



NRA SHOW 2016
THE INTERNATIONAL FOODSERVICE MARKETPLACE

DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

May 21-24, 2016 | McCormick Place | Chicago, IL USA

SHIPPING & MATERIAL HANDLING

NO EXHIBITOR MAY DISMANTLE THEIR BOOTH PRIOR TO 3:00 P.M. ON TUESDAY, MAY 24.

All exhibits are to remain manned and operational until the official close of the Show.

EXHIBITORS WHO DISMANTLE EXHIBITS PRIOR TO 3:00PM TUESDAY, MAY 24,
WILL JEOPARDIZE FUTURE PARTICIPATION IN NRA SHOW®

BOOTH DISMANTLING SCHEDULE

Exhibitors can dismantle any time after 3:00pm on Tuesday, May 24. There is no set day to dismantle, however please read the following information regarding tear down.

Tuesday, May 24 3:01pm – 7:30pm*

Wednesday, May 25 7:30am – 4:30pm

Thursday, May 26 7:30am – 4:30pm

Friday, May 27 7:30am – 12:00 noon

** There is no entry or re-entry after 7:30pm on Tuesday, May 24. You may continue to work until 9:00pm, however services may not be available after 7:30pm on Tuesday, May 24.*

Lakeside Center exhibits (Booths 8300-10900) must be dismantled and packed by 4:30pm on Thursday, May 26th. Carriers for Lakeside Center exhibits (Booths 8300-10900) must be checked in by Noon on Thursday, May 26th. Packing of all other booths must be completed by 12:00 noon on Friday, May 27. ALL other carriers must be checked into the Marshalling Yard by 10:30am on Friday, May 27.

Note: If you are planning on dismantling/packing your booth on Tuesday, May 24, you must be in the hall by 7:30pm as there are NO IN AND OUT PRIVILEGES after that time.

SECURITY DURING TEAR DOWN

Pack and secure all valuable items for your own protection beginning immediately at 3:00pm on Tuesday, May 24.

PLEASE DO NOT LEAVE YOUR BOOTH AND MATERIALS UNATTENDED DURING THE BREAK OF THE SHOW!

This is a critical time and you must use care to safeguard your display and products. Show Management provides a measure of protection, such as perimeter security. However, you and your staff are responsible for your valuables. Some exhibitors hire designated booth guards to assist in this process.

Tips for securing your property:

- Stay with your exhibit until your empty cartons are delivered and your goods are packed, sealed and properly labeled.
- Remove all old labels from inbound shipping and apply new labels for outbound shipping.
- Don't identify the product or manufacturer on the outside of cartons, crates, boxes, etc. Mark these numerically to indicate the total being shipped (1 of 6, 2 of 6, etc.) and keep an itemized list.
- Include your company name and booth number on your cartons, cases and crates. Your freight forwarder should have an accurate and complete bill of lading for the outbound shipment.
- Store excess supplies and merchandise with GES or in a facility outside the hall. NEVER STORE EXCESS UNDER TABLES IN DISPLAYS.
- Hire a special security guard to be in your booth until shipment is loaded out.
- Obtain proper insurance coverage for your goods, including transit to and from the Show site. Low cost exhibitor insurance is available, so check with your insurance carrier.

Security Hotline: This special hotline can also be used to identify problems in your exhibit space during the tear-down period. This number will be published in the April issue of ExhibitSavvy, the NRA Show® Exhibitor Newsletter.

CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

PROCEDURES for CLOSE OF SHOW

Aisle Carpet: Removal begins at 3:01pm on Tuesday, May 24.

Empty Crates Returned: The return of empty crates begins after the aisle carpet is removed; approximately 4:00pm on Tuesday, May 24. THIS PROCESS TAKES SIX (6) HOURS TO COMPLETE. Do not tip labor workers—this will not get you your empty crates any faster, no matter what they tell you.

No Freight/Fire Aisles: Per the Chicago Fire Department, these aisles must be kept clear of crates and exhibit material during move-out in case of emergencies, to return empty crates to exhibitor, and to expedite freight back to the loading dock.

