WHAT ARE FREIGHT SERVICES?

As the official service contractor, Freeman is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE WAREHOUSE?
• We will accept freight beginning 30 days prior to show move-in.
• To check on your freight arrival, call Exhibitor Services at the location listed on the Quick Facts.
• To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts. Your freight will still be received after the deadline date, but additional charges will be incurred.
• The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
• The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
• All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
• Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
• Certified weight tickets must accompany all shipments.
• Warehouse freight will be delivered to the booth prior to exhibitor set up.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?
• Collect shipments will be returned to the delivery carrier.
• To ensure that your freight does not arrive collect, mark your bill of lading “prepaid.”
• “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?
• The label should contain the exhibiting company name, the booth number and the name of the event.
• The specific shipping address for either the warehouse or show site is located on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?
• Charges will be based on the weight of your shipment. Each shipment received is billed individually and is subject to the applicable show weight minimum. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
• On the Material Handling Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
• Next, select the rate for the freight category that best describes your shipment. There are four categories of freight:
  - **Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - **Special Handling:** material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, and shipments that require additional time, equipment or labor to unload. Federal Express and UPS are included in this category due to their delivery procedures.
**FREIGHT SERVICES**

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.

Carpet and/or Pad Only: shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.

- All inbound and outbound shipments are subject to overtime charges if the shipments are received, loaded or unloaded during the overtime hours specified on the Material Handling Order Form. This includes both warehouse and show site shipments.
- Add any late delivery or off-target charges listed on the Material Handling Order Form if the freight will be received after the deadlines listed on the Quick Facts.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.

**WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?**

- Pick up “Empty Labels” at the Freeman Service Center. Once the container is completely empty, place a label on each container individually. Labeled empty containers will be picked up periodically and stored in non-accessible storage during the event.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

**HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?**

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

**HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?**

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents.
- Once we receive your outbound shipping information we will create your Material Handling Agreement and shipping labels. If the shipping information is provided in advance, the Material Handling Agreement will be delivered to your booth with your invoice. Otherwise the Material Handling Agreement and labels will be available for pick up at the Freeman Service Center.

- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Freeman Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts for specific dates, times and address for pick up. In the event your selected carrier fails to show by the final move-out day, your shipment will either be rerouted on Freeman’s carrier choice or delivered back to the warehouse at the exhibitor’s expense.
- For your convenience, approved show carriers will be on site to book outbound transportation if you have not made arrangements in advance.

**WHERE DO I GET A FORKLIFT?**

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Rigging Order Form for available equipment.
- Advance and show site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Freeman Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

**DO I NEED INSURANCE?**

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by Freeman are subject to the Terms and Conditions, which can be found in the exhibit service manual or online at www.freeman.com.

**OTHER AVAILABLE FREIGHT SERVICES**

- Cranes
- Accessible storage at show site
- Exhibit transportation services (see enclosed brochure)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery
- Priority empty return

---

Call customer service at the number listed on the Quick Facts. For fast, easy ordering, go to [www.freeman.com](http://www.freeman.com)
TRANSPORTATION SERVICE, FULLY LOADED.
Our convenient, affordable package puts productivity in overdrive.

Turn to Freeman for one-stop transportation services. Our all-inclusive round trip standard ground shipping and material handling package means transporting materials to any exhibit location has never been easier or more affordable. Plus, Freeman works directly with you and show site decision makers to streamline the process, so it’s faster than ever to get on the road to success.

The Freeman Exhibit Transportation promise:

- All-inclusive pricing with no additional fees for pickups and deliveries, including weekend and night service
- Pick-up and transportation from point of origin to your choice of either advance warehouse or show site
- On-site transportation experts are available before, during and after the show
- Reliable customer service seven days a week, offering complete shipment visibility and expert supervision
- Pre-printed shipping labels and outbound paperwork

Benefits:

- Turnkey pricing ensures precise budgeting
- No additional handling, pick-up or delivery fees
- No additional fuel surcharges or overtime surcharges
- No carrier waiting time fees
- Experienced on-site transportation reps from move-in through move-out
- LTL (less than truck load) shipping

*Services apply to destinations anywhere in the Continental U.S.

To take advantage, call 1-800-995-3579 or email exhibit.transportation@freeman.com for a quote.
RESULTS, DELIVERED

With more than 90 years of experience in the events industry, no one understands exhibit transportation better than Freeman. Our transportation services are a seamless extension of the premium products that exhibitors around the world rely on time and time again.

