



2019 Service Manual

Move-In/Out & Shipping

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Move-In Days, Hours and Entrances

Wednesday, September 18	7:30 am - 5:00 pm
Thursday, September 19	7:30 am - 5:00 pm
Friday, September 20	7:30 am - 5:00 pm
Saturday, September 21	7:30 am - 5:00 pm
Sunday, September 22	7:30 am - 3:00 pm

- All vehicle displays must move in on Wednesday, September 18
- All booth installation must be complete by 3:00 pm on Sunday, September 22
- The set-up of booths is not permitted during show hours

Designated Entrances

The Grand Concourse entrances are designated for exhibitor entry from Wednesday, September 18 – Friday September 20.

Badges Required for Entry

No access will be permitted without an exhibitor badge or appropriate EAC credentials. *Personnel registration is separate from booking your booth.* EAC credentials are supplied by completing registration through both EACA.

After Hours Access

Exhibitors are expected to complete work by 5:00 pm on all move-in days. If planning to work beyond 5:00 pm, exhibitors or a designated contractor representative must inform a Floor Manager or the Exhibition Management Office how many staff or contractors will be working beyond 5:00 pm, and to what estimated time.

No exhibitors or EACs will be granted access to the show floor outside of the hours listed. Authorization after 5:00 pm will only be granted to those remaining on the floor.

Completion of Move-in

Exhibitors who have not begun set-up or contacted show management by 3:00 pm, Sunday, September 22, will be considered no-shows. Companies identified as no-shows will be removed from the WEFTEC Mobile App, and will not have access to post-show registration lists or the conference proceedings.

Crate Removal, Storage and Return

Exhibitors' empty crates, cartons and cases must be available for removal by **3:00 pm Sunday, September 22**. They must be labeled with "empty" stickers. "Empty" Labels will be distributed at the Freeman Service Desk. Crates, cartons and boxes that are properly labeled will be removed, stored and returned at no additional cost to the exhibitor. Crates and cartons that are not properly marked may be destroyed.

Shipping Addresses & Dates

All items and materials brought into the facility are subject to Material Handling Charges, which are the responsibility of the exhibitor. Material Handling applies to all items; this includes items ordered through vendors not listed in the Service Manual.

Warehouse Receiving Dates: Wednesday, August 21 - Tuesday, September 10

- Freeman will accept crated, boxed or skidded materials at the warehouse beginning Wednesday, August 21, 2019
- Hanging Signs should be shipped to the warehouse using the Hanging Sign label
- Materials arriving after Tuesday, September 10, 2019 will be received at the warehouse with an additional after-deadline charge
- Warehouse receiving hours are 8:00 am - 3:30 pm, Monday through Friday.
- The warehouse will be closed Monday, September 2, 2019 in observance of the labor day holiday

Note: Any shipment that has a single piece that weights over 5,000 lbs must have that shipment delivered direct to show site and not to Freeman's Advance Receiving Warehouse.

Warehouse Address

WEFTEC 2019
Exhibiting Company Name / Booth #
C/O Freeman
2500 West 35th Street
Chicago, IL 60632

[Download Shipping Labels from Freeman Online](#)

Show Site Receiving Dates: Wednesday, September 18 - Sunday, September 22

- Freeman will receive shipments at show site beginning Wednesday, September 18, 2019 at 7:30 am
- Shipments arriving before September 18 may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor

All vehicles delivering materials to the show site address must report to the Marshalling Yard. This includes privately owned vehicles using McCormick Place ASUV (cars, van, trucks etc.). ***No vehicle will be allowed to the dock area without a pass.***

Show Site Address

WEFTEC 2019
Exhibiting Company Name / Booth #
C/O Freeman
McCormick Place - South

2301 S. Lake Shore Drive
Chicago, IL 60616

[Download Shipping Labels from Freeman Online](#)

Exhibit hall set-up hours are 7:30 am - 5:00 pm, Wednesday, September 18 - Saturday, September 21, and 7:30 am - 3:00 pm on Sunday, September 22.

Drivers delivering to show site should allow sufficient time to be processed through the marshalling yard and unload freight at the dock.

