

2026 AIA/SCS Annual Meeting

January 7-10, 2026

Hilton San Francisco Union Square

San Francisco, CA

[Booth details](#)

Booth equipment

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side drape, one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket.

Each tabletop booth consists of one 6'L x 30"H black draped table, two Limerick® chairs by Herman Miller, and one wastebasket.

Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Exhibit hall carpet

The booths and exhibit areas are carpeted with the existing hotel carpet.

[Show schedule](#)

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by December 10, 2025.

Exhibitor move-in

Wednesday, January 07, 2026 8:00 AM - 2:00 PM

Exhibit hall hours

Wednesday, January 07, 2026	3:00 PM - 6:00 PM
Thursday, January 08, 2026	8:00 AM - 5:00 PM
Friday, January 09, 2026	8:00 AM - 5:00 PM
Saturday, January 10, 2026	8:00 AM - 12:00 PM

Exhibitor move-out

Saturday, January 10, 2026 12:00 PM - 4:00 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.

[Shipping and material handling](#)

Warehouse shipping address:

Exhibiting Company Name / Booth Number
2026 AIA/SCS Annual Meeting
C/O PDS / Freeman
365 E Grand Ave, Unit C
South San Francisco, CA 94080
USA

Warehouse shipping information

subject to change.

- The Freeman Warehouse will be closed on Wednesday, December 24, 2025, Thursday, December 15, 2025 and Thursday, January 1, 2026 in observance of Christmas and New Years' holidays.
- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning December 08, 2025 at the above address.
- Material arriving after December 31, 2025 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"H x 93"W.
- Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with this phone number: (888) 508-5054.
- Freeman is unable to accept direct freight shipments at Hilton San Francisco Union Square.

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 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 [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 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-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 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 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 January 10, 2026 - 4:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by January 10, 2026 - 2:00 PM. Please arrange with your carrier to pick up subject to change.

your outbound freight directly from the facility:

Hilton San Francisco Union Square
333 O'Farrell St
C/O Freeman
San Francisco, CA 94102, USA

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.