to your booth, if it must be moved again prior to Freeman removing the empty crates or containers or once the show opens, there may be additional charges. If necessary, please visit the Freeman service desk for questions.