

Exhibit Space Details

Exhibit Space Equipment

Each 8' x 10' exhibit space will be set with 8' high blue back drape, 3' high white side drape, one 6'L x 30"H blue draped table, two Limerick® 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.

Bus spaces will not be set with back and side drape and will not have identification signs.

Exhibit Hall Carpet

The exhibit spaces and exhibit areas are carpeted with the existing hotel carpet.

Event Schedule

Discount Price Deadline

To take advantage of advance order discount rates, place orders online by June 1, 2026.

Exhibitor Move-in

Saturday, June 27, 2026	01:00 PM - 02:00PM	Buses/Large Equipment - By Appointment Only
Saturday, June 27, 2026	02:15 PM - 10:00 PM	All Exhibitors - Excluding Foyer Booths
Sunday, June 28, 2026	08:00 AM - 12:00 PM	All Exhibitors

Exhibit Hall Hours

Sunday, June 28, 2026	01:00 PM - 05:00 PM
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Exhibitor Move-out

Sunday, June 28, 2026	05:00 PM - 10:00 PM
Monday, June 29, 2026	08:00 AM - 10:00 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
TAPT Conference & Trade Show 2026
C/O PGL / Freeman
960 Pleasantville Dr
Houston, TX 77029
US

Warehouse Shipping Information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning May 28, 2026 at the warehouse shipping address.
- Material arriving after June 22, 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 - 02:30 PM.

- Carriers must check in to the warehouse before 2:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (855) 435-3234.

Event Site Shipping Address:

Exhibiting Company Name / Booth Number
TAPT Conference and Trade Show
The Woodlands Waterway Marriott Hotel & CC
C/O Freeman
1601 Lake Robbins Dr, C/O Freeman
The Woodlands, TX 77380-1162
US

Event Site Shipping Information

- Freeman will receive shipments at the exhibit facility only during the published exhibitor move-in times and dates beginning June 27, 2026.
- 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: (855) 435-3234.

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

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by June 29, 2026 - 10:00 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 June 28, 2026 - 03:00 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.

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.