

OPTIONS TO GET YOUR MATERIALS TO YOUR BOOTH:			
<u>OPTION 1-</u> Advance Shipping	Recommended For All Exhibitors NO perishable food & beverage. No Alcohol.	Must Arrive Between April 9 th and Your Target End Date (See Schedule)	Exhibitor is shipping materials to the Advance Warehouse, moved to McCormick Place by GES.
<u>OPTION 2A-</u> Direct Shipping with GES Unloading: <u>Shipments from Carriers</u>	Recommended for large booths	Must Arrive on Target Check-in Date	Exhibitor materials are arriving to McCormick Place by third party freight carrier
<u>OPTION 2B-</u> Direct Shipping with GES Unloading: <u>Shipments from Personally Owned Vehicles (POV)</u>	Recommended for large booths within driving distance	Must Arrive on Target Check-in Date	Exhibitor materials are arriving to McCormick Place by POV for unloading by GES.
<u>OPTION 3-</u> GES Cartload Service with GES Unloading	Recommended for booths with freight under 200 lbs	Must Arrive on Target Check-in Date (Only available Thurs & Fri)	Exhibitor is driving up to 200 lbs/8 pieces of materials for unloading by GES Cartload Service.
<u>OPTION 4-</u> Self Unloading via Automobile and Small Vehicle (ASUV) Unloading	Recommended for small booths driving to Chicago	Must Arrive on Target Check-in Date or any date after	Exhibitor is driving materials to McCormick Place for self-unloading. See restrictions.
<u>OPTION 5-</u> Hand Carry from Parking Lot & Main Entrances	Recommended for single trip unloading	Must Arrive on Target Check-in Date or any date after	Exhibitor may park their car and hand carry or push their materials to the booth from the parking lot.

WHEN YOUR MATERIALS CAN ARRIVE:

The [Target Date Check-in Schedule](#) lists your booth's specific target check-in date. You and your materials cannot arrive before your target check-in date. Please see the grid above for additional information.

SHIPPING OPTIONS

(CONTINUED)

OPTION 1 — Advance Shipping to GES Warehouse:

WHAT? Ship your crated materials to the GES warehouse, and GES will drop your items at your booth by 8:00am on your assigned target check-in date. No perishable food & beverage is allowed at the advanced warehouse. No Alcohol is allowed at the advanced warehouse.

WHEN?

Hall	Booths	Start Date	End Date
South Hall	100-2599	April 8, 2019	May 2, 2019
South Hall	2600-5499	April 8, 2019	May 6, 2019
North Hall	5500-8299	April 8, 2019	April 30, 2019
Lakeside Center & Lakeside Ballroom	8300-11699	April 8, 2019	May 8, 2019

Hours for receiving are Monday-Friday, 8:00am – 2:30pm.

HOW? Use the [Advance Shipping Labels](#). You can use any type of truck service from Point A to the GES warehouse.

PRE-SHOW:

1. Order Advanced Shipping Material Handling from [GES](#) before you leave for the Show.
2. Label your product with [Advance Shipping Labels](#).
3. Ship your product to arrive at the GES Warehouse before your deadline (see above). We recommend scheduling the shipment to arrive before the final date to avoid long lines.

ONSITE:

1. GES will deliver your materials to your booth by 8am on your target check-in date. See [Target Date Check-In Schedule](#)
2. You can arrive any time after 8am to begin setup. We recommend at least one appointed contact from your company arrive on your Target check-in day to locate your booth on the Show floor, ensure all labor is correctly ordered, locate nearest floor manager, and set-up for success once the shipment arrives.

Please Print and Bring Instructions with You

SHIPPING OPTIONS

(CONTINUED)

OPTION 2A — Direct Shipping with GES Unloading: Carrier Instructions

WHAT? Ship your materials directly to McCormick Place via Carrier

WHEN? See [Target Date Check-In Schedule](#) (You must arrive on your scheduled date)

HOW? Use the [Direct Shipping Labels](#). Ship via freight carrier (LTL, Over-the-road carrier, FedEx, UPS, etc.)

PRE-SHOW:

1. Order Direct Shipment Material Handling from [GES](#) before you leave for the Show.
2. Label your product with [Direct Shipping Labels](#).
3. Ship your product to arrive on your assigned Targeted Date. See [Target Date Check-In Schedule](#) **You must arrive on your scheduled date or additional off target date fees apply**
4. We recommend at least one appointed contact from your company arrive on your Target check-in day to locate your booth on the Show floor, ensure all labor is correctly ordered, locate nearest floor manager, and set-up for success once the shipment arrives.

