



## SPE/ICoTA Well Intervention Conference and Exhibition

24–25 March 2020  
The Woodlands Waterway Marriott Hotel &  
Convention Center, The Woodlands, Texas, USA



### PUBLICATION CUBE SHIPPING INSTRUCTIONS

#### **WAREHOUSE SHIPPING ADDRESS:**

Freeman  
2020 Well Intervention Conference & Exhibition  
HOLD FOR PUBLICATION BIN - (Your Company Name)  
SPE Show Management – Alyssa Moreno  
9258 Park South View, Ste. 100  
Houston, Texas 77051

Freeman will accept crated, boxed or skidded materials beginning **24 February 2020**, at the above address. Material arriving after **18 March 2020** will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: 1.713.770.6750.

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#### **SHOW SITE SHIPPING ADDRESS:**

Freeman  
2020 Well Intervention Conference & Exhibition  
HOLD FOR PUBLICATION BIN - (Your Company Name)  
SPE Show Management – Alyssa Moreno  
The Woodlands Waterway Marriott  
1601 Lake Robbins Dr.  
The Woodlands, Texas 77380

Freeman or Alyssa Moreno will receive shipments at the exhibit facility beginning **Sunday, 23 March, 2020**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: 1.713.770.6750.

**Shipments arriving before this date are subject to refusal and are at risk for being misplaced.**

If additional shipping labels are required, (i.e., custom slips), please ensure these labels are designated for the **PUBLICATION AREA**. **If show site shipments are not shipped c/o Alyssa Moreno – SPE Show Management, we cannot guarantee proper disbursement.**

Each carton of materials should weigh 50 pounds or less; however, larger cartons containing smaller cartons will be accepted. Exceptions will be made for tabloids, which may be bundled.

PLEASE NOTE, SHIPMENT DATES ARE FOR PUBLISHING MATERIALS ONLY AND NOT FOR FREIGHT SHIPMENTS.

If you have any questions, please contact [amoreno@spe.org](mailto:amoreno@spe.org).