



Bulletin 1

➤ **Carpet, Freight and Literature Move-In**

To: All Passenger Car and Truck Exhibitors
Refer To: Shipping and Drayage Bookmark

Move-in operations for freight are contractually scheduled as follows:

South, Hall

Manufacturers car and truck exhibits begin at 6:00 a.m. Thursday, Feb. 1 2018.

North, Hall

Manufacturers car and truck exhibits begin at 6:00 a.m. Thursday, Feb. 1, 2018.

Accessory and Aftermarket exhibits refer to Bulletin 3.

The **schedule** for carpet, freight and vehicles may begin earlier, subject to building availability. The official drayage contractor, GES, will make formal notification regarding the move-in schedule.

All crates must be clearly labeled on all sides; sample labels are included in the Labor, Shipping and Drayage tab of this manual. Do not position crates in aisles. Empty crates must be labeled; "empty", labels are available at the freight desk. Aisles must be kept clear while crates await storage.

The truck marshaling area is at 31st Street and Lake Shore Drive. Trucks must check in for credentials and unloading instructions. The marshaling area will open Wednesday, Jan. 31, 2018, after 12 noon. Please call the Freight Department at GES for check-in information. The area is large enough to accommodate empty rigs during the show. Remind drivers that truck traffic is prohibited on Lake Shore Drive; therefore, they must use 31st Street for access to the marshaling lot and McCormick Place.

It is important that freight and related materials be separated and clearly marked according to their destination in the North or South Hall. Mixed loads and/or unmarked freight cause delays and other problems during move-in and move-out. Please note both the alpha and numeric portions that designate your booth number (i.e. NH17, SH4 and A, B or C if applicable).

Contact GES Chicago Auto Show Freight Dept. at 630-339-7373 about all move-in questions, scheduling and advance freight shipments including literature for distribution. You can also e-mail questions to autoshowservice@ges.com