ONSITE-- CARRIER INSTRUCTIONS:

1. Check in at the Marshalling Yard and have certified heavy and lite scale tickets ready
 - **Marshalling Yard: 3050 South Moe Drive, Chicago, IL 60616**
 - Just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place.
 - For further information on the McCormick Place Marshalling Yard, call the Yardmaster at (312) 808-3161.
2. Driver of the vehicle must present bills of lading or delivery receipts which show number of units, item descriptions, and weight for each different shipment being delivered, to the GES Representatives at the check-in desk in the Marshalling Yard office.
3. All truck shipments must have a certified weight ticket accompanying the bill of lading or delivery ticket. Shipments for multiple booths must have a separate bill of lading (BOL). A Receiving Report will be issued based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. This Receiving Report shall be dated and time stamped. All invoicing shall be based on the information contained on the Receiving Report.
 - **Note: If driver does not have a document with sufficient information describing the shipment, GES reserves the right to refuse issuing the Receiving Report before the shipment can be unloaded (cars and station wagons are excluded from this requirement).**
4. A GES representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
5. The driver will receive a number card to be placed in the window of the vehicle for identification purposes which indicates the appropriate unloading area.
6. A GES representative will advise the driver when to proceed to the designated unloading area when space becomes available. Wait time should be anticipated by your carrier.
7. At the unloading dock, the driver shall present the bill of lading and Receiving Report to the freight checker.
8. A crew will be assigned to unload the vehicle when the shipment is checked and the proper paperwork is presented.
 - Drivers lacking documents with sufficient information describing the shipment, may be refused issue of the Receiving Report which is necessary before the shipment can be unloaded
9. Once unloaded, a freight checker indicates all exceptions and/or damages on the bill of lading and the Receiving Report, and returns copies to the driver.
10. When leaving McCormick Place, all vehicles must return from the docks to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment.
 - Drivers failing to return to the weigh-out face having their shipment billed at the heavy weight.

Please Print and Bring Instructions with You

SHIPPING OPTIONS

(CONTINUED)

OPTION 2B — Direct Shipping with GES Unloading: Personally Owned Vehicle Instructions

WHAT? Ship your materials directly to McCormick Place Personally Owned Vehicle (POV)

WHEN? See [Target Date Check-In Schedule](#) (You must arrive on your scheduled date)

HOW? Use the [Direct Shipping Labels](#). You can bring your own POV (car, a company truck, etc.)

PRE-SHOW:

1. Order Direct Shipments Material Handling from [GES](#) before you leave for the Show.
2. Label your product with [Direct Shipping Labels](#).
3. Ship or deliver your product to arrive on your assigned Targeted Date. See [Target Date Check-In Schedule](#) (You must arrive on your scheduled date or additional off target date fees apply)
4. We recommend at least one appointed contact from your company arrive on your Target check-in day to locate your booth on the Show floor, ensure all labor is correctly ordered, locate nearest floor manager, and set-up for success once the shipment arrives.

ONSITE--PERSONALLY OWNED VEHICLE (POV) INSTRUCTIONS:

1. Check in at the Marshalling Yard. The exhibiting company name, booth number and identification will be required for entrance into the Marshalling Yard.
 - **Marshalling Yard: 3050 South Moe Drive, Chicago, IL 60616**
 - Just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place.
2. POVs may be scaled for a heavy weight prior to going to the loading dock and a light weight after load has been delivered to the exhibit space. Items are weighted to ensure accurate material handling billing.
3. A GES representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
4. After check-in, POVs are directed to the POV line. If there is no line, POVs will be directed to go immediately to the docks. In general, POVs do not wait in the same line as the truck line carriers. POVs have their own assigned dock bay for loading and unloading and turnover is quicker than bays with truck load carriers.
5. POVs are served on a first come, first serve basis and MUST follow the [Target Date Check-in Schedule](#) for a smooth process.
6. A crew will be assigned to unload the vehicle when the shipment is checked and the proper paperwork is presented.
7. Once unloaded, a freight checker indicates all exceptions and/or damages on the bill of lading and the Receiving Report, and returns copies to the driver.
8. When leaving McCormick Place, all vehicles must return from the docks to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment.
 - Drivers failing to return to the weigh-out face having their shipment billed at the heavy weight.
9. At close of Show, exhibitors obtain a Bill of Lading from the GES Servicenter. Exhibitors who will be removing their items via a POV must have this form signed and dated by a GES Service representative.
10. This authorized Bill of Lading is required to gain access to the docks for outbound material handling services. This paperwork must be in the hands of the POV driver (please do not leave in the exhibit hall).

