

May 18-21, 2024 | McCormick Place | Chicago, IL USA

## **NO EXHIBITOR MAY DISMANTLE THEIR BOOTH PRIOR TO 3:00 P.M. ON TUESDAY, MAY 21.**

**All exhibits are to remain manned and operational until the official close of the Show.**

EXHIBITORS WHO DISMANTLE EXHIBITS PRIOR TO 3:00 P.M. TUESDAY, MAY 21  
WILL JEOPARDIZE FUTURE PARTICIPATION IN SHOWS

## **BOOTH DISMANTLING SCHEDULE**

Exhibitors can dismantle any time after 3:00 p.m. on Tuesday, May 21. There is no set day to dismantle, however please read the following information regarding tear down. **Please note that no labor will be dispatched until aisle carpet is removed.**

Tuesday, May 21 ..... 3:01 p.m. – 7:30 p.m.\*

Wednesday, May 22 .... 7:30 a.m. – 4:30 p.m.\*\*

Thursday, May 23 ..... 7:30 a.m. – 4:30 p.m.\*\*\*

Friday, May 24 ..... 7:30 a.m. – 12:00 noon (*North & South Hall only*)

\* Note: If you are planning on dismantling/packing your booth on Tuesday, May 21, you must be in the hall by 7:30 p.m. as there are NO IN AND OUT PRIVILEGES after that time. You may continue to work until 9:00 p.m., however services may not be available after 7:30 p.m. on Tuesday, May 21.

\*\*\*Lakeside Center exhibits (Booths 8300-11600) must be dismantled and packed by 2:00 p.m. on Thursday, May 23<sup>rd</sup>.

**For South & North exhibits, all booth materials must be removed by 12:00 noon on Friday, May 24<sup>th</sup>. ALL other carriers must be checked into the Marshalling Yard by 10:30 a.m. on Friday, May 24<sup>th</sup>.**

## **SECURITY DURING MOVE-IN & MOVE-OUT**

Pack and secure all valuable items for your own protection beginning immediately at 3:00 p.m. on Tuesday, May 21.

### **PLEASE DO NOT LEAVE YOUR BOOTH AND MATERIALS UNATTENDED DURING THE BREAKDOWN OF THE SHOW!**

This is a critical time, and you must use care to safeguard your display and products. Show Management provides a measure of protection, such as perimeter security. *However, you and your staff are responsible for your valuables.* Some exhibitors hire designated booth guards to assist in this process.

### **Tips for securing your property:**

- Have at least one staff member stay with your exhibit at all times until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Remove all old labels from inbound shipping and apply new labels for outbound shipping.
- Don't identify the product or manufacturer on the outside of cartons, crates, boxes, etc. Mark these numerically to indicate the total being shipped (1 of 6, 2 of 6, etc.) and keep an itemized list.
- Include your company name and booth number on your cartons, cases and crates. Your freight forwarder should have an accurate and complete Material Handling Agreement (MHA) for the outbound shipment.
- Store excess supplies and merchandise with Freeman in accessible storage or in a facility outside the hall. **NEVER STORE EXCESS UNDER TABLES IN DISPLAYS.**
- Hire a special security guard to be in your booth until shipment is loaded out.
- Obtain proper insurance coverage for your goods, including transit to and from the Show site. Low cost exhibitor insurance is available, so check with your insurance carrier or [RainProtection, our official service provider.](#)
- Contact your floor manager if you run into security issues onsite.

# CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

## PROCEDURES for CLOSE OF SHOW

**Aisle Carpet:** Removal of aisle carpet begins at 3:01 p.m. on Tuesday, May 21.

**Empty Crates Returned:** The return of empty crates begins after the aisle carpet is removed - approximately 4:00 p.m. on Tuesday, May 21. THIS PROCESS TAKES SIX (6) HOURS TO EIGHT (8) HOURS TO COMPLETE. Do not tip labor workers—this will not get you your empty crates any faster, no matter what they tell you.

**No Freight/Fire Aisles:** Per the Chicago Fire Department, these aisles must be kept clear of crates and exhibit material during move-out in case of emergencies, to return empty crates to exhibitor, and to expedite freight back to the loading dock.

**Lighting & Utility Services:** Booth utility services (including refrigeration and freezer unit electricity) will be disconnected at 4:00 p.m. on Tuesday, May 21, and work lights will be turned on at 3:01 p.m. If you require an extension for your utility services, please make arrangements in advance with Freeman.

