

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.