



Bulletin 3

➤ **North and South Hall, Non-Automobile Manufacturer Exhibitor Move-In and Business License Applications**

To: North and South Hall, Non-Automobile Manufacturer Exhibitors
Refer To: Labor, Shipping, Drayage and Material Handling Bookmark

Move-in for the North and South Hall, non-automobile manufacturer exhibitors, referred to as allied exhibitor(s), will begin Wednesday, Feb. 7, 2018 **Refer to the “Move-In and Move-Out” heading below for your designated installation time.** In addition to the important information contained in the Rules and Regulations and other show bulletins, we ask that you pay particular attention to the following:

Location of Exhibits

All allied exhibitor displays will be located in either the North or South Hall.

City and State Business Licenses, Taxes and Permits

This information can be found immediately following this bulletin. However, it is the exhibitors' responsibility to adhere to these governmental requirements pursuant to their Application for Space.

Move-In and Move-Out

Wednesday, Feb. 7.

All allied exhibitor booths must be show ready by 6:00 a.m. Thursday, Feb. 8.

On move-in, check in at the 31st Street marshaling area located west of Lake Shore Drive at 31st Street. You will then be directed to either the North Hall or the South Hall loading docks. The marshaling area opens at 6 a.m. Traffic to the loading dock begins at 7 a.m. and labor calls begin at 8 a.m. Freight will be accepted at this time. Freight will not be accepted after Wednesday, Feb. 7. Work will not be allowed in the booth during the Media Preview or First Look for Charity. Any work done before show open on Saturday, Feb. 10 must only be performed inside your booth and complete by 9 a.m.

Allied Exhibits must be staffed during the public show hours of operation, 10 a.m. to 10 p.m., Saturday, Feb. 10 – Sunday, Feb. 18; 10 a.m. to 8 p.m., Monday, Feb. 19.

Dismantling of displays for move-out may not begin until the show officially closes at 8 p.m. on Monday, Feb. 19. Move-out must be complete by 12 midnight Feb. 19.

Storage

Storage behind exhibits is not permitted. If you wish to keep material within your exhibit space, it must not block the aisles or obstruct access to columns and emergency



routes. Arrangements for extra storage may be made through the GES Chicago Auto Show Freight Dept.

Security

The Chicago Automobile Trade Association is not responsible for property/merchandise that is lost or stolen during the Chicago Auto Show. Security devices such as lock boxes, locked display cases and/or security guards are recommended. Please see the list of our official contractors, including security providers, located after Bulletin 5 in this manual. Also, please refer to the official Rules and Regulations for specific details.

Sales and Solicitation of Sales

Paragraph 12 of the official Rules and Regulations stipulates that all sales and distribution of literature be confined to your individual booth space or display area.

Assistance and Information

The Exhibitor Office is located on the 4th Floor of the South Building, Room S401A. Office hours are:

9:30 a.m. – 5 p.m. Friday, Feb. 2

8:30 a.m. – 5 p.m. Monday, Feb. 5 – Thursday, Feb. 8

8:30 a.m. – 11 p.m. Friday, Feb. 9

8:30 a.m. – 10 p.m. Saturday, Feb. 10 – Sunday, Feb. 18

8:30 a.m. – 8:30 p.m. Monday, Feb. 19

For all additional move-in questions, scheduling and advance freight information contact GES Chicago Auto Show Freight Dept. 630-339-7373. You can also email questions to autoshowservice@ges.com .

No allied exhibitor freight will be accepted at McCormick Place before Wednesday, Feb. 7.