

The 69th International Conference on Electron, Ion and Photon Beam Technology and Nanofabrication (EIPBN 2026)

May 26-28, 2026

Hyatt Regency Denver at Colorado CC

Denver, Colorado

Exhibitor Kit



Thank you for choosing to be an exhibitor at EIPBN 2026. Important information for our exhibitors is contained below.

Exhibitor Setup

Tuesday, May 26th - 12:00 PM (noon) – 4:00 PM

Exhibit Hall Hours

- Tuesday, May 26th - 4:00 PM – 7:00 PM
- Wednesday, May 27th - 10:00 AM – 7:00 PM
- Thursday, May 28th - 9:00 AM – 1:00 PM

Exhibitor Move-out

Thursday May 28th - 1:00 PM – 3:00 PM

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.

subject to change

Physical Booth Details:



The decoration services for the Exhibit Hall are provided by Freeman.

- Each 10' x 10' exhibit space will be set up with:
 - 8' high blue drape
 - 3' high blue side drape
 - One 6'L x 30"H blue draped table
 - Two chairs (Limerick chairs by Herman Miller)
 - One wastebasket
 - Power (as listed below)
- The exhibit spaces and exhibit areas are carpeted with the existing hotel carpet.

Physical upgrades + Discount deadline

For additions to your booth, please use <https://store.freeman.com/event-homepage?tab=event&eventId=542874>

You can contact Miya Haney at Freeman at (Miya.Haney@freeman.com) for any questions.

To take advantage of advance order discount rates, place orders online by May 5th, 2026.

Electrical and Audio Video

Each booth will be provided with the following electrical power:

- 10'x10' booths receive one 120VAC power strip
- 10'x20' booths receive two 120VAC power strips
- 10'x30' booths receive three 120VAC power strips



The exhibitors can order more power or AV services using the direct link: [2026 EIPBN ANNUAL MEETING](#)

- For additional related questions or power or AV needs, contact Bri Christianson at bri.christianson@encoreglobal.com

Space for sponsor events

If you need space for meetings or room reservations for your team, please use the EIPBN block. You can contact:

- Meeting room assignments, please contact Jonni Adams (JAdams@accent-dmc.com)

- Event planning and catering, please contact Shelbia Dixon (shelbia.dixon@hyatt.com)
- Hotel room block reservations, please contact Andrew Jackson andrew.jackson@hyatt.com
- Special requests, please contact Jack Skinner (cc26@eipbn.org) and Gina Adam (exhibit@eipbn.org)

Freight and Shipping:

- Freeman is providing shipping and extended storage at cost.
- You can get a personalized quote and schedule transportation services for your shipment.

Phone: +1 (800) 995-3579

Domestic Shipments exhibit.transportation@freeman.com

International Shipments international.freight@freeman.com

Warehouse Shipping Information:

- The Freeman warehouse will be closed on Monday, May 25th, 2026 in observance of Memorial Day.
- Ship early to avoid delays and save money!
- **Freeman will accept crated, boxed or skidded material beginning April 27th, 2026** at the warehouse shipping address.
- **Material arriving after May 19th, 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 weighting 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 – 03:30 PM.
- Certified weight tickets must accompany all shipments.
- 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 Service Rep: Miya Haney - Miya.Haney@freeman.com. 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 at <https://store.freeman.com/faq>.

Exhibit 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

Finalize orders and space

- For any upgrades to your booth space, use the Exhibitor Kit Link: <https://store.freeman.com/event-homepage?tab=event&eventId=542874>.
- For any A/V upgrades, use the direct link: [2026 EIPBN ANNUAL MEETING](#)
- If you need space for meetings or room reservations for your team, please use the EIPBN block and reach out to our team as needed, please section “**Space for sponsor events**” above.

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 May 28th, 2026 – 03:00PM.
- To ensure all exhibitors materials are removed from the Exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by May 28th, 2026 – 02:00 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.