Marshalling Yard

31st & Moe Drive
Chicago, IL 60616

[VISIT FREEMAN ONLINE TO DOWNLOAD MARSHALLING YARD DIRECTIONS & MAP](#)

Target Delivery Schedule

WEFTEC uses a targeted move-in for all freight shipped to McCormick Place.

Advance shipments sent to the Freeman Warehouse must be received no later than **September 10**. When freight is shipped in advance to the Freeman Warehouse, it will be delivered to your booth by your targeted freight date at 8:00am. When shipping direct to show site, use the target schedule to determine how to schedule your carrier.

To receive a straight-time rate for freight delivered directly to the convention center, trucks must check into the marshalling yard no later than the target time, Wednesday through Friday. All exhibitors requiring the use of a crane must schedule the work in advance with Freeman.

Refer to the floor plan and/or booth freight schedule to determine the targeted move-in times for all booths and special times for booths requiring crane work or mobile units.

[DOWNLOAD SOUTH HALL TARGET FREIGHT PLAN - BOOTHS 113-5663](#)

[DOWNLOAD NORTH HALL TARGET FREIGHT PLAN - BOOTHS 6015 - 8759](#)

Revised 8/20/19

Refer to the linked plan to determine the time your freight carrier has been assigned to check-in at the Marshalling Yard and placed in line for unloading. The schedule is for the move-in of your exhibit and display equipment. You are not required to begin setting your display at this time.

Unloading of your freight may take several hours after the time listed on the Target Freight Time for your carrier to check-in and your freight to be unloaded to your booth. You are advised to confirm with Freeman when the optimal time is to schedule yourself or hired labor for your booth based on the arrival of your carrier.

International Shipping

Official Service Provider - U.S. Customs Broker and Freight Forwarder:



Kuehne + Nagel is the official service provider for international shipping and customs forms. Please contact Kuehne + Nagel regarding International shipping. All merchandise imported into the United States must be cleared through U.S. Customs and is subject to examination prior to release. Kuehne + Nagel is available to provide the best method of transportation to the exhibition.

ORDER DEADLINES:

SEA FREIGHT

- September 9, 2019
 - Sea freight Shipments at Chicago Rail
- Original Bill of Lading
 - min. 7 days before arrival
- Original Customs Documents (List of Exhibits)
 - min. 7 days before arrival

AIR FREIGHT

- September 11, 2019
 - Air freight Shipments at Chicago ORD Airport
- Copies of Airway Bill by Email
 - min. 2 days before arrival
- Copies of Customs Documents (List of Exhibits)
 - min. 4 days before arrival

Contact:

Debbie Amrein

Phone: 704-499-5935

Fax: 704-359-0684

Email: debbie.amrein@kuehne-nagel.com

[Download the Order Form](#)

Privately Owned Vehicles

ASUV (Privately Owned Vehicle) Program at McCormick Place

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated docks using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of two options:

1. Self- Loading/Unloading ASUV at Exhibition Hall
2. Hand Carry Items Option- From Parking Lot (*see details in Hand Carry Items section of the Exhibitor Service Manual*)

Self-loading/unloading ASUV at Exhibition Hall

- Only a registered Exhibitor is qualified to participate in the ASUV program.
- Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. You will not be allowed access to the dock without a Dock Pass.
- While parked in the dock, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.
- Vehicles must be unloaded within a 20-minute period.
- Exhibitor or Exhibitor's employees are defined as any person who has been employed by the exhibitor as full-time employee for a minimum of six months before the show's opening (be prepared to provide proof of full-time employment status upon request).

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

Vehicle Criteria:

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.



Passenger Automobile

Mini Van

SUV

Pick-up Truck

Full Size Van

Trailers of any kind are **NOT** allowed



NO Trailers

Trucks like the one illustrated to the right are **NOT** allowed.



NO Step Van / Box Truck

No vehicles larger than a full size van or pick-up truck are allowed to deliver exhibit material.

Designated ASUV Dates & Times

Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-In

Saturday, September 21, 2019 | 12:00 pm - 3:30 pm

Sunday, September 22, 2019 | 8:00 am - 2:30 pm

Move-Out

Wednesday, September 25, 2019 | 3:30 pm - 8:00 pm

Additional Inquiries can be directed to the Standard Parking Lot B Office via email at rmemisovski@spplus.com.