## LABOR SCHEDULE

**Labor Orders:** All dismantle orders for labor should be ordered in advance and confirmed during installation or Show days at the appropriate labor desk by Monday, May 20, prior to 12:00 noon.

**Dismantle Labor:** Labor (except forklifts) can begin dismantling at 3:01 p.m. on Tuesday, May 21. Workers should not be on the floor prior to that time.

**Forklift Labor:** Forklifts for rigging will not be allowed on the exhibit floor prior to 4:00 p.m. on Tuesday, May 21. Plan your dismantle work schedule accordingly. All dismantling activities must take place within the booth space, not in the aisles.

## EXHIBITOR SERVICE CENTERS

Contact the Freeman Service Center for labor desk locations:

**South Hall (booths 100-5499)** – South Hall, located between the food service pavilions, one level below the Exhibit Hall.

**North Hall (booths 5500-8299)** – North Hall Level 2, Room N. 227.

**Lakeside Level 3 (booths 8300-11600)** – Room E253.

## FOOD & BEVERAGE IN STORAGE

The exhibitor is responsible for clearing leftover food and beverage product from the temporary trailer storage to make way for outbound loading. **FOOD AND BEVERAGE IN STORAGE MUST BE REMOVED BEFORE 12:00 NOON ON WEDNESDAY, MAY 22. If it is not removed by 12 noon, it will be deemed as trash and will incur removal fees.**

## DONATION OF FOOD & PRODUCT

Please notify the **Greater Chicago Food Depository** if you would like to donate your dry, refrigerated, or frozen product at the end of the Show. You must label the product with donation signs supplied by representatives of the Food Depository on Tuesday, May 21 of the Show. Each floor manager desk will also have a supply of the donation labels. If your product is in storage, please see the Freeman Storage desk in your respective Hall.

Additional information regarding food donations will be provided in the Show Exhibitor Newsletter or call the Greater Chicago Food Depository at (773) 247-3663. Visit [chicagosfoodbank.org](http://chicagosfoodbank.org) to learn more about the Greater Chicago Food Depository.

**PLEASE REMEMBER, as exhibitors you are responsible for your product and display materials until they are loaded onto your designated outbound carrier.**

# CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

## CONFIRM PICK-UP DATES WITH OUTBOUND CARRIERS

Arrangements for outbound shipping are not an automatic service and each exhibitor is responsible for making their own arrangements. **Exhibitors must confirm pick-up dates for outbound shipping with their chosen carrier.** Do not assume arrangements have been made for you.

**Optional Carrier:** (REPRESENTATIVES WILL BE ONSITE)

**Freeman Logistics** - (773) 473-7080

The carrier listed above will provide rate schedules for services and delivery date information. Confirmation is provided on-site by the above representatives on Tuesday, May 21 when exhibitor submits their Outbound Material Handling Agreement (MHA).

## ALL SHIPMENTS MUST BE ACCOMPANIED BY A FREEMAN MATERIAL HANDLING AGREEMENT (MHA)

### Do not leave these forms in your booth!

Forms and Shipping Labels are available at Freeman Exhibitor Service Centers. Material Handling Agreements (MHAs) must be submitted to Freeman once shipment is packed, labeled, and ready to be loaded. On Tuesday, May 21, shipments will not be subject to an overtime surcharge and will be loaded that same day if your outbound material handling forms are turned in and your outside carrier is checked into Marshalling Yard between 12:00 p.m. and 6:00 p.m.

No Material Handling Agreements (MHAs) will be accepted prior to 3:00 p.m. on Tuesday, May 21. Material Handling Agreements (MHAs) must be submitted to Freeman once your shipment is packed, labeled and ready to be loaded. Please note no MHAs will be provided unless all invoices are paid in full. Your outbound shipment will be loaded on Tuesday, May 21, if your carrier has checked into the marshalling yard by 6:00 p.m. and your Material Handling Agreement (MHA) has been turned into the Freeman Service Centers by 7:30 p.m. Overtime charges will apply if your shipment is loaded after 10:00 p.m.

### Outbound overtime surcharges apply as follows:

- Outbound drivers must check in between the hours of 6 a.m.- 2:30 p.m. to not incur any overtime surcharges.
- Outbound material handling forms are turned in after 12:00 Noon weekdays and shipment is loaded that same day.

