

## DELIVERY/PICK-UP OF FREIGHT INFORMATION

### ALL VEHICLES DELIVERING FREIGHT

**All vehicles** delivering booth materials, freight and products to McCormick Place must first check in at the Marshalling Yard, located at 31<sup>st</sup> Street just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place. Please advise your carrier of the following Marshalling Yard information to better facilitate your direct shipment to McCormick Place.

**NOTE:** There is a usage fee required by McCormick Place Standard Parking. Currently fees are \$23.00 for vehicles with more than two (2) axles. Overnight storage is also possible at \$23.00 per night. These rates are subject to change at any time. For further information on the McCormick Place Marshalling Yard, please call Standard Parking at 312.808.3161.

**All trucks must weight light and heavy at McCormick Place.**

### BILL OF LADING

When arriving at the Marshalling Yard, the driver of the vehicle must present bills of lading or delivery receipts which show **number of units, item descriptions, and weight of shipment** being delivered, to the GES Representatives at the check-in desk in the Marshalling Yard office. **All truck shipments will weigh light and heavy at the certified scales in the Marshalling Yard.**

A Receiving Report will be issued based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. This receiving Report shall be dated and time stamped. Weight accumulation for the Custom Block Package will be based on the information

contained on the Receiving Report.

**NOTE:** If driver does not have a document with sufficient information describing the shipment, GES reserves the right to refuse issue of the Receiving Report necessary before the shipment can be unloaded (cars and station wagons are excluded from this requirement).

### PROCEDURE

- A GES Representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
- The driver will receive a number card to be placed in the window of the vehicle for identification purposes and indicates the appropriate unloading area.
- A GES representative will advise the driver when to proceed to the designated unloading area when space becomes available. **Wait time should be anticipated by your carrier.**
- At the unloading dock, the driver shall present the bill of lading and Receiving Report to the freight checker.
- A crew will be assigned to unload the vehicle when the shipment is checked and the proper paperwork is presented.
- Drivers lacking documents with sufficient information describing the shipment may be refused issue of the Receiving Report necessary before the shipment can be unloaded. (POV shipments are excluded from this requirement.)
- Once unloaded, a freight checker indicates all exceptions and/or damages on the bill of lading and the Receiving Report, and returns copies to the driver.
- When leaving McCormick Place, all vehicles must return from the docks to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment.
- Drivers failing to return to the Marshalling Yard for their light weight face having the shipment billed at the heavy weight.

### IMPORTANT INFORMATION REGARDING OUTBOUND PROCEDURES

**NOTE:** If your assigned carrier does not arrive on the assigned target date and time, exhibitors will have three (3) options:

- 1) Return to either the GES Warehouse or the Heavy Warehouse; depending on size of freight (additional charges will apply)
- 2) Re-route freight through GES Logistics (additional charges will apply)
- 3) Re-route freight to a different carrier of your choice. **EXHIBITOR MUST SIGN FOR RELEASE OF FREIGHT TO THE NEW CARRIER BEFORE THIS WILL HAPPEN.** (GES reserves the right to refuse the release of freight to a new carrier without a signature from the exhibitor indicating the new carrier of choice)

If you have questions, or need assistance with your inbound freight arrangements, please contact the GES – IMTS Information Center.

**PLEASE FORWARD THIS INFORMATION TO YOUR SHIPPING DEPARTMENT, COMPANY DRIVER, AND/OR FREIGHT CARRIER.**