Lighting & Utility Services: Booth utility services (including refrigeration and freezer unit electricity) will be disconnected at 3:01pm on Tuesday, May 24 and work lights will be turned on. If you require an extension for your utility services, please make arrangements in advance with GES.

LABOR SCHEDULE

Labor Orders: All dismantle orders for labor should be ordered in advance, and confirmed during installation or Show days, at the appropriate labor desk by Monday, May 23, prior to 12:00 noon.

Dismantle Labor: Labor (except forklifts) can begin dismantling at 3:01pm on Tuesday, May 24. Workers should not be on the floor prior to that time.

Forklift Labor: Forklifts for rigging will not be allowed on the exhibit floor prior to 4:00pm on Tuesday, May 24. Plan your dismantle work schedule accordingly. All dismantling activities must take place within the booth space, not in the aisles.

EXHIBITOR SERVICENTERS

Contact the GES Servicenter for labor desk locations:

South Hall (booths 110-5462) – South Hall, located between the food service pavilions, one level below the Exhibit Hall.

North Hall (booths 5507-8279) – North Hall Level 2, Room N 227.

Lakeside Center (booths 8300-10900) – Room E253.

FOOD & BEVERAGE IN STORAGE

The exhibitor is responsible for clearing leftover food and beverage product from the temporary trailer storage to make way for outbound loading. **FOOD AND BEVERAGE IN STORAGE MUST BE REMOVED BEFORE 12:00 NOON ON WEDNESDAY, MAY 25.**

Penalties will include:

- \$250.00 handling charge
- Daily storage charges

DONATION OF FOOD & PRODUCT

Please notify the **Greater Chicago Food Depository** if you would like to donate your dry, refrigerated, or frozen product at the end of the Show. You must label the product with “donation” labels supplied by representatives of the Food Depository on Tuesday, May 24 of the Show. Each floor manager desk will also have a supply of the donation labels.

Additional information regarding food donations will be provided in ExhibitSavvy, the NRA Show® Exhibitor Newsletter, or call the Greater Chicago Food Depository at (773) 247-3663. Visit chicagosfoodbank.org to learn more about the Greater Chicago Food Depository.

CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

PLEASE REMEMBER, as exhibitors you are responsible for your product and display materials until they are loaded onto your designated outbound carrier.

CONFIRM PICK-UP DATES WITH OUTBOUND CARRIERS

Arrangements for outbound shipping is not an automatic service and each exhibitor is responsible for making their own arrangements. **Exhibitors must confirm pick-up dates for outbound shipping with their chosen carrier.** Do not assume arrangements have been made for you.

Optional Carriers: (REPRESENTATIVES WILL BE ON-SITE)

GES Logistics (888) 454-4437

The carriers listed above will provide rate schedules for services and delivery date information. Confirmation is provided on-site by the above representatives on Tuesday, May 24 when exhibitor submits their Outbound Bill of Lading.

ALL SHIPMENTS MUST BE ACCOMPANIED BY A GES BILL OF LADING

Do not leave these forms in your booth!

Forms and Shipping Labels are available at GES Exhibitor Servicenters. Bills of Lading must be submitted to GES once shipment is packed, labeled and ready to be loaded. On Tuesday, May 24, shipments will not be subject to an overtime surcharge and will be loaded that same day, if your outbound material handling forms are turned in and your outside carrier is checked into Marshalling Yard after 3:00pm and before 6:00pm. No bills of lading will be accepted prior to 3:00pm on Tuesday, May 24.

Outbound overtime surcharges apply as follows:

- Outbound drivers check in after 12:00 Noon weekdays and shipment is loaded that same day, after 4:30 pm.
- Outbound material handling forms are turned in after 12:00 Noon weekdays and shipment is loaded that same day.

EXPRESS SERVICE PROVIDERS AS OUTBOUND CARRIERS

Exhibitors who chose an express service (such as FedEx, UPS, DHL, etc.) as their outbound carrier must make all arrangements with the chosen express service and advise them of the shipment. A GES Bill of Lading which notes the express service as the outbound carrier must be completed and turned in at the GES Servicenter. Exhibitors must also provide instructions to GES for the shipment should the provider fail to wait.

