

## EXHIBITOR SERVICE MANUAL APPENDIX FOR ROSEN CENTRE EXHIBITS

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**WELCOME** to the Rosen Centre at the Kitchen & Bath Industry Show (KBIS) 2026 Exhibitor Services Manual! The information in the pages below is designed to be additional information beyond the 2026 Exhibitors Service Manual. This guide is specific to those exhibitors in the Rosen Centre.

We encourage you to thoroughly review **BOTH** the Exhibitor Services Manual and this Rosen Centre Appendix and ask questions for any areas you need further clarification on.

## GENERAL INFO

### **IMPORTANT DATES & TIMES**

#### **Move-in Dates & Times:**

##### **Junior Ballroom Exhibits:**

|                             |                    |
|-----------------------------|--------------------|
| Friday, February 13, 2026   | 10:00 AM – 5:00 PM |
| Saturday, February 14, 2026 | 8:00 AM – 5:00 PM  |
| Sunday, February 15, 2026   | 8:00 AM – 5:00 PM  |
| Monday, February 16, 2026   | 8:00 AM – 5:00 PM  |

##### **Executive Ballroom Exhibits:**

|                             |                   |
|-----------------------------|-------------------|
| Saturday, February 14, 2026 | 8:00 AM – 5:00 PM |
| Sunday, February 15, 2026   | 8:00 AM – 5:00 PM |
| Monday, February 16, 2026   | 8:00 AM – 5:00 PM |

- The above Move-in hours are posted as standard move-in times.
- All exhibitors are allowed access to the exhibit halls on a 24-hour basis during exhibitor move-in and exhibitor move-out without requiring approval. Access to the show floor during show days begin two (2) hours prior to the posted opening times.

#### **Show Dates & Times:**

|                              |                   |
|------------------------------|-------------------|
| Tuesday, February 17, 2026   | 9:00 AM – 5:00 PM |
| Wednesday, February 18, 2026 | 9:00 AM – 5:00 PM |
| Thursday, February 19, 2026  | 9:00 AM – 5:00 PM |

#### **Move-out Dates & Times:**

|                             |                    |
|-----------------------------|--------------------|
| Thursday, February 19, 2026 | 5:00 PM – 10:00 PM |
| Friday, February 20, 2026   | 8:00 AM – 11:00 AM |

### **EXHIBIT HALL LOCATION**

Rosen Centre  
9840 International Drive  
Orlando, FL 32819

KBIS will be located on both the first & second floor.

### **SHOW MANAGEMENT CONTACTS**

[Click here](#) for a full list of Show Management contacts.

## **VENDORS**

Click on vendors to get more information.



Freeman Services

[ORDER ONLINE](#)

[FAQ's](#)

[CONTACT](#)



Encore

Electrical, AV, & Rigging

[Order Online](#)



Millennium Technology

Group

Telecommunications

[Internet Order Form](#)



Catering

[Booth Catering Menu](#)

[Order via email](#)

**SHOW PLANNER**

Click on items to get more information and link to the website or form.

**DEC 16**

Update Show Directory  
Listing on KBIS Exhibitor Hub

**JAN 8**

Freeman Advanced  
Warehouse Shipping  
Acceptance Begins

Accepted through January 29  
without surcharge

**JAN 20**

Utilities  
ORDER DEADLINE

Electrical  
Rigging + Labor  
AV

**JAN 21**

Freeman Discount Deadline  
For Online Orders

Furnishings  
Booth Cleaning  
Carpeting  
Labor

**JAN 30**

Internet  
ORDER DEADLINE

Wireless Internet  
Wired Internet

**FEB 2**

Catering  
ORDER DEADLINE

**BEFORE YOU ARRIVE TO SHOWSITE**

Submit Certificate of Insurance

☐


Coordinate Hotel & Travel

☐


Register Booth Personnel

☐


Update Show Directory Exhibitor Profile

☐


Submit EAC Notification Form & EAC  
Certificate of Insurance

☐
**ONCE YOU ARRIVE**

Pick Up Badge from  
Registration

☐

Confirm Freight  
Delivery

☐

Confirm Advanced  
Orders

☐

Place Onsite Orders

☐

## FREIGHT & DELIVERIES

### Warehouse Address

*Exhibiting Company Name*

*Booth No.*

KBIS 2026

c/o Freeman

10088 General Drive

Orlando, FL 32824

Freeman will accept crated, boxed, or skidded materials at their warehouse beginning January 8, 2026 at the above address. Material arriving after January 29, 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 unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds, or a single piece of freight beyond the dimensions of 108 inches high x 93 inches wide x 92 inches long.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM and 2:30 PM.