## EXPRESS SERVICE PROVIDERS AS OUTBOUND CARRIERS

Exhibitors who chose an express service (such as FedEx, UPS, DHL, etc.) as their outbound carrier must make all arrangements with the chosen express service and advise them of the shipment. A Freeman Material Handling Agreement (MHA) which notes the express service as the outbound carrier must be completed and turned in at the Freeman Service Centers. Exhibitors must also provide instructions to Freeman for the shipment should the provider fail to wait. Express Services labels will need to be provided.

The other alternative for an exhibitor is to take their small shipment/package to the McCormick Place Business Center, who will process the shipment for a handling charge. No Freeman paperwork is needed if the shipment is sent through the Business Center but bringing materials off the Show floor to the Business Center requires a merchandise removal pass (see next page). Freeman cannot assist with packages going to the Business Center.

## INTERNATIONAL SHIPPING

For detailed information, call TWI Group, at +1-702-691-9000.

### **Duty Paid Entry –**

Merchandise for which duty has been paid prior to Show can be removed immediately after the close of the Show.

### **Trade Fair Entry –**

Merchandise can be removed only after duty has been paid or exportation from the U.S. has been processed.

# CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

## PRIVATELY OWNED VEHICLE (POV)

Cars, Mini-vans, and Pick-Up Trucks utilizing Freeman Material Handling services will be loaded at designated locations: On Tuesday, upon turning in the MHA to the Freeman Service Center, you will receive a Freeman Dock Pass. You will then be released to the line leading to the POV dock for your building.

At all other times, **ALL VEHICLES MUST CHECK IN AT THE MARSHALLING YARD AT 31ST STREET**, just west of Lake Shore Drive. Freight personnel will then direct you to the appropriate loading area. You will need to obtain the MHA at the Freeman Marshalling Yard where you then receive a window card.

## Automobile and Small Utility Vehicle (asuv) Loading

Exhibitors who plan to utilize the Automobile and Small Utility Vehicle (ASUV) loading area must meet all of the following criteria:

- Only Exhibitors and full-time employees\* of the exhibiting company may load the vehicle
- There must be a team of at least two (2) people. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle, in addition to at least one person to transport the materials from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.
- Exhibitors have no more than 20 minutes to load their vehicle.
- The person transporting the materials from the exhibit hall must have their Show 2024 Exhibitor Badge.

On Tuesday, May 21<sup>st</sup>, when the Show closes and you are packed and ready to load, you can pick up your Self-Loading Dock Pass from the McCormick Place check-in desk located in the Marshalling yard. The self-loading area will be available from 3:01 p.m. to 7:30 p.m. Passes must be picked up by 7:30 p.m. at the marshalling yard.

*\*Full time Employees: Any company full-time employee who has been working at your company for at least six months before the Show opening date. Exhibitor credentials and employee identification will be required.*

## MERCHANDISE REMOVAL INFORMATION

**Merchandise Removal Passes** are required for all hand carried items leaving the Show floor by attendees (i.e., products, samples, giveaways, etc.) The passes will be available at each floor manager desk. Treat the product/merchandise removal passes as cash. If they get into the wrong hands, they can be used fraudulently.

— Exhibitors (must be wearing badge) may remove items beginning at 3:01 p.m., Tuesday, May 21. Only those items which can be carried in one trip, by one individual may be removed. Exhibitors may use non-motorized material handling equipment (hand trucks, carts, or dolly) to transport materials from exhibit hall.

— Exhibitors giving products, samples, etc. to attendees must provide them with a Merchandise Removal Pass. If the attendee does not have a completed, signed merchandise removal pass, the products will be confiscated and destroyed. Don't risk losing business because you didn't provide a merchandise removal pass.

— Exhibitors caught removing another exhibitor's property from the building are subject to prosecution.

— Exhibitors are urged not to give away their products to visitors, other exhibitors, models, or workers.

**Liability and Insurance for Exhibitor Materials is the responsibility of the exhibitor.**

DO NOT LEAVE YOUR BOOTH UNATTENDED AT THE CLOSE OF THE SHOW. These few hours are critical for security. Remain in your booth until dismantling and packing is completed. Be sure you make all arrangements for outbound shipping prior to leaving the Show floor.

**EXHIBITORS ARE RESPONSIBLE FOR THEIR PRODUCTS AND DISPLAY MATERIALS  
UNTIL LOADED ONTO OUTBOUND CARRIERS**