

# McCormick Place Automobile and Small Utility Vehicle Unloading Policy

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Chicago Comic & Entertainment Expo  
McCormick Place  
April 6 - 8, 2018

As part of our ongoing efforts to create an exceptional exhibitor experience, McCormick Place will provide an accessible location for exhibitors to unload and load smaller materials and equipment used in their exhibit booths.

## Q: What is considered an "Automobile or Small Utility Vehicle?"

A: Typical vehicles that a family or small business may operate for transportation or light hauling including automobiles, pickup trucks, minivans, full-size vans and sport utility vehicles. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers.

## Q: What can be unloaded or loaded from these vehicles?

A: Equipment, displays or other event related materials that can fit into approved vehicles and which can be transported by the owner or employee by hand or with the use of a exhibitor supplied manual cart or dolly. Due to safety concerns and in order to maintain an organized orderly flow during load-in and load-out periods, exhibitors and their employees are not allowed to use forklifts, pallet jacks, motorized dollies, or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place property.

## Q: Who can unload the vehicle?

A: Either an exhibitor or a full-time employee of the exhibiting company may unload or load the vehicle. In order to use the designated "Automobile or Small Utility Vehicle" area, eligible exhibitors and exhibitors' employees must work in a team of at least two people.

## Q: What is a full-time employee?

A: A full-time employee is identified as someone who has been employed by the exhibitor on a full time basis for a minimum of 6 months before the show's opening date.

## Q: How many employees do I need in my vehicle?

A: 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 to and from the exhibit. This will help speed up access for others who wish to use this convenience and prevent vehicles from being boxed in.

## Q: How much time will I have?

A: The time allotted to individual vehicles to unload or load will be no more than 20 minutes.

## Q: When will the areas be available to exhibitors?

A: Exhibitors will be supplied with specific ASUV service times. Service times will be made available on the last day of move-in and the last show day, after the show breaks.