

INSTALLATION

Target move-in times have been established for McCormick Place. This schedule is illustrated on the Inbound (Move-In) Targeted Freight Schedule floor plan. This floorplan can be found online at www.PRINTevent.com. The Inbound (Move-In) Targeted Freight Schedule also has information on changing target dates and off-target penalties. If your exhibit space is 300 square feet or smaller, you will not incur off-target charges should you not meet your target date.

The first targeted move-in date (see Inbound Targeted Freight Schedule online for your specific date) for exhibits is at noon, Saturday, September 28. Move-in continues until Wednesday, October 2. The move-in hours are listed below:

MOVE-IN HOURS

For more information and helpful hints on preshow procedures and move-in, please go to www.freemanco.com/preshowFAQ.

| | | |
|-----------|--------------|--|
| Saturday | September 28 | noon – 4:30 pm |
| Sunday | September 29 | 8:00 am – 4:30 pm |
| | | <i>Exhibitors are allowed to work. However, if Freeman Services are required they will need to be ordered prior to 12:00 p.m., Friday, September 27, 2019.</i> |
| Monday | September 30 | 8:00 am – 4:30 pm |
| Tuesday | October 1 | 8:00 am – 4:30 pm |
| Wednesday | October 2 | 8:00 am – 4:30 pm |

Note: Overtime rates will apply ALL DAY September 28, 2019 & September 29, 2019

If you need to continue installation work beyond 4:30 pm on any day, you must obtain a special pass from the floor manager's desk by 3:30 pm that day.

All booth installations must be completed by 4:30 pm on Wednesday, October 2.

DISMANTLING

Please note it may take several hours for carpet to be removed and empty crates and boxes to be returned.

Dismantling will begin at event close, 3:00 pm on Saturday, October 5, and continues through Monday, October 7. There is no target schedule for move-out, but when ordering labor and scheduling your outbound shipment, please be aware that the areas in front of the freight doors and areas scheduled for early move-out will be focused on first. The move-out hours are listed below:

MOVE-OUT HOURS

| | | |
|----------|-----------|--------------------|
| Saturday | October 5 | 3:00 pm – 10:00 pm |
| Sunday | October 6 | 8:00 am – 4:30 pm |
| Monday | October 7 | 8:00 am – 4:30 pm |

If you need to continue dismantling work beyond 4:30 pm on any day, you must obtain a special pass from the floor manager's desk by 3:30 pm that day. **All exhibitor materials must be removed from the exhibit facility by 4:30 pm Monday, October 7th.**

LIABILITY

Liability for damaged or missing goods rests with the exhibitor. Check with your broker to obtain special insurance riders to cover the periods in transit, and the duration of the event. Any occurrence of damaged or missing goods should be immediately reported to Event Security (location will be noted in future exhibitor communications).


GENERAL INFORMATION

Occasionally, an exhibitor will run into problems during the installation, event or dismantling periods. There are highly qualified floor managers on the exhibit floor, on carts or at desks, and they or the Freeman staff should be consulted first. However, be sure to come to the Event Office if there are further questions.

Don't give gratuities, tips or gifts of any kind to labor. All employees of the official service contractors are paid the full union scale.

EVENT HOURS

| | | |
|----------|-----------|--|
| Thursday | October 3 | 10:00 am – 5:00 pm (Plus, Celebrate PRINT! Opening reception 4:00-5:30 pm) |
| Friday | October 4 | 9:00 am – 5:00 pm |
| Saturday | October 5 | 9:00 am – 3:00 pm |

| McCormick Place North - Level 3, Hall B | |
|---|---|
| Booth Numbers | 100–5999 |
| Floor Load (Pounds per Sq. Ft.) | 400 |
| Ceiling Height (Ft.) | B1 - 40', B2 - 18' |
| Column Dimensions |  14' x 10' |
| Electric (AC 60-cycle) | 208v 120v 480v (overhead) 208v (overhead) |
| Floor | Concrete |
| Utilities | Gas, electrical, water, drain, compressed air, telecommunications, internet |

*Please contact us if any of your machines have a higher floor load as there are ways to make this work.