

### **Move in Days:**

**Wednesday, March 29<sup>th</sup> 8:00 am – 4:30 pm** – This day is considered an open day where we anticipate no wait to get on the show floor to unload – we highly recommend you consider coming in on Wednesday this day you will have the best opportunity to move in stress free and quickly. If you move in on this day there is a greater chance that you will be parked closer to your booth.

**Thursday, March 30<sup>h</sup> 8:00 am – 4:30 pm** – Unfortunately we anticipate a long wait on this day. Please get to the facility as soon as possible – gates to line up on the ramp will start at 7:00 am. We will not be able to get you close to your booth as the rest of the show needs to be set up but we will do our best to try to get everyone as close as possible. Please note, once you are brought in, you will have 45 minutes to unload your vehicle so we ask you please to unload your materials and please take your car off floor/dock and park it in an outside lot.

**Friday, March 31<sup>th</sup> 8:00 am – 9:00 am** – This day is for touch up's only where you can park outside to unload final pieces of your display. Please note there will be no access to loading docks and there will be no labor or machines available to help unload.

### **Other Points to help with the process:**

- Upon arrival at the Marshaling Yard you will have to check in with a member of our staff. They will then present you with a loading dock pass colored for the section of the show floor your booth is on. Place this in your dashboard and you will be directed to the ramp.
- While we will make efforts to get your vehicle / truck / trailer as close to your booth as possible, we will also implement unloading zones or “parking lots” within the building. These strategically placed parking lots will be assigned in advance to maximize unloading efficiency, as we would like to move all exhibitors through as quickly as possible. Please note, the parking lots on Wednesday are much more convenient and closer to your booth space than on Thursday so please consider coming on Wednesday to move in.
- Empty stickers are available at the check in desks throughout the show floor. Please go to your corresponding colored table pick these up to have your boxes taken away and brought back to you at the end of the show.
- All exhibitors will be allowed to unload their own vehicles with the use of hand trucks, dollies or carts. In order to avoid any delay, please arrive prepared with equipment as you may need. Empty pallets will also be made available for you to unload, once ready a forklift driver will help you move the pallet to your booth.
- Forklift staff and labor assistance will be available onsite on a complimentary basis. In order to request this service, please visit the exhibitor service desk when you are ready to be unloaded. Once again, this service is first come, first served.
- Any deliveries that arrive via UPS, Fed Ex, air freight, common carrier, etc. will be signed for, received and distributed by Freeman, with the published freight handling rates assessed for this service. Please feel free to call with any questions regarding this.
- Directions to Moe Drive: Take I-55 North to the Lake Shore Drive South exit. Stay in the right lane and exit at 31st Street. At the end of the exit ramp is a sign that says "McCormick Place Truck Marshaling". Take a right via a wide U-turn. The Moe Drive will be on your left.