Between our all-inclusive pricing and superior customer service, Freeman Exhibit Transportation is the most reliable, convenient and cost-effective solution available. Our team of experts has the ability to quickly respond to changes when necessary, remaining entirely responsive to all of your show requirements, whenever and wherever they arise.
EXHIBIT TRANSPORTATION SERVICES

Freeman Exhibit Transportation is an EPA Smartway Partner and is dedicated to reducing carbon emissions related to the transportation of goods. Renting or shipping items locally saves on carbon emissions and your shipping footprint.

Freeman Exhibit Transportation promise:

- ALL-INCLUSIVE PRICING WITH NO ADDITIONAL FEES FOR PICKUPS AND DELIVERIES, INCLUDING WEEKEND AND NIGHT SERVICE
- ONE CONVENIENT INVOICE ENCOMPASSING ALL FREEMAN SHOW SERVICES
- ON-SITE TRANSPORTATION EXPERTS ARE AVAILABLE BEFORE, DURING AND AFTER THE SHOW
- RELIABLE CUSTOMER SERVICE SEVEN DAYS A WEEK, OFFERING COMPLETE SHIPMENT VISIBILITY AND EXPERT SUPERVISION

Questions?

For more information regarding our services, rates, shipment deadlines, documentation requirements, ordering and the terms and conditions of our service offerings, please visit freeman.com

Continental U.S. Exhibitors: Contact our exhibit transportation experts at 800.995.3579 or via email at exhibit.transportation@freeman.com

International Exhibitors: Contact our exhibit transportation experts at +1.817.607.5183 or via email at international.freight@freeman.com

DON'T FORGET ABOUT INBOUND SHIPPING! COMPLETE AND SEND THE ORDER FORM
Shipping and Material Handling

before event

from your location or previous event

venue dock

event venue

your exhibit

venue dock

after event

to your location or next event

advance warehouse

where exhibit materials are stored before an event

shipping

transport to the venue’s shipping dock then from the shipping dock to the next event or customer location

material handling

move items from the dock, to the exhibit, back to the dock after the show

storage for empty containers
TIPS FOR EASY ORDERING

• Credit card information must be on file prior to pick up, as charges will be included on your show services invoice.
• International Exhibitors remember - Shipments originating from countries other than the US must be cleared through customs. Please call for additional information:
  (800) 995-3579 Toll Free US & Canada
  (817) 607-5183 Local & International

SHIPPING INFORMATION

Items to be shipped

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Est. Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crates (wooden)</td>
<td></td>
</tr>
<tr>
<td>Cartons (cardboard)</td>
<td></td>
</tr>
<tr>
<td>Cases/Trunks (fiber) (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Skids/Pallets</td>
<td></td>
</tr>
<tr>
<td>Carpet (color ___________ )</td>
<td></td>
</tr>
<tr>
<td>Other ( ______________________ )</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

Size of largest piece: (H) _____ (W) _____ (L) _____

NOTE: Shipments will be weighed and measured prior to delivery.

OUTBOUND SHIPPING

☐ I would like to schedule outbound Freeman Exhibit Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may print your Outbound Material Handling Agreement and labels, please complete the following information if different from pick up address:

Ship to address:

__________________________________________________________________________

__________________________________________________________________________

Number of Labels: ____________

E-mail: exhibit.transportation@freeman.com
Fax: (469) 621-5810

FAX THIS COMPLETED FORM VIA:

A TRANSPORTATION SPECIALIST WILL CALL YOU TO CONFIRM RECEIPT OF SHIPMENT REQUEST AND FINALIZE DETAILS.

SHOW # (482636)
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.

**MATERIAL HANDLING SERVICES**

**CRATED:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**SPECIAL HANDLING:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, Airborne Express & DHL are included in this category due to their delivery procedures.

**UNCRAFTER:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**STRAIGHT TIME:** 8:00 A.M. to 4:30 P.M. Monday through Friday

**OVERTIME:** 4:30 P.M. to 8:00 A.M. Monday through Friday, ALL DAY Saturday

**DOUBLE TIME:** ALL DAY Sunday and Holidays

(Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

• Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

**RATE CLASSIFICATIONS:**

- **Warehouse Shipment (200 lb. minimum)**
  - Crated or Skidded Shipment ........................................ $ 110.25 $ 220.50

- **Showsite Shipment (200 lb. minimum)**
  - Crated or Skidded Shipment ........................................ $ 92.25 $ 184.50

