



5931 Campus Circle Drive West
 Irving, Texas 75063
 Phone: (972) 751-9400
 Email: pack.expo@packexposervices.com
 www.packexpo.com



October 23-26, 2022
 McCormick Place
 Chicago, Illinois USA

Show-Site Shipments

THIS REFERS TO ALL SHIPMENTS SENT DIRECTLY TO MCCORMICK PLACE.

1 Show-Site Shipments

Show-Site Shipping Address:

PACK EXPO International 2022
 Exhibiting Company Name
 Booth # (_____)
 McCormick Place
 c/o PACK EXPO Services
 2301 S. King Drive
 Chicago, IL 60616

2 Benefits

All drayage/material handling is included in your space rate, provided your shipment/truck check in at the PACK EXPO Services Marshalling Yard by 2:00 pm on your assigned targeted move-in date (see Targeted Move-In Schedule).

A special assessment will apply to any inbound shipments, which arrive after 2:00 pm Monday - Friday, all day Saturday and Sunday (inbound only), and on all advance warehouse shipments.

The space rate includes a one-time spot of equipment and display material, provided a representative is in the booth to spot the freight. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

NOTE: Space rate includes drayage for the Primary Exhibitor's* display material and equipment only. Any additional product or equipment is subject to additional billing. Please refer to the rates listed in Material Handling Information forms in the Exhibitor Rights and Labor section.

*Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

3 Overtime

- Freight unloaded on overtime will be charged an additional \$16.00 per cwt. (\$160.00 min.)
- Overtime charges will be in effect if the exhibiting company does not meet the 2:00 pm check-in time on their assigned target date.
- Overtime charges will be in effect for any Saturday or Sunday shipments.
- Overtime charges will apply for inbound shipments only.
- Overtime charges do not apply for outbound shipments.
- Straight Time is 8:00 am to 4:30 pm, Monday through Friday.
- Overtime is before 8:00 am and after 4:30 pm, Monday through Friday.

4 Outbound Shipping

- Turn in you material handling form to the service desk when your exhibit is packed, labeled and ready to ship.
- Each item in your booth must be properly labeled.
- **When making shipping arrangements for your exhibit at the close of the show, make sure your carrier knows the company name, booth number, the destination of the shipments, and that the name of carrier is written on the Material Handling Agreement.**
- **A Material Handling Agreement is required for each and every truckload or shipment.**
- **Exhibitors with an Outbound Target Date of Saturday, October 29, 2022, must have their trucks checked-in at the marshalling area by 9:00 am.**
- **PACK EXPO Services is not responsible for waiting time charges.**
- **Exhibitor freight is under your care and responsibility until PACK EXPO Services comes to your booth and picks up your freight to load it onto your carrier's truck(s). If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**



5 One Time Spotting Requirements

On the assigned target date for the arrival of your equipment, the exhibitor must have a representative at show-site who will:

- Make sure electrical and plumbing is laid and complete.
- Make sure carpet has been laid prior to the spot.
- Mark the floor to show the exact location of each machine prior to its arrival.
- Be present when the machines are being spotted.
- Advise the rigging crew on the use of exhibitor's pre-rigging methods and accessories.

6 Empties

- **Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling, and using PES empty label stickers, which can be obtained at the PES Service Centers.** It is difficult to differentiate your skids from other exhibitors. Labels often tear and can become hard to read.
- Your installation rigging crew removes empty machinery skids and machinery crates from the booth and places them in storage as part of a rigging labor installation order.
- Your dismantle rigging crews will return your machinery skids and crates to your booth as part of a rigging labor dismantle order.

7 Additional Charges

Additional Charges will be incurred:

- If machine arrives in containers; and if blocking, reblocking, unstuffing, removing tarp or re-tarping is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the standard rates.
- If skids an/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area is required, labor time and equipment charges will be added to stated rates.
- If Exhibitor's representative does not comply with shipping instructions, machines will be placed in the booth without spotting. For spotting at a later time, charges based on labor time and equipment will be added to stated rates.
- PES will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
- Certified weight tickets are required. Separate weight tickets for Display Material and Machinery Equipment are required.

8 International Shipments

International and Canadian Shipments:

Neither PES, PMMI nor McCormick Place, can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.



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Marshalling Yard Information

1 Delivery of Materials to, and Pick Up of Materials from McCormick Place

All vehicles, including cars, with materials for delivery, must check-in at the marshalling yard located west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place at the corner of **Moe Drive North and 31st Street** (see map in this section).

PACK EXPO Services Marshalling Yard Hours

Move-in:	5:00 am to 3:00 pm
Move-out:	5:00 am to 3:00 pm

There is no usage fee required by McCormick Place. For further information on the McCormick Place Truck Marshalling Yard, please call the Yardmaster at (312) 818-3161.

The driver of the vehicle will present his bill of lading or delivery receipt noting piece count, exact item(s) description and weight of materials to be loaded. Separate weight tickets for Display Materials and Machinery Equipment are required.

An unloading document will be issued at the Marshalling Yard trailer by PACK EXPO Services personnel. The Receiving Report will be:

- Based on the information on bill of lading or delivery receipt.
- Date and time stamped.

If the driver does not have a document with sufficient information describing the shipment(s), they will be delayed until we attain the proper information.

After the drivers are given a Receiving Report, a numbered card will be given to them for placement in the window of their vehicle. The numbered card identifies the building and area in which they will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicle's windshield at all times.

Once unloaded and shipping documents have been signed, they may leave or return to the marshalling area.