The other alternative for an exhibitor is to take their small shipment/package to the McCormick Place Business Center, who will process the shipment for a handling charge. No GES paperwork is needed if the shipment is sent through the Business Center, but bringing materials off the Show floor to the Business Center requires a merchandise removal pass (see next page).

INTERNATIONAL SHIPPING

For detailed information, call Kuehne + Nagel, Inc., at (710)-499-5935.

Duty Paid Entry –

Merchandise for which duty has been paid prior to Show can be removed immediately after the close of the Show.

Trade Fair Entry –

Merchandise can be removed only after duty has been paid or exportation from the U.S. has been processed.

CLOSE OF SHOW — DISMANTLE, MOVE-OUT & OUTBOUND SHIPPING INFORMATION

(CONTINUED)

PRIVATELY OWNED VEHICLE (POV)

Cars, Mini-vans, and Pick-Up Trucks utilizing GES Material Handling services will be loaded at designated locations: On Tuesday, upon turning in the Bill-of-Lading to the GES Servicenter, you will receive a GES Dock Pass. You will then be released to the line on Moe Drive leading to the POV dock for your building. At all other times, **ALL VEHICLES MUST CHECK IN AT THE MARSHALLING YARD AT 31ST STREET**, just west of Lake Shore Drive. Freight personnel will then direct you to the appropriate loading area.

Note: These vehicles will NOT be allowed near the buildings until the show closes.

AUTOMOBILE AND SMALL UTILITY VEHICLE LOADING

- Exhibitors who plan to utilize the Automobile and Small Utility Vehicle loading area must meet all of the following criteria:
- Only Exhibitors and full time employees* of the exhibiting company may load the vehicle
- There must be a team of at least two (2) people. There must be a driver who stays with the vehicle at all times and is immediately available to move the vehicle in addition to at least one person to transport the materials from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.
- Exhibitors have no more than 20 minutes to load their vehicle.
- The person transporting the materials from the exhibit hall must have their NRA Show® 2016 Exhibitor Badge.

On Tuesday, May 24, when the Show closes, you can pick up your Self Loading Dock Pass from the GES Marshalling Yard when you are packed and ready to load. The self loading area will be available from 3:01pm to 7:30pm. Passes must be picked up by 7:30pm at the marshalling yard.

** Full time Employees: Any company full time employee who has been working at your company for at least six months before the Show opening date. Exhibitor credentials and employee identification will be required.*

MERCHANDISE REMOVAL INFORMATION

Merchandise Removal Passes are required for all hand carried items leaving the Show floor (i.e. products, samples, giveaway's, etc.) The passes will be available at each floor manager desk. Treat the product/merchandise removal passes as cash. If they get into the wrong hands they can be used fraudulently.

— Exhibitors (must be wearing badge) may remove items beginning at 3:01pm, Tuesday, May 24. Only those items which can be carried in one trip, by one individual may be removed. Exhibitors may use non-motorized material handling equipment (hand trucks, carts or dolly) to transport materials from exhibit hall.

— Exhibitors giving products, samples, etc. to attendees must provide them with a Merchandise Removal Pass. If the attendee does not have a completed, signed merchandise removal pass, the products will be confiscated and destroyed. Don't risk losing business because you didn't provide a merchandise removal pass.

— Exhibitors caught removing another's property from the building is subject to prosecution.

— Exhibitors are urged not to give away their products to visitors, other exhibitors, models, or workers.

Liability and Insurance for Exhibitor Materials is the responsibility of the exhibitor.

DO NOT LEAVE YOUR BOOTH UNATTENDED AT THE CLOSE OF THE SHOW. These few hours are critical for security. Remain in your booth until dismantling and packing is completed. Be sure you make all arrangements for outbound shipping prior to leaving the Show floor.

**EXHIBITORS ARE RESPONSIBLE FOR THEIR PRODUCTS AND DISPLAY MATERIALS
UNTIL LOADED ONTO OUTBOUND CARRIERS**