

### HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

### BOOTH EQUIPMENT

Each 10x10 booth will be set with 8' high black backwall drape, 3' high black side dividers. Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

### EXHIBIT HALL CARPET

Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form. The exhibit area is **not** carpeted.

### DISCOUNT PRICE DEADLINE DATE

**Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [Wednesday, November 17, 2021](#).**

## SHOW SCHEDULE

### EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Wednesday	December 8	1:00 PM - 4:30 PM
Thursday	December 9	8:00 AM - 4:30 PM

All exhibits must be fully installed by **4:30 p.m., Thursday, December 9, 2021.**

### DURING EXHIBITOR MOVE-IN/SETUP

**Exhibitors may continue to work on their booths until 9:00 PM however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will NOT be permitted.**

### EXHIBIT HOURS

**Badged Exhibitors will have access to the Exhibit Hall at 7:30 AM each morning and until 9:00 PM each evening December 10 - 12, 2021**

Friday	December 10, 2021	10:00 AM - 7:00 PM
Saturday	December 11, 2021	10:00 AM - 7:00 PM
Sunday	December 12, 2021	10:00 AM - 5:00 PM

### EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Sunday	December 12, 2021	5:00 PM - 9:00 PM
Monday	December 13, 2021	8:00 AM - 12:00 PM

**Note: Doubletime rates will apply during move-out Sunday, December 12, 2021**

### SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Wednesday	December 8	1:00 PM - 4:30 PM
Thursday	December 9	8:00 AM - 4:30 PM
Friday	December 10	8:00 AM - 4:30 PM
Saturday	December 11	8:00 AM - 4:30 PM
Sunday	December 12	8:00 AM - 9:00 PM
Monday	December 13	8:00 AM - 12:00 PM

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates starting at Sunday, December 12, 2021 at 8:00 PM.
- All exhibitor materials must be removed from the exhibit facility by Monday, December 13, 2021 at 12:00 PM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out

**POST SHOW PAPERWORK AND LABELS**

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

**EXCESSIVE TRASH AND BOOTH ABANDONMENT**

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-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Support Department at (888) 508-5054 for an estimate.

**SERVICE CONTRACTOR CONTACTS / INFORMATION:**

**FREEMAN**

(888) 508-5054 • Fax (469) 621-5603  
 ExhibitorSupport@freeman.com

**FREEMAN EXHIBIT TRANSPORTATION**

(800) 995-3579 Toll Free US & Canada • Fax (469) 621-5810  
 (817) 607-5100 Local & International  
 Exhibit.Transportation@freeman.com

**FREEMAN ONLINE®**

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **Wednesday, November 17, 2021**. Using the enhanced FreemanOnline, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you’ve come to expect — **before, during** and **after** your show.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the “Create an Account” link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, please call our Exhibitor Support Department at (888) 508-5054 Toll Free US & Canada or +1(512) 982-4186 or +1 (817) 607-5000 Local and International.

**SHIPPING INFORMATION**

**Warehouse shipping address:**

CHICAGO COMIC & ENTERTAINMENT EXPO C2E2 2021

Exhibiting Company Name  
 Booth # \_\_\_\_\_ C  
 /o Freeman  
 2500 West 35th Street  
 Chicago, IL 60632

**NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman’s Advance Receiving Warehouse.**

Freeman will accept crated, boxed or skidded materials beginning November 1, 2021 at the above address. Materials arriving after December 1, 2021 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 or a single piece of freight beyond the dimensions of 108” H x 93” W. Certified weight tickets must accompany all shipments.

**Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

**Show site shipping address:**

CHICAGO COMIC & ENTERTAINMENT EXPO C2E2 2021  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_ c/o  
 Freeman  
 McCormick Place  
 2301 S. Lake Shore Drive  
 Chicago, IL 60616

**NOTE: All trucks should check-in at the McCormick Place Marshalling Yard on Moe Drive (See enclosed map.)**

**Please note that all vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 So. Moe Drive, Chicago, IL 60616, to obtain a dock pass.**

**This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).**

**No vehicle will be allowed to the dock area without a pass.**

Freeman will receive shipments at the above address beginning **December 8, 2021**. 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: Any materials received by Freeman are 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 form for charges for the service.**

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

**MARSHALLING YARD**

McCormick Place requires payment of a fee of \$24.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee is subject to change. Call (312) 808-3023 with any questions or for directions.

**The Marshalling Yard closes around 2:30 p.m. daily. Please note these hours are subject to change. Contact our Exhibitor Support Department at 888-508-5054 if you have any questions or concerns.**

**PURCHASE TERMS**

The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. To review the current Purchase Terms, [click here](#).

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Freeman Service Center. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the order form under Display Labor for Straight time, Overtime and Doubletime hours.

**CLEANING SERVICE**

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

**ASSISTANCE**

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Support Department at (888) 508-5054.

**WE APPRECIATE YOUR BUSINESS!**

## **FREEMAN GENERAL INFORMATION**

### **TRANSLATION SERVICE**

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact our Exhibitor Support Department at (888) 508-5054 US & Canada or +1(512) 982-4186 Local & International.

### **HELPFUL HINTS**

#### **SAVE MONEY**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by [early deadline order date here November 17, 2021](#).

#### **AVOID DELAY**

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

#### **SAFETY TIPS**

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

#### **EXHIBITOR ASSISTANCE**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Call our Exhibitor Support Department at (888-508-5054) with any questions or needs you may have.

## Interested in going green and saving money?

Follow these tips to make sure your sustainable booth strategies are cost-neutral or even cost-saving! Leave an impact on the show floor, not the environment.



# 1 BEFORE THE SHOW

## booth structure

### Option 1 Multiple Use

Use **Forest Sustainable Certified (FSC)** wood to build your booth and crates.

Get creative! Design your booth with a **small shipping footprint** to minimize carbon emissions. Freeman's eye-catching stretch-fabric booth designs pack up small (and light!) for shipping.

### Option 2 One-time Use

**Rent locally** from nearby Freeman offices to reduce both shipping costs and carbon emissions.

# 2 carpet

### Option 1 Rent

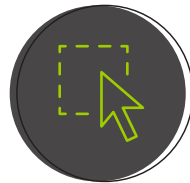
**Rent rather than buy carpet** to save on shipping, cleaning, and storage. Freeman Classic carpet can be reused at least four times.

### Option 2 Color

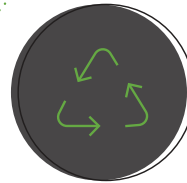
Use darker-colored carpet, which is easier to reuse and recycle. Freeman Classic dark-colored carpets are made of 20-50 percent recycled content.



# 3 shipping



**Online + before deadline = better bottom line.** Take advantage of early-bird pricing and consolidate shipping when ordering supplies.



**Choose reusable shipping padding.** Avoid packing peanuts and foam plastic materials that never decompose.



**Ship early.** Use the 30-day policy to ship materials to the Freeman advance warehouse.

# 4 graphics

### Option 1 Multiple Use

Print on a durable substrate **without dates, event names, or locations.**

### Option 2 One-time Use

Print on 100 percent recyclable materials like Freeman Honeycomb and Smartbuild Eco, which are just as cost-effective as PVC.

# 5 printing



Reduce printing and **go digital** with your booth literature.



**Print locally.** Supporting local businesses while reducing shipping? It's a win-win.



Print on at least **50 percent post-consumer recycled paper.**

# 6

## ON SITE

### save energy



**Use Energy Star-rated equipment** for audio-visual equipment and monitors.



**Power down.** Turn off equipment at the end of each day.



**Light up your booth** with CFLs, LEDs, or other energy-efficient lighting.

# 8

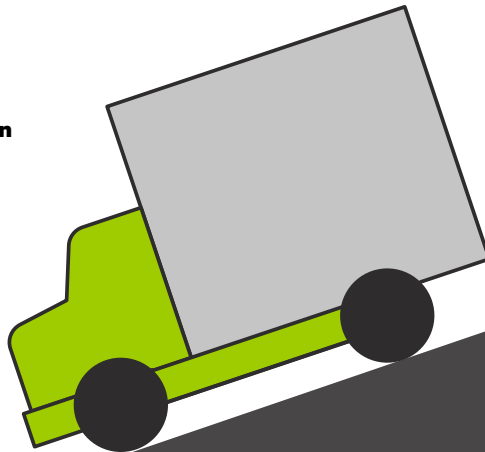
### shipping out

**Pack in, pack out.**

Leave no traces on show site.

**Join a caravan.**

If you're shipping directly to another show, ask **Freeman Transportation about joining a caravan** to your next show.



# 9

### leftover materials

**Remember to label.**

Clearly **label recyclable leftover material** for disposal.

**Donate the rest.**

Ask the Freeman Exhibitors Services desk about local donation programs.

# 7

## MOVE OUT

### train your team

Educate your installation and dismantling teams about **recycling and donation processes.**



**TYPICALLY\* DONATE-ABLE**

**Furniture:** Purchased items  
Home furnishing: Décor staging materials

**Unused raw materials:** Plywood, subflooring, non-laminate wood

**Flooring:** 100 square feet of flooring. Excludes carpet.

**Left over giveaways:** Pens, pads of paper, sunglasses, USBs, etc., left over in your promotional giveaway

**TYPICALLY\* RECYCLABLE**

**Cardboard:** Used for signs or shipping boxes

**Glass:** Green, brown, clear

**Plastics:** Shrink-wrap or plastic banding used to secure shipments; water/soda bottles; plexiglass (acrylics) clear, smoked, or tinted; Visqueen used to protect flooring

**Metal:** Aluminum cans/ steel banding

**Paper:** Fliers, brochures, programs, tickets, office paper, newspaper, magazines, paperboard

**Wood:** Non-laminate wood