

## Booth details

### Booth equipment

Each 10' x 10' booth will be set with 8' high flax back drape and 3' high flax back drape. Booths 300 sqft or less will receive an identification sign. Booths larger than 300sqft may receive an identification sign upon request. The facility will provide one 1 electrical outlet to all indoor booths. Outside spaces have asphalt base and general overhead lighting. The Ector County Co not allow painting of any inside or outside exhibit spaces.

### Exhibit hall carpet

The exhibit area is not carpeted. The indoor aisles will be carpeted in latte (brown/black mix). To enhance the appearance of booth, rental carpet is available through Freeman. For outside spaces, we have a selection of Astro Turf available for rent. C booths are encouraged to order Astro Turf.

## Show schedule

### Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by September 18, 2025.

### Exhibitor move-in - outdoor exhibit spaces

Large trucks and equipment for outside spaces may begin moving in as soon as Monday, October 13, 2025 to avoid traffic on the grounds. Please call PBIOS show office at 432.367.1112 for more details.

|                             |                   |                               |
|-----------------------------|-------------------|-------------------------------|
| Monday, October 13, 2025    | 8:00 AM - 5:00 PM | Large Trucks / Equipment Only |
| Tuesday, October 14, 2025   | 8:00 AM - 5:00 PM | Large Trucks / Equipment Only |
| Wednesday, October 15, 2025 | 8:00 AM - 5:00 PM | Large Trucks / Equipment Only |
| Thursday, October 16, 2025  | 8:00 AM - 5:00 PM | Large Trucks / Equipment Only |

### Exhibitor move-in

|                            |                   |                |
|----------------------------|-------------------|----------------|
| Friday, October 17, 2025   | 8:00 AM - 5:00 PM | All Exhibitors |
| Saturday, October 18, 2025 | 8:00 AM - 5:00 PM | All Exhibitors |
| Sunday, October 19, 2025   | 8:00 AM - 5:00 PM | All Exhibitors |
| Monday, October 20, 2025   | 8:00 AM - 4:00 PM | All Exhibitors |

All exhibits must be set and show ready no later than 4:00 PM on Monday, October 20, 2025.

### Exhibit hall hours

|                             |                    |
|-----------------------------|--------------------|
| Tuesday, October 21, 2025   | 10:00 AM - 6:00 PM |
| Wednesday, October 22, 2025 | 10:00 AM - 6:00 PM |
| Thursday, October 23, 2025  | 10:00 AM - 4:00 PM |

### Exhibitor move-out

|                            |                    |
|----------------------------|--------------------|
| Thursday, October 23, 2025 | 5:00 PM - 10:00 PM |
| Friday, October 24, 2025   | 8:00 AM - 5:00 PM  |
| Saturday, October 25, 2025 | 8:00 AM - 12:00 PM |

Freeman will begin returning empty containers as soon as the aisle carpeting is removed.

## Shipping and material handling

### Show site shipping address:

subject to change.

Exhibiting Company Name / Booth Number  
Permian Basin International Oil Show  
Ector County Coliseum Complex  
C/O Freeman  
4201 Andrews Hwy  
Odessa, TX 79762  
USA

### **Show site shipping information**

- Freeman is unable to accept shipments in advance. All shipments must be sent directly to Ector County Coliseum Complex.
- Freeman will receive shipments at the exhibit facility beginning October 07, 2025.
- 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, Exhibit Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

### **Service contractor contact information**

#### **Freeman**

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book 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 [FreemanOnline's FAQ page](#).

### **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 Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

### **Pre-show 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 [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Labels and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit close of the show.

### **During show 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 October 25, 2025 - 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have a check-in by October 25, 2025 - 10:00 AM. 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 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.