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Freeman's Advance Warehouse is located at 10088 General Drive, Orlando, FL 32824. Please review the [Advance Warehouse Map and Directions](#).

You can estimate your material handling cost and create and print Advance Warehouse Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Make sure the labels are for the correct hall your booth is in: North & South Halls, West Hall or Rosen Centre. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for advance shipments to the Freeman warehouse include:

- Delivery of items to the booth prior to your scheduled Targeted Freight Move-In Day and Time.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

### Direct to Site

#### Rosen Centre Shipping Address

*Exhibiting Company Name*

*Booth No.*

KBIS 2026

c/o Freeman

Orange County Convention Center

9800 International Drive

Orlando, FL 32819

Freeman will receive shipments at the Orange County Convention Center within our target dates. Shipments arriving before target dates may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Delivering carriers must check-in at the Marshalling Yard prior to the delivery. Please review the [Marshaling Yard Map and Directions](#).

**Items cannot be delivered straight to the Rosen Centre. All deliveries must go through Freeman via the Marshaling Yard.**

Certified weight tickets must accompany all shipments.

If required, provide your carrier with this phone number: (888) 508-5054.

Please note: Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors. More information can be found in Freeman Online's [Material Handling & Labels](#) section and you can estimate your material handling cost.

You can estimate your material handling cost and create and print Show Site Shipping Labels in Freeman Online's [Material Handling & Labels](#) section. Please make sure that you are using the right label for the correct hall. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

Freeman material handling fees for direct shipments to the Orange County Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and Freeman cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

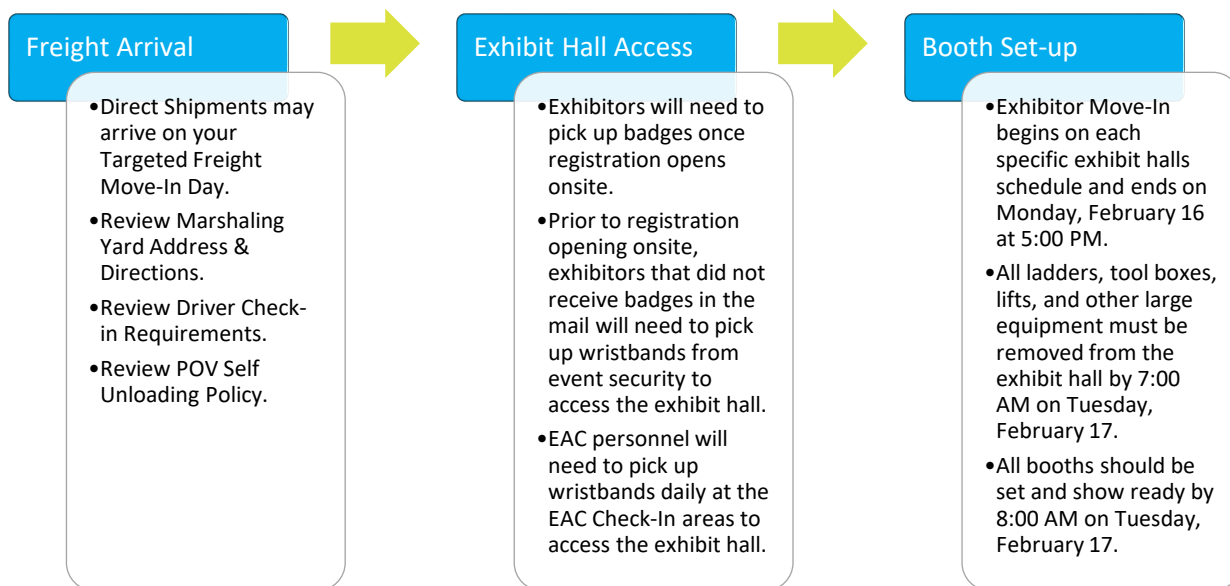
## Marshaling Yard

All delivering carriers must check in at the Freeman Marshaling Yard prior to delivering to the Orange County Convention Center.

The Freeman Marshaling Yard is located at 10088 General Drive, Orlando, FL 32824.

Please review the [Marshaling Yard Map and Directions](#).

