



DIRECTIONS, ARRIVAL & SHIPPING/DELIVERY INSTRUCTIONS

CHICAGO BUILD EXPO
Exhibiting Company
Name Booth # ____
c/o FREEMAN
McCormick Place Lakeside
Hall D2
2301 S. Lake Shore Drive
Chicago, IL 60616

DELIVERY ACCESS TO THE VENUE

Freeman will receive shipments at the exhibit facility beginning **Tuesday October 10th**. 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. Please note deliveries will not be accepted over the weekend, all deliveries will need to arrive **October 10th**. If you require earlier shipment or freight options, please go to the Freeman website, or email exhibitorsupport@freeman.com

DRAYAGE

Charges apply for all non-hand carriable items from the unloading docks, the charge is dependent on the weight of the items. **Let Freeman Online estimate your material handling charges for you.** Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman Online you can print extra shipping labels, get tips on how to package your freight and much more.

HAND CARRY POLICY

McCormick Place has a strict unloading policy that must be always followed. Exhibitors are allowed to carry in a limited number of materials. The hand carry regulations are stipulated in the shipping section of this manual. For Automobile & Small Utility Vehicle load in options please visit the ASVU Services link at <https://www.mccormickplace.com/exhibitors/asvu/>

McCormick Place Hand Carry Policy is as follows:

- Only employees of the exhibiting company may hand carry and must carry identification to verify their position.
- Exhibitors moving items must use doors and routes designated by event management.
- Hand carry may be brought through the building east side or front if traffic regulations are obeyed.
- Nothing larger than a four-wheeled baggage cart (plastic or rubber wheels only) may be used to move items.
- Hanging clothes racks with four wheels are allowed for moving hanging garments.
- Pop-up displays, 10' or less in length carried by hand by one person only, may be brought into the building.
- Exhibitor access granted on a first-come, first-serve basis during approved move-in and move-out periods.
- All vehicles must be attended at all times by a licensed driver.
- Loading/unloading of vehicles is limited to exhibitor owned/rented vehicles no larger than a Sprinter Van (all commercial delivery vehicles will be directed to loading docks). All trucks will be directed to the loading docks.
- All vehicles are allotted 20 minutes, and the time limit will be strictly enforced. Exhibitors should pack all exhibit items before vehicles are staged.
- Any vehicle left unattended will be towed at the owner's expense.

Prohibited During Hand Carry Operations:

- Tools, ladders (step stools up to 2' in height are allowed) or any other type of carpenter/construction equipment and vacuum cleaners are not permitted in the building.
- Any freight from a vehicle larger than a Sprinter Van.
- Any freight moved on equipment larger than a four-wheeled baggage cart.
- Any freight that cannot be hand carried by one person.
- Any freight moved by a moving or freight company, contractor or any persons other than union freight handlers or direct employees of an exhibiting company engaged in approved handcarry operations.



AUTOMOBILE AND SMALL UTILITY VEHICLE (ASUV) PROGRAM – PERSONAL VEHICLE LOADING/ UNLOADING

McCormick Place encourages Exhibitors to participate in the ASUV program using one of the options listed below. When participating in the ASUV program, only specific types of vehicles can be used to transport exhibitor material to the exhibitor area. Also, only specific types of transporting devices can be used to transport booth material to your booth space on the show floor. These specific vehicle types and transporting devices are noted below.

The ASUV Program is complimentary, and you can sign up for this when you arrive, this is done at the check-in station at Lot B/ Marshalling prior to move-in. Please remember you will need a Show Badge and/or ID to gain access to the show floor.

Self-Loading/Unloading ASUV at Exhibition Hall

Please visit <https://www.mccormickplace.com/exhibitors/asuv/> for additional ASUV information.

Types of vehicles approved for use in the ASUV Program:

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.





How to move material from my ASUV Vehicle to my booth on the show floor:

Only certain sizes of boxes and equipment can be unloaded from an automobile or small utility vehicle and only exhibitor owned hand carts may be used for transportation within the building



Shipment Information:

Freeman will receive shipments at the venue beginning **Tuesday, October 10th at 8:00 a.m.** 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.

Please Note: All items and materials that must be brought into the facility may be subject to material handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling Freeman form for charges for the service. Please be aware that disposal of exhibit properties is not included as part of your material handling fee. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

ADVANCED WAREHOUSE SHIPPING

Freeman will accept crated, boxed or skidded materials beginning **September 11**, at the below address. Materials arriving after **October 2**, will be received at the warehouse with an additional after deadline charge. Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Warehouse shipping address:

CHICAGO BUILD EXPO
Exhibiting Company
Booth # _____
c/o FREEMAN
2500 West 35th Street
Chicago, IL 60632



MARSHALLING YARD

McCormick Place requires for all trucks to enter the McCormick Place Marshalling Yard, which is staffed by McCormick Place Security personnel.

For directions, please visit <https://www.mccormickplace.com/exhibitors/freight-truck-marshalling/>

FREIGHT & TRUCK MARSHALLING

Freight shipped to McCormick Place or to the truck marshalling facility before your licensed move-in date will not be accepted. If you wish to ship freight prior to your move-in, please contact your general service contractor who may have warehousing facilities available.

Truck Marshalling is located at 31st Street and Lake Shore Drive, adjacent to Lot B Marshalling is available for overnight truck parking based on availability. Services include a certified truck scale, 24-hour staff, 24-hour convenience/vending center and security cameras. Fees are charged for entrance, overnight storage, and scale use. For directions to the truck marshalling yard, over the road freight carriers can call the automated information line at 312-808-3161

For more information, please visit <https://www.mccormickplace.com/exhibitors/freight-truck-marshalling/>

DIRECTIONS & EXHIBITOR PREPAID PARKING

A limited number of prepaid guaranteed parking spaces are available. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

For more information, please visit <https://www.mccormickplace.com/getting-here/>