The State of Illinois legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Illinois Department of Transportation
Permit Section
2300 South Dirksen Parkway
Springfield, IL 62764
Phone: (217) 782-6271

Please make sure your trucking company has a copy of this information.



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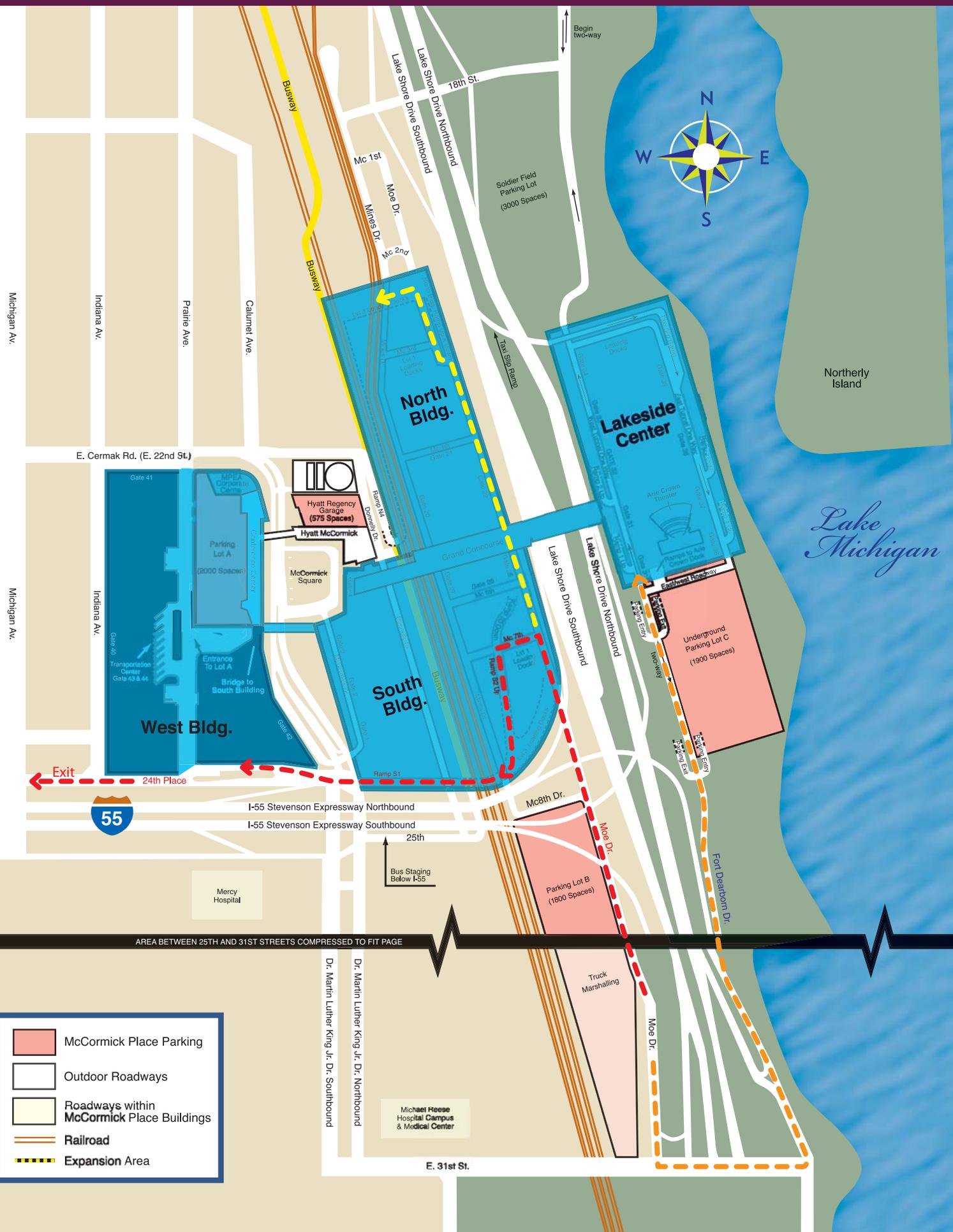
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Directions to Marshalling Yard

- 1** North of Chicago
Interstate 94 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go east on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.
- 2** West of Chicago
Interstate 90 (Eisenhower Expressway), East to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go East on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.
- 3** Southwest of Chicago
Interstate 55 directly to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.
- 4** South of Chicago
Interstate 94 (Dan Ryan Expressway) to Interstate 55 (Stevenson Expressway). Take Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

See the following map for trucking flow once your carrier is dispatched from the Marshalling Yard.

McCormick Place Area Map



AREA BETWEEN 25TH AND 31ST STREETS COMPRESSED TO FIT PAGE

- McCormick Place Parking
- Outdoor Roadways
- Roadways within McCormick Place Buildings
- Railroad
- Expansion Area



Direct Shipments
EXHIBIT MATERIAL



Direct Shipments
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

PACK EXPO International 2022

McCormick Place
c/o PACK EXPO Services
2301 S. King Drive
Chicago, IL 60616

Please fill out the information below:

TARGET DATE: _____
TARGET TIME: _____

Do NOT Deliver Prior to October 17, 2022

Carrier: _____ # Pieces: _____

To: _____
(Exhibitor)

(Booth Number)

PACK EXPO International 2022

McCormick Place
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Chicago, IL 60616

Please fill out the information below:

TARGET DATE: _____
TARGET TIME: _____

Do NOT Deliver Prior to October 17, 2022

Carrier: _____ # Pieces: _____