



**Dear Chicago Auto Show Exhibitors and Vendors,**

Based on the current McCormick Place show schedule, the Overhead Lighting and Truss Installation Schedule will be as follows.

Sunday, January 28, 2018 after 8:00am will be the first date and time we can receive and unload overhead lighting, truss, motors and other associated equipment in both the North and South Halls.

The final day for installation will be Wednesday, January 31, 2018. Please plan your schedule so that truss can be raised between 12:00pm noon and 4:00pm.

This allows four days for the overhead lighting installation before the truss must be raised to allow time for flooring installation and freight unloading.

Overhead lighting and truss removal may begin as early as 6:00pm Wednesday, February 21, 2018 or as freight in your exhibit area will allow. All overhead lighting and truss must be down, packed and removed from the exhibit hall by 11:59pm on Thursday, February 22, 2018.

GES is pleased to have been selected as your Utility Provider, and we look forward to being of service at the Chicago Auto Show 2018. If you have any questions, please do not hesitate to call or email me through the contact information below.

Thank you and best wishes for a successful Chicago Auto Show.

Sincerely,

Tom Welsh  
Senior Operations Manager – GES Electrical  
Global Experience Specialists (GES)  
Email: [TWelsh@ges.com](mailto:TWelsh@ges.com)  
Phone: 630-339-7350

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**Mission**

To create the world's most meaningful and memorable experiences for marketers, show organizers and event attendees.

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### **Overhead Lighting and Truss Information**

Installation of power, hoist motors, truss, lighting and par cans for the 2018 Chicago Auto Show will begin Sunday, January 28, 2018 (after 8:00am) and continue based on the schedule below.

#### **Sunday, January 28, 2018 – Halls A and B**

Unloading will begin after 8:00am and labor for installation of power, motors, truss and lighting may begin.

#### **Monday, January 29, 2018 – Halls A and B**

Unloading as ordered, installation labor and equipment as ordered will continue.

#### **Tuesday, January 30, 2018 – Halls A and B**

Unloading as ordered, installation labor and equipment as ordered will continue.

#### **Wednesday, January 31, 2018 – Halls A and B**

Unloading as ordered, installation labor and equipment as ordered will continue. Please plan your schedule so that truss can be raised between 12:00pm noon and 4:00pm.

Please forward or email the following Overhead Truss and Lighting Labor Schedule to Tom Welsh at GES for both the North and South Halls. Email address is: [TWelsh@ges.com](mailto:TWelsh@ges.com). Please forward these requirements as soon as possible but no later than January 15, 2018.

All aerial installations are subject to authorization from the Chicago Automobile Trade Association Management and must comply with all requirements of the Metropolitan Pier and Exposition Authority. Refer to the McCormick Place rules and regulations (exhibitor signs and materials hung from or attached to the building structures) of the McCormick Place Exhibitor Guide in this manual.

Arrangement for Teamster crews to unload your equipment is imperative. Please contact GES for scheduling at 630-339-7373 or email us at [autoshowservice@ges.com](mailto:autoshowservice@ges.com).

Drawings of truss/lighting installations should be sent or emailed to Tom Welsh at GES.

Tom Welsh  
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Global Experience Specialists (GES)  
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Phone: 630-339-7350