- **Small Package - Maximum weight is 30 lbs. per shipment**
  - $ 45.00

  * A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

**ADDITIONAL SURCHARGES:**

- **Shipment Delivered after Deadline Date (in addition to above rates)**
  - Warehouse Shipment after NOVEMBER 13, 2019 ......................... $ 27.55 $ 55.10
  - Showsite Shipment after OFF TARGET ................................... $ 23.05 $ 46.10

- **Overtime Charge - Inbound/Outbound (in addition to above rates)**
  - Crated or Skidded Shipment ........................................ $ 23.05 $ 46.10

- **Mobile & Transportable Units - Self Propelled**
  - Mobile & Transportable Units Flat rate ................................ $ 571.80

**ALL RATES ARE ROUND TRIP**

**Description** | **Price per CWT** | **Estimated Total Cost**
---|---|---
**CRATED:** | | |
**SPECIAL HANDLING:** | | |
**UNCRAFTER:** | | |
**STRAIGHT TIME:** | | |
**OVERTIME:** | | |
**DOUBLE TIME:** | | |
* Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

For Assistance, please call 773-473-7080 to speak with one of our experts.
DIRECTIONS & ADDRESS TO:
McCORMICK PLACE MARSHALLING AREA
(3050 So. Moe Drive, Chicago, IL 60616)

North of Chicago to McCormick Place: Interstate 90 (Kennedy Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

West of Chicago to McCormick Place: Interstate 290 (Eisenhower Expressway) east to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

Southwest of Chicago to McCormick Place: Interstate 55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!

South of Chicago to McCormick Place: Interstate 94 (Dan Ryan Expressway) to Interstate 55 North (Stevenson Expressway). Take I-55 North until it ends. Bear right and EXIT at Lake Shore Drive South (41 south). Proceed approximately ½ mile and exit at 31st Street. Proceed up the exit ramp and bear right. Turn right at U-TURN BEFORE the stop light onto Moe Drive. If you went to the light you went too far. After making U-Turn go approximately ¼ of a mile to the first stop sign. Turn left at the Stop sign and, YOU ARE THERE!!!
ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES ............................................(WOODEN BOXES)
2. CARTONS ........................................(CARDBOARD BOXES)
3. CARPETS .........................................(RUGS AND PADS)
4. SKIDS ...............................................(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS.........................(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE MCCORMICK PLACE COMPLEX
ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:
1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER’S NAME (OR BROKER’S NAME)
5. AREA WHERE VEHICLE IS PARKED

IF THE LOAD HAS BEEN BROKERED OUT TO YOUR COMPANY, YOU MUST HAVE THE EXHIBITOR OR THE BROKER FAX THE FREEMAN COMPANY A RELEASE ON THEIR LETTERHEAD.

THE FAX NUMBER FOR THE MARSHALLING YARD IS
1-312-674-0748

WE MUST RECEIVE THE RELEASE BEFORE WE CAN ISSUE THE HARDCARD TO PICK UP THE FREIGHT

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO BE PICKED UP PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU ARE ISSUED A BILL FROM THE FREIGHT CLERK

PLEASE KEEP YOUR C.B. RADIO TUNED TO CHANNEL 35 WHILE IN THE MCCORMICK PLACE COMPLEX

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH FOR ASSISTANCE
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

For fast, easy ordering, go to www.freeman.com

SHIPPING INFORMATION

METHOD OF SHIPMENT

Select a Carrier:
☐ Freeman Exhibit Transportation  ☐ Other Carrier

Freeman will make arrangements for all Freeman Exhibit Transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days
☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Shipment Options (if applicable)
☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

Select Desired Number of Labels:  

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.
VEHICLES NEED NOT ENTER MARSHALLING YARD. THIS IS A REFERENCE POINT ONLY.

VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3
For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS
For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3
To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS
For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3
To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.

VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3
For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS
For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

VEHICLE TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3
To reach the Lakeside Center (East Building), vehicles will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive. This is the Frontage Road, East of Lake Shore Drive. Follow E2 & E3 directional signs.

VEHICLE TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3
For McCormick Place North Levels 1 & 3, vehicles should proceed north out of the Marshalling Yard on Moe Drive to the stop sign. This is the Frontage Road, West of Lakeshore Drive. Follow N1 & N3 directional signs. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

VEHICLE TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS
For McCormick Place South & West Level 3 Docks: From the marshalling area at 31st Street and Lake Shore Drive, take Moe Drive north. This is the Frontage Road, West of Lake Shore Drive. Follow S3 & W3 directional signs.

Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616
1. SOUTHSIDE FUEL CENTER
   Truck Wash & Scale
   970 W. Pershing Road (39th Street)
   Chicago, IL  60609
   +1(773) 523-1362
   Cost:  $8 fee to go over scale

2. TRAVEL CENTERS OF AMERICA
   A. 76 AUTO/TRUCK
   Intersection of Interstate 55 & Interstate 53
   +1(630) 739-7006
   Hours:  7 days a week, 24 hour service
   Cost:  $7 platform scale

   B. Elgin West, Hampshire, IL
   Intersection of Interstate 90 & Route 20
   +1(847) 683-4550
   Hours:  7 days a week, 24 hour service
   Cost:  $6 platform scale

3. PETRO/Monee
   Monee Manhatten road (Right off Interstate 57 at Milemarker 335)
   +1(708) 534-0400
   Hours:  7 days a week, 24 hour service
   Cost:  $7 platform scale

PLEASE GIVE YOUR CARRIER THESE DIRECTIONS
**Marshalling Yard Address:** 3050 S. Moe Drive, Chicago, IL 60616

---

**TRUCK TRAFFIC TO NORTH BUILDING LEVEL 1 & LEVEL 3 DOCKS**

For McCormick Place North Levels 1, 2 & 3, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct all vehicles to the proper loading/unloading area.

FOR LEVEL 1 NORTH: Trucks will continue north on Moe Drive. To exit, trucks will proceed south on Moe Drive to 31st Street.

FOR LEVEL 3 NORTH: Trucks will travel up ramp to Level 3 dock area. To exit, trucks will exit down the ramp and proceed south on Moe Drive to 31st Street.

---

**TRUCK TRAFFIC TO LAKESIDE CENTER LEVEL 2 & LEVEL 3 DOCKS**

To reach the Lakeside Center (East Building) trucks will leave the Marshalling Yard and travel over the 31st Street Overpass to Fort Dearborn Drive.

FOR LEVEL 2 EAST: Trucks will proceed north on Fort Dearborn Drive and continue through the vehicular tunnel to the north end of the building, turning east on inside roadway. Dock facilities are on the north end. To exit, continue through tunnel south out of the building to East Drive and then south on Fort Dearborn.

FOR LEVEL 3 EAST: Trucks will proceed north on Fort Dearborn Drive. They will then STOP at designated "truck holding line", and a traffic coordinator will direct your vehicle from there.

---

**TRUCK TRAFFIC TO SOUTH & WEST BUILDING LEVEL 3 DOCKS**

For McCormick Place South Level 3 docks, trucks should proceed north out of the Marshalling Yard on Moe Drive, to the stop sign. A traffic coordinator will then direct drivers west on the South Hall Truck Access Drive and up the ramp to the proper dock.

To exit, trucks are to proceed down the ramp from the Level 3 docks; turn right on the South Hall Truck Access Drive and left (south) on Moe Drive.

Note: Oversized loads will receive special instructions upon checking into the Marshalling Yard.

For West Level 3 Docks from the marshalling area at 31st St. and Lake Shore Drive, take Moe Drive North. This is the Frontage Road, West of Lake Shore Drive. Follow S3 and W3 directional signs.
LEGISLATIVE CHANGES AT McCormick Place, Chicago, IL

STRAIGHT TIME WINDOW - EFFECTIVE 11/30/11

The Illinois General Assembly, the contractors, MPEA and the unions have all agreed to enact changes to expand the straight time window available to exhibitors. This window is as follows:

<table>
<thead>
<tr>
<th>Straight Time, Overtime, Double Time Window</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td>Double Time for all time worked</td>
</tr>
<tr>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Straight time 6:00 am - 10:00 pm for any consecutive 8 hour period</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Over Time 1st 8 hours worked</td>
</tr>
<tr>
<td>Holidays</td>
</tr>
<tr>
<td>Double Time for all time worked</td>
</tr>
<tr>
<td>New Years Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>Independence Day</td>
</tr>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

Please contact Freeman Exhibitor Services at (773) 473-7080 for details.

- Consistent with Safety and the skills and training necessary to perform the task, an exhibitor and exhibitor employees are permitted in a booth of any size in regards to set up and dismantle of machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re-skid all exhibitor material, machinery, and equipment.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "Exhibitor Employee" is defined as any person who has been employed by the exhibitor as a full-time employee for a minimum of six months before the show’s opening date.

