

Material & Handling

What is Material and Handling?

Material Handling includes the following services - for more information review the Atlanta [Material and Handling Hints](#).

- Receiving and unloading your shipments at Hargrove's warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the [Material Handling Estimate form](#) for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

Here's a list of [Material & Handling terms](#) to give you a better understanding.

Shipping

We encourage exhibitors to ship materials to the [advance warehouse](#) to save time and money. By using the advance warehouse, your shipment will be waiting for you at your booth when you arrive in Atlanta.

The advance warehouse will accept shipments daily from 8:00 am to 4:30 pm starting Thursday, February 8 thru Wednesday, March 7 at 4:00 pm.

If you need to ship materials directly to the convention center, please use the [Direct Ship label](#). Direct shipments can arrive starting on **Tuesday, March 13 at 8:00 am**. Please keep in mind if you ship your materials directly to the convention center there could be a delay in the delivery to your booth.