## Move-in Procedures



## Self-Unloading / Hand Carry Policy

Full-time exhibitor personnel may carry materials in and out of the hotel by hand or with the use of an exhibitor-owned, non-motorized two-wheeled hand cart. This does NOT include pallet jacks or motorized equipment of any type. If needed, cart service and/or empty storage and return will be provided by Freeman at the prevailing rates.

## Privately Owned Vehicles (POV)

Vehicles that qualify as a POV may utilize the POV Check-In Area at the Orange County Convention Center. Freeman workers equipped with flat carts will assist exhibitors with unloading at the posted roundtrip rate. Two people must be with the vehicle – one to accompany the product to the booth and one to remove the vehicle from the area – and the vehicle must be completely unloaded within 30 minutes of arrival at the unloading area. Vehicles that do not qualify for this service or that require mechanical assistance to unload will be directed to the marshaling yard. Please review the information about [POV's, Cart Service, and the Self-Unloading Policy](#) prior to arrival.

*POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.*

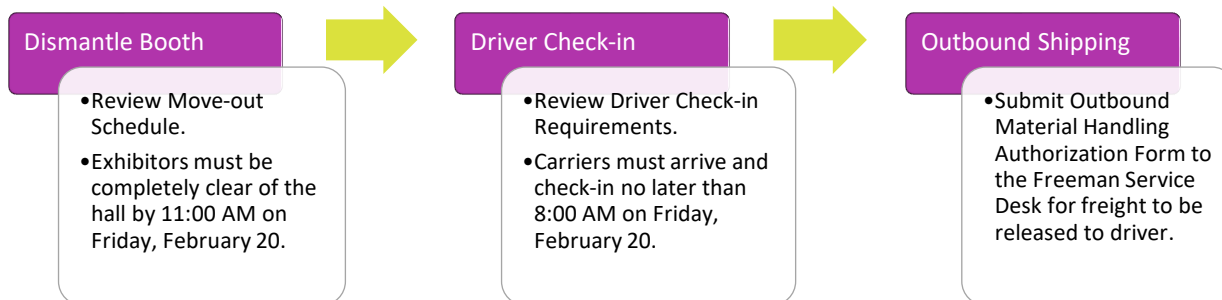
## Shipping vs. Material Handling

It is important to understand the difference between shipping and material handling. For detailed information, please review Freeman's [Shipping & Material Handling Information](#) page.

## Move Out Procedures

### Outbound Shipping

Freeman Exhibitor Support will gladly prepare your outbound Material Handling Agreement and labels in advance. Complete the Outbound Paperwork in Freeman Online's [Material Handling & Labels](#) section and the paperwork will be printed and available on show site at the Freeman Exhibitor Service Center. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.



### Move-Out Bulletin

Please review the [Show Move-Out Information](#) for specific details regarding exhibitor move-out.

## 24-Hour Access

Exhibitors are allowed 24-hour access to the exhibit hall during move-in days, show days, and move-out days. Please note that the exhibitor service desk will only be in operation from 8:00 AM - 5:00 PM on exhibitor move-in, show, and exhibitor move-out days, February 10 – February 22.

## Labor/Union Laws

KBIS Show Management has selected Freeman to be the Official Services Contractor for your upcoming show. As the Official Services Contractor, Freeman has the responsibility for material handling, electrical, all suspended rigging and booth cleaning services. We hope this document will assist you in planning for your upcoming event.

To help you understand the Official Services Contractor responsibilities, we ask that you read and observe the [Labor Jurisdictions](#) to aid in a smooth and efficient move-in and move-out of the trade show.

Freeman requests that exhibitors do not tip their employees by giving money, merchandise or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when employees have a fifteen-minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of Freeman. Freeman employees are paid an excellent wage and tipping is not an accepted company policy.

Freeman craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising regarding the jurisdiction or practices must be directed to a Freeman management representative.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

## UTILITIES

### **ELECTRICAL SERVICES**

All electrical must be ordered through Encore. Electrical is programmed for the amount of power you ordered. If an exhibitor is plugged into an unauthorized electrical outlet they will be disconnected and required to pay for electricity used.

Review the [Electrical Ordering Form & Details](#).

### **INTERNET & TELECOM SERVICES**

Internet and Telecom Services can be ordered from Millennium Technology Group.

Review the [Internet Ordering Form & Details](#).

### **SECURITY INFORMATION**

KBIS Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Orange County Convention Center agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance to cover loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are recommended and available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

#### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.



Review the Booth Security Form for more information on booth guards.

- Perform an inventory after your product has been delivered and note any damage or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended