

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!

DIRECTIONS & ADDRESS TO:
McCORMICK PLACE MARSHALLING AREA
(3050 Moe Drive, Chicago, IL 60616)

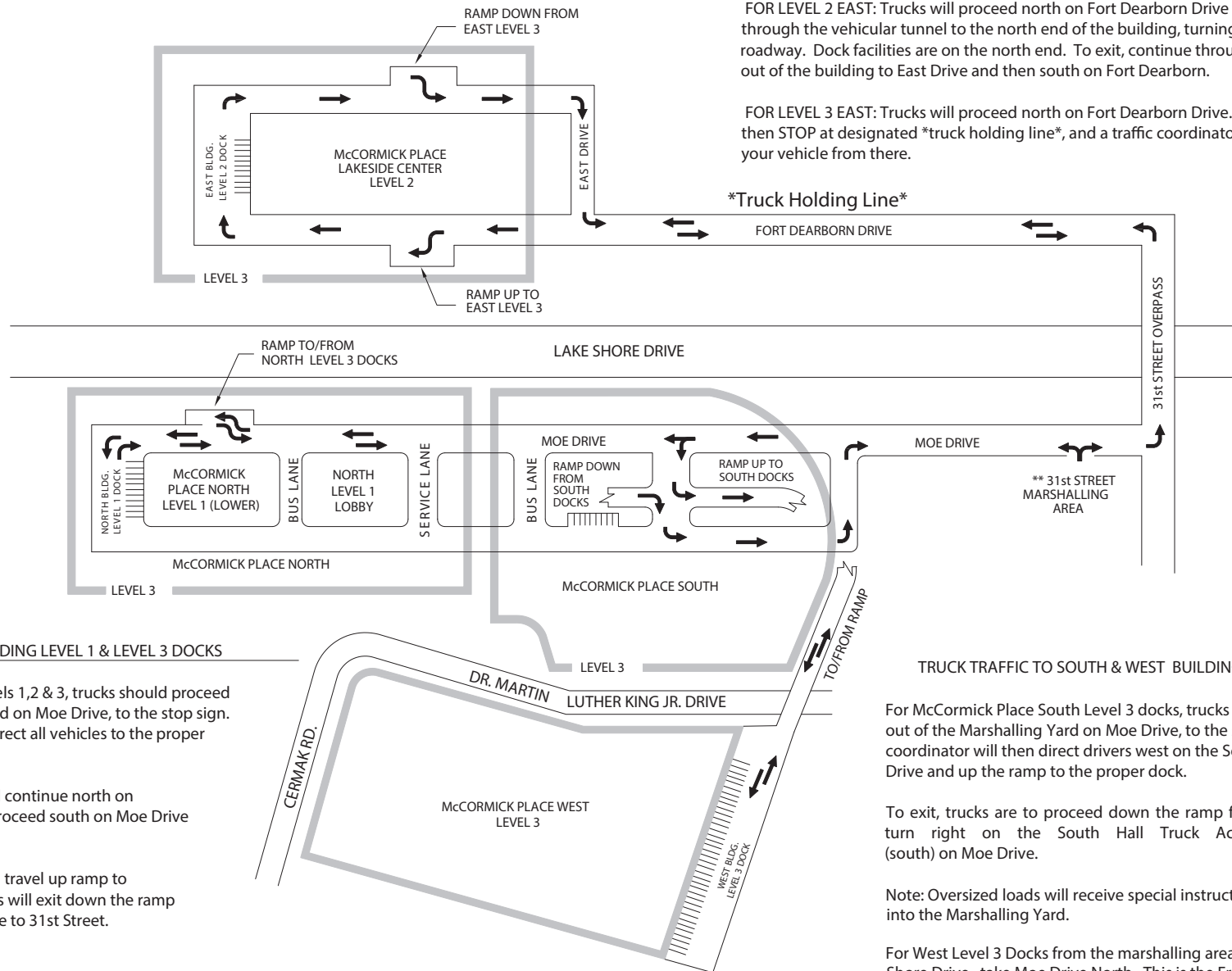
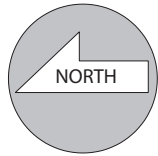
EXHIBITOR notes

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!!!



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 Holding Line

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 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.

****Marshalling Yard Address: 3050 S. Moe Drive, Chicago, IL 60616**

F R E E M A N

8201 West 47th Street
McCook, IL 60525

(773) 473-7080 • Fax (469) 621-5603

Email: FreemanChicagoES@freeman.com

**McCORMICK PLACE
TRUCK TRAFFIC ROUTES**

F R E E M A N

8201 West 47th Street
McCook, IL 60525
+1(773) 473-7080 • Fax +1(469) 621-5603
Email: FreemanChicagoES@freeman.com

TRUCK scale locations

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 Manhattan 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

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
1-773-473-7080 • Fax 1-469-621-5603
Email: FreemanChicagoES@freeman.com

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**

INBOUND freight procedures

F R E E M A N

8201 West 47th Street
McCook, Illinois 60525
1-773-473-7080 • Fax 1-469-621-5603
Email: FreemanChicagoES@freeman.com

OUTBOUND freight procedures

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**

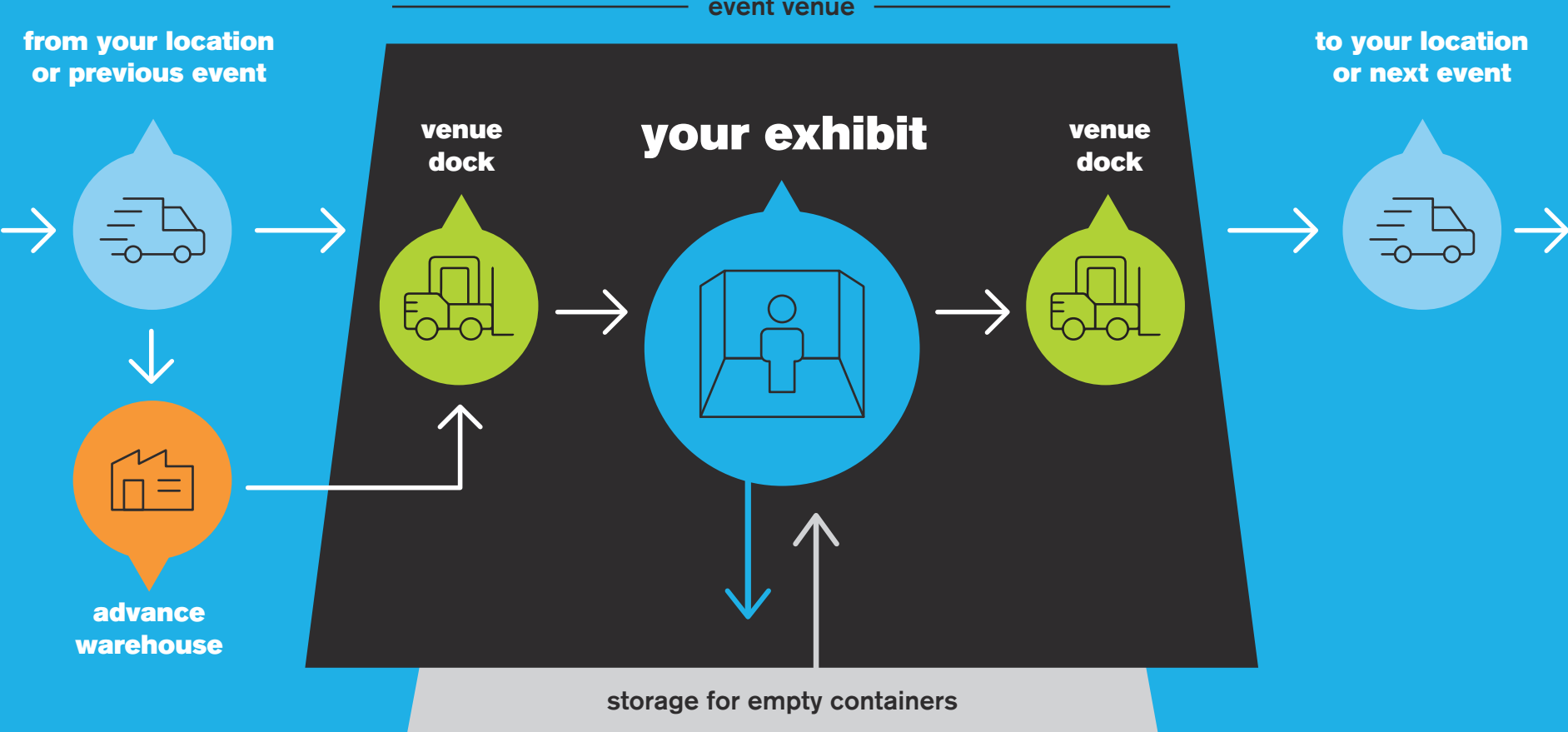
before event

during the event

after event

from your location
or previous 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