Your show manager has established parameters for the normal work day/straight time that is available to you the exhibitor. However, if you would like to utilize Straight Time on Monday through Friday, and Overtime on Saturday outside of your shows published hours, the following conditions must be met:

- You must receive permission from Show Management to work before or after established Exhibitor Installation and Dismantle times for the event.
- Labor orders must be placed in advance and confirmed 48 hours prior to your requested start date and time.
- Labor orders may be subject to a 4-hour billable charge, and a prorated share of applicable foremen/steward costs. If this situation exists, Freeman will communicate this to you allowing you to decide whether you want to incur this additional cost.
- Cancellations must be received 24 hours in advance of the requested start date and time, or you will be subject to the charges as stated in ••item #3 above. These charges would also be applicable to an exhibitor who fails to appear and begin work at the requested time.
This form is a Machinery/Forklift/Rigging order form to uncrate, unskid, spot and place equipment. This form will not be accepted for your Hanging Sign/Condor needs.

### Forklift Labor and Equipment (Half hour minimum)

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>3040520</td>
<td>5M Forklift/ 2 Man Crew - ST</td>
<td>$334.25</td>
<td>$434.55</td>
</tr>
<tr>
<td>3040521</td>
<td>5M Forklift/ 2 Man Crew - OT</td>
<td>$464.45</td>
<td>$603.80</td>
</tr>
<tr>
<td>3040522</td>
<td>5M Forklift/ 2 Man Crew - DT</td>
<td>$595.15</td>
<td>$773.70</td>
</tr>
</tbody>
</table>

### Two Man Rigging Crew (Half hour minimum)

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>3020500</td>
<td>Rigging Crew - ST (Equipment not included)</td>
<td>$261.30</td>
<td>$339.70</td>
</tr>
<tr>
<td>3020501</td>
<td>Rigging Crew - OT (Equipment not included)</td>
<td>$391.50</td>
<td>$508.95</td>
</tr>
<tr>
<td>3020502</td>
<td>Rigging Crew - DT (Equipment not included)</td>
<td>$522.20</td>
<td>$678.85</td>
</tr>
</tbody>
</table>

### Two man crew is required with all equipment below (Half hour minimum per forklift)

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Advance Price per Hour</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>304015</td>
<td>Lg.Forklift (up to 15,000 lbs - Crew not included)</td>
<td>$124.30</td>
<td>$161.60</td>
</tr>
<tr>
<td>30404</td>
<td>4-Stage Forklift (14’ or higher - Crew not included)</td>
<td>$111.15</td>
<td>$144.50</td>
</tr>
<tr>
<td>3090600</td>
<td>Man Cage for Forklift</td>
<td>$60.45</td>
<td>$78.60</td>
</tr>
<tr>
<td>3090700</td>
<td>Boom for Forklift</td>
<td>$60.45</td>
<td>$78.60</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** There may be situations due to safety concerns or unusual circumstances where the contractor, at their discretion, may need to modify crew size.

*Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.*

Please complete the information below and return with your completed Method of Payment Form.

### INSTALLATION

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ___________________________________________________________

\[\text{Sub-Total} \]

\[\text{Tax} \]

\[\text{N/A} \]

\[\text{Total} \]

### DISMANTLE

<table>
<thead>
<tr>
<th>Part #</th>
<th>Description</th>
<th>Date</th>
<th>Start Time</th>
<th># of Equip/ Person</th>
<th>Approx Hrs per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Estimated Total Cost</th>
</tr>
</thead>
</table>

Describe work to be done: ___________________________________________________________

\[\text{Sub-Total} \]

\[\text{Tax} \]

\[\text{N/A} \]

\[\text{Total} \]
RUSH
DO NOT DELAY
CANNOT DELIVER BEFORE NOVEMBER 21, 2019

TO: __________________________

EXHIBITOR NAME

C/O: FREEMAN
MCCORMICK PLACE
2301 S LAKE SHORE DR

CHICAGO, IL 606161497

SHOW SITE

RADIOLOGICAL SOCIETY OF NORTH AMERICA

EVENT: __________________________

BOOTH NO: _________ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
TO: EXHIBITOR NAME
C/O: FREEMAN
2500 WEST 35TH ST
CHICAGO, IL 60632

WAREHOUSE
RADIOLOGICAL SOCIETY OF NORTH AMERICA
EVENT: RADIOLOGICAL SOCIETY OF NORTH AMERICA

BOOTH NO: ___ NO. ___ OF ___ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.