How to move material from ASUV vehicles to a 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



[Download PDF of ASUV Program Information](#)

Hand Carry Items

After you have parked your vehicle in one of McCormick Place's Parking Lots, you may walk your items to the Exhibit area. You may hand carry your items or utilize a non-motorized, non-hydraulic hand truck or dolly to transport your items from your vehicle to the Exhibit area. There is no additional cost besides the daily parking fee to use this option.

Parking

There are three main parking lots on the McCormick Place campus. All are in close proximity and walking distance to our convention complex. Lot A has been designated as the primary parking location for WEFTEC due to its proximity to the South Hall.

Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available at the rate of \$36 per day by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

Parking Lot A - 2301 South Prairie Avenue, Chicago, IL 60616

- 8' height clearance
- Six level garage
- 2,100 parking spaces
- Only overnight lot

Located on Martin Luther King Drive, adjacent to the West Building. Covered walkways from Lot A leading directly into McCormick Place, the Hyatt Regency McCormick Place Hotel, and the Marriott Marquis.

Reserve parking at mccormickplace.clickandpark.com

Exhibitor Booth Set-up/Dismantle Information

Exhibitor Booth Set-up/Dismantle Labor Information

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up/dismantle with their own employees, or the exhibitor can hire union labor.

Note: "Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date.

Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools to:

- Set-up and dismantle exhibits displayed on Authority premises
- Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting of exhibitor tables, on the Authority's premises.

An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other 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 on Authority premises.

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 on authority premises.

[MCCORMICK PLACE EXHIBITOR RIGHTS](#)

[UNION JURISDICTIONS AT MCCORMICK PLACE](#)

Age Restrictions

Children under the age of 18 are not allowed in the exhibit hall during move-in and move-out.

During open show hours, children under the age of 18 are allowed in the exhibit hall. Children must obtain a badge from customer service and be accompanied by a parent or guardian at all times. The parent or guardian assumes all risks and responsibility for each child. Strollers are permitted in the exhibit hall.

Crate Removal

Exhibitors' empty crates, cartons and cases must be available for removal by **3:00 pm Sunday, September 22**. They must be labeled with "empty" stickers. "Empty" labels will be distributed at the Freeman Service desks. Crates, cartons and boxes that are properly labeled will be removed, stored and returned at no additional cost to the exhibitor. Crates and cartons that are not properly marked may be destroyed.

Move-Out Days, Hours and Entrances

Dismantling of exhibits and packing of equipment may not begin until 3:30 pm, Wednesday, September 25, once the closing of the hall is officially announced. *The penalty for early dismantle is the loss of one priority point from the exhibitor's record, assessed immediately upon notification by the floor manager or exhibition manager.*

Move-out Hours

Wednesday, September 25	3:30 pm - 9:30 pm*
Thursday, September 26	7:30 am - 5:00 pm
Friday, September 27	7:30 am - 5:00 pm

* To allow for aisle carpet removal and crate return time, re-entry will be allowed through 9:00 pm. Re-entry will only be allowed at the Grand Concourse entrances, and exhibitors **must** have badges to return to the hall.

Carpet Removal and Empty Return

Removal of aisle carpet will begin at 3:30 pm. To expedite crate return, all aisles must be kept clear; dismantle activity and items must be within the booth area. Crate return will begin once all aisle carpet has been removed.

Designated Entrances

The Grand Concourse entrances are designated for exhibitor entry from Wednesday, September 25 – Friday, September 27.

Badges Required for Entry

No access will be permitted without an exhibitor badge or appropriate EAC credentials. Registration closes at 3:00 pm on Wednesday, September 25; lost badges cannot be re-issued.

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Outbound Shipments

Arrangements for outbound freight can be made in advance [using Freeman Online](#) or at show site at the Freeman Service Desk.

Service representatives will assist in scheduling, filling out Outbound Shipment Forms and general coordination of all outbound freight activities.

All exhibitor materials must be removed from the exhibit facility by 5:00 p.m., Friday, September 27, 2019. Any materials remaining in the facility will be re-routed via Freeman's choice or returned to the warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility by the move-out deadline, please have all carriers check-in no later than 1:00 p.m., Friday, September 27, 2019.

[Material Handling / Outbound Paperwork](#)