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SHIPPING OPTIONS

(CONTINUED)

OPTION 3 — FREE SELF-UNLOADING SERVICE: AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) UNLOADING:

WHAT? Automobile and Small Utility Vehicle (ASUV) unloading is for exhibitors who prefer to hand carry items or transport via hand truck or dolly in under 20 mins, meaning you can typically fit the items into the trunk of a car. Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. (This does not include multiple axle-vehicles, flatbed trucks, box vans, trailers or commercial vehicles).

WHEN? Available Thursday, May 16 and Friday, May 17 from 8:00am – 4:30pm.

- You cannot arrive before your target check-in date. You can arrive any date after your date when using ASUV
- If your target check-in date is Friday, you cannot use ASUV unloading on Thursday. If your target check-in date is Thursday, we recommend arriving on Thursday to give yourself ample time for set up. See [Target Date Check-In Schedule](#)

RULES:

- Exhibitors have no more than 20 minutes to unload/load their 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 to/from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.
- Materials must be moved by hand or with the use of a fully manual cart or dolly. (Not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment)
- The person transporting the materials to/from the exhibit hall must have their Show 2018 Exhibitor Badge.
- Only full time employees from the exhibiting company may unload the vehicle.
 - *A full time employee is one 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.*
- **Types of Vehicles Allowed:** (Does not include multiple axle-vehicles, flatbed trucks, box vans, trailers or commercial vehicles).



HOW?

PRE-SHOW:

1. No Pre-registration is required for ASUV
2. [Purchase Parking passes](#) if you want to park at McCormick Place once unloading is complete. Search “Restaurant” for full results.

ONSITE:

1. Check in at the Marshalling Yard. The exhibiting company name, booth number and identification will be required for entrance into the Marshalling Yard.
 - **Marshalling Yard: 3050 South Moe Drive, Chicago, IL 60616**
 - Just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place.
2. Say that you are a Show exhibitor here for **SELF UNLOADING via ASUV**
3. In the Marshalling Yard Office, drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. You will not be allowed access to the dock without an ASUV Pass.
4. While parked in the dock, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.
5. Vehicles must be unloaded within a 20-minute period.
6. Exit and Park in parking lot. Pre-purchase [parking passes here](#) (search ‘Restaurant’).

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SHIPPING OPTIONS

(CONTINUED)

OPTION 4 — GES Cartload Service:

WHAT? GES will deliver materials from your vehicle, up to 200 pounds, which fit on one (1) flatbed scooter for one (1) trip into the exhibit hall for a set cost.

WHEN? See [Target Date Check-In Schedule](#) (You must arrive on your scheduled date)

RULES

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for two (2) laborers with one (1) flatbed scooter, for one (1) trip.
- This service is for those who have small hand carry items all of which must fit on a 3' x 4' flatbed scooter for one (1) trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Service Center.

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

HOW?

PRE-SHOW:

1. Order Cartload Service from GES before you leave for the Show. Order before the discount deadline, Thursday, April 18th, to save \$!
2. Label your product with [Direct Shipping Labels](#).
3. Ship or deliver your product to arrive on your assigned Targeted Date. See [Target Date Check-In Schedule](#) (You must arrive on your scheduled date or additional off target date fees apply)

ONSITE:

1. Check in at the Marshalling Yard and identify yourself as an exhibitor using GES Cartload Service. The exhibiting company name, booth number and identification will be required for entrance into the Marshalling Yard.
 - **Marshalling Yard: 3050 South Moe Drive, Chicago, IL 60616**
 - Just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place.
2. A GES representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
3. After check-in, you will be directed to the personally owned vehicle (POV) line. If there is no line, POVs will be directed to go immediately to the docks. In general, POVs do not wait in the same line as the truck line carriers. POVs have their own assigned dock bay for loading and unloading and turnover is quicker than bays with truck load carriers.

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SHIPPING OPTIONS

(CONTINUED)

OPTION 5 — Hand Carry materials from Parking Lot & McCormick Place main entrances

WHAT? Carry your materials into McCormick Place and to your booth via any of the parking lot or main entrances. (two-wheeled luggage carts, hand-carts, dollies or flatbeds are allowed)



WHEN? You can arrive onsite at McCormick Place starting on your Target Check-in Date or any date after. You cannot arrive before your target check-in date. See [Target Date Check-In Schedule](#)

HOW?

PRE-SHOW:

1. Locate your target check-in date to see when you can arrive at the Show. See [Target Date Check-In Schedule](#)
2. [Purchase Parking pass](#) for McCormick Place if needed. Search “Restaurant” for full results.

ONSITE:

1. Arrive at McCormick Place, 2301 S King Dr, Chicago, IL 60616
2. Pick up your Exhibitor Badge at Registration (Opens Thursday)
3. Proceed to booth

Please Print and Bring Instructions with You