



DRAYAGE & FREIGHT

The unloading or loading of materials must be done at docks only, not at pedestrian/taxi gates. All freight, which is defined as anything requiring more than one person to carry in one trip, must go through freight doors only. Freight is not allowed to be moved through any personnel or handicapped access doors.

Any packages or shipments that are shipped to your show by US Mail will be held at the US Post Office located at 2035 S. State Street, Chicago, IL 60616, (312) 225-0218. Exhibitors or event staff will need to claim any items directly from the Post Office.

DOCK/ELEVATOR SCHEDULE

You should work closely with your Official Service Contractor regarding freight move-in/out. A detailed production and dock door usage plan from the contractor is required to schedule dock space and service elevators. Your Event Manager will give a Dock/Elevator Schedule form to you. This schedule should be passed along to your Official Service Contractor for their completion and returned 15 days prior to your event.

When developing your freight schedule, please review the days and times that are outlined on your license with your Official Service Contractor. Access to docks, exhibit space or meeting rooms outside the license schedule can result in additional license or service charges.

All freight doors will be closed one hour prior to show opening each day of any show. One door has been identified in each hall to allow show site deliveries during show hours. This procedure has been implemented to provide a more safe and secure environment at McCormick Place during show hours. It also supports efficient ventilation (heat or cool) of the show floor prior to opening.

TRUCK MARSHALLING

Located at 31st Street and Lake Shore Drive (3050 Moe Dr, Chicago, IL 60616), McCormick Place offers a full-service truck marshalling facility on its premises. Services include a certified truck scale, 24-hour staff, 24-hour convenience/vending center and security cameras. Fees are charged for entrance, overnight storage and scale use. For directions to the truck marshalling yard, over the road freight carriers can call the automated information line at 312-808-3161 or visit our website

www.mccormickplace.com and find directions to Lot B which is adjacent to the Marshaling Yard. Your Official Service Contractor will manage the operation of the Marshaling Yard for your event.

ADVANCE SHIPPING

Freight shipped to McCormick Place or to our truck marshalling facility before your licensed move-in date will not be accepted. If you wish to ship freight prior to your move-in, please contact your Official Service Contractor who may have warehousing facilities available.

CRATE STORAGE

A limited amount of on-site crate storage near your exhibit hall is included in your license agreement and accommodates the needs of most shows. Should you need additional crate storage, written approval must be obtained from your Event Manager.

Please share the following guidelines with your Official Service Contractor:

- Crate storage is permitted only in designated areas. If adequate crate storage is not available in the designated areas, limited additional crate storage may be allocated in trailer bays when no trucks, trailers, forklifts, etc. are in the bays.
- No mixing of crate storage and machine storage is allowed. Written approval from McCormick Place Fire Safety is required for storage in trailer bays. Fire Safety will inspect these areas daily.
- Storage is not permitted in front of exit doors, exit stairs, fire hydrants, fire standpipe connections, air intakes or roadways.
- Storage is not permitted within 8 feet of the perimeter walls or windows of Lakeside Center.
- Storage is not permitted within 30 feet of the west wall and 50 feet of the east wall in the North Building docks.
- Storage is not permitted within 10 feet of the upper deck perimeter walls of the West Building docks.
- All areas near exits and fire hydrants must remain totally clear to the roadway and must maintain the current width.