



C2E2 2017 - Move-In/Move-Out Procedure for POV Exhibitors

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For assistance, please contact your Customer Success Specialist Aimee Nichio, anichio@reedexpo.com, 203-840-5506.

Check the Exhibitor [Action Checklist/Additional Official Contractors Services](#) section of the manual to see all approved vendors for C2E2 2017.

2017 again brings FREE drayage! Yes, you read that right!

We're happy to announce that there will be no material handling charges at C2E2 for onsite shipping! Bring your car, box truck, trailer or van to McCormick and the move in costs (drayage/material handling) are on us.

So how does it work? Simple, just drive or ship your booth materials to The Marshalling Yard at McCormick Place (2900 South Moe Drive, Chicago, IL 60616 and you will be assisted in getting your materials onto the Show Floor. [See Map](#)

At the Marshaling Yard we will help determine the fastest and best way to get you onto the Show Floor using show labor free of charge.

Lend-a-Hand Program

This program is offered during all hours of move-in and move-out and is open to vehicles from POVs (cars/vans), box trucks and tractor trailers. You'll drive in to a targeted area and then be assisted in getting materials to your booth. Please note based on the volume of work labor will get to you as quickly as possible. For any delays, you are allowed to unload your vehicles and bring items directly to your Booth.

Unfortunately there are some exceptions to the rules – if you ship your items in advance to the warehouse there will be a charge for these items. Please click [here](#) for the Rate schedule.

For questions on the program, please feel free to contact the C2E2 Operations Manager, Skip Haile, directly to talk about the process, 203.840.5912.



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Where do I go for this program?

For the C2E2 Free Material Handling Program you must check in at the Marshalling Yard located at 2900 South Moe Drive, Chicago, IL 60616. For recorded directions please call 312.808.3161. [See Map.](#)

No matter how you get here be on the lookout for the C2E2 signage directing you to the correct area to check-in. Once you check-in you will receive a dock pass with instructions on where to go to unload and load your materials.

Where do I go to move-in?

Once you check into the Marshalling Yard, you will be given a dock pass and notified of your estimated wait time. Once given the go ahead, you will drive your vehicle to the loading dock and drive up the ramp onto the Show Floor. A staff member will direct you where to park. Click [here](#) for the Move-In Map. We will allow you to park as close to your booth as possible. If you choose to not park in this targeted area, Show Management will do it's best to assist you to get your items to your Booth as best as possible.

Once inside the show floor, you will be asked to check-in to the supervisor of your area – please refer to the Red X in map you will be given at the Marshal Yard your parking area. At this desk you will be given specific help on getting your materials to your booth. Our goal is to make the move-in as easiest and quickest as possible.

How does move-out work?

After you have packed up your materials there will be a sign-in area at the Exhibitor Service Center for assisted labor during move-out. At the Exhibitor Service Center you will need to complete the required Bill of Lading (MHA) form. You will then receive your loading dock pass and can proceed to your car/vehicle and get in line for the loading dock. The line will start on South Moe Drive right past the Marshal Yard.

NOTE: Labor will be provided to bring your materials from your Booth to your vehicle but as with move-in, labor is based on overall volume. You can also bring your Booth materials directly to your vehicle.

How do I get to the Marshalling Yard?

Directions: Take I-55 North to the Lake Shore Drive South exit. Stay in the right lane and exit at 31st Street. At the end of the exit ramp is a sign that says "McCormick Place Truck Marshalling". Take a right via a wide U-turn. The Marshalling Yard will be on your left.