

SERVICE INFORMATION

BOOTH EQUIPMENT

Each inline booth space will be set with 8’ high BLACK back drape and 3’ high BLACK side dividers.

Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit area is NOT carpeted; however, the aisles will be carpeted in tuxedo. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates, place your order by Monday, March 18, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Tuesday	April 9	1:00 p.m. - 5:00 p.m. <i>*Island Booths 400sqft or more ONLY</i>
Wednesday	April 10	8:00 a.m. - 5:00 p.m.
		<i>All crates and large shipping containers must be off the floor by end of day.</i>
Thursday	April 11	8:00 a.m. - 12:00 p.m.

All exhibits must be fully installed by 12:00 p.m. Thursday, April 11, 2019.

***During Exhibitor Move-In/Set-up, Exhibitors may continue to work on their booths until 9:00 p.m., however, they must stay within the exhibit hall. Once the individual leaves the exhibit hall after 6:00 p.m., re-entry will be prohibited.**

EXHIBIT HOURS

Badged Exhibitors will have access to the exhibit hall at 7:00 a.m. each morning, and until 9:00 p.m. each evening April 11-15, 2019.

Thursday	April 11	1:00 p.m. - 8:00 p.m.
Friday	April 12	10:00 a.m. - 7:00 p.m.
Saturday	April 13	10:00 a.m. - 7:00 p.m.
Sunday	April 14	10:00 a.m. - 7:00 p.m.
Monday	April 15	10:00 a.m. - 5:00 p.m.

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Monday	April 15	5:00 p.m. - 9:00 p.m.
Tuesday	April 16	8:00 a.m. - 5:00 p.m.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Tuesday	April 9	1:00 p.m. - 4:30 p.m.
Wednesday	April 10	8:00 a.m. - 4:30 p.m.
Thursday	April 11	8:00 a.m. - 4:30 p.m.
Friday	April 12	8:00 a.m. - 4:30 p.m.
Saturday	April 13	8:00 a.m. - 4:30 p.m.
Sunday	April 14	8:00 a.m. - 4:30 p.m.
Monday	April 15	8:00 a.m. - 9:00 p.m.
Tuesday	April 16	8:00 a.m. - 4:30 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates when aisle carpeting is removed.
- All exhibitor materials must be removed from the exhibit facility by **5:00 p.m., Tuesday, April 16, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **1:00 p.m., Tuesday, April 16, 2019.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

SERVICE CONTRACTOR CONTACTS / INFORMATION:

FREEMAN

8201 West 47th Street
 McCook, IL 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

FREEMAN AUDIO VISUAL SOLUTIONS, INC.

9260 W. 55th Street
 McCook, Illinois 60525
 (708) 255-7100 • Fax (469) 255-7105

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 Toll Free US & Canada • Fax (469) 621-5810
 (817) 607-5100 Local & International
 email: exhibit.transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **Monday, March 18, 2019.**

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App**.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION

Warehouse shipping address:
STAR WARS CELEBRATION 2019
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
 2500 West 35th Street
 Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. **MUST** have that shipment delivered direct to Show Site and **NOT** to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Tuesday, March 12, 2019** at the above address. Materials arriving after **Monday, April 1, 2019** will be received at the warehouse with an additional after deadline charge.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Show site shipping address:
STAR WARS CELEBRATION 2019
 Exhibiting Company Name
 Booth # _____
 c/o FREEMAN
 McCormick Place
 2301 S. Indiana Ave
 Chicago, IL 60616

NOTE: All trucks should check-in at the McCormick Place Marshalling Yard on Moe Drive (See enclosed map.)

Please note that all vehicles delivering materials to McCormick Place must report to the Marshalling Yard at 3050 So. Moe Drive, Chicago, IL 60616, to obtain a dock pass.

This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area (see enclosed map).

No vehicle will be allowed to the dock area without a pass.

Freeman will receive shipments at the above address beginning **1:00 p.m., Tuesday, April 9, 2019**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

MARSHALLING YARD

McCormick Place requires payment of a fee of \$23.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place Security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. Fee subject to change. Call (312) 808-3023 with any questions or for directions.

LABOR INFORMATION

If utilizing Freeman labor, please refer to the appropriate order form to place your order for Labor. Exhibitors will need to pick up and release their labor at the Service Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the Labor Jurisdictions form for additional information.

CLEANING SERVICE

FREEMAN is the exclusive contractor. No other cleaning service, including exhibitor-appointed contractors or installation and dismantle companies, will be allowed to perform this service.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888)508-5054 US & Canada or +1(512) 982-4186 Local & International.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates, place your order by Monday, March 18, 2019

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for you booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation

EXHIBITOR ASSISTANCE

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For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at (773) 473-7080 with any questions or needs you may have.