

**EASY IS NICE, ON ANY DEVICE.**

FreemanOnline® provides you with all the right tools to ensure a seamless execution at show site, from move-in to move-out. With an enhanced FreemanOnline, we are making it easier than ever for you to get what you want to have a great event:

- Access important show information
- Track freight
- Receive notifications
- Receive assistance through Concierge Services while at show site
- Order Freeman products and services pre-show, during move-in and while the show is open
- Expedite the move out process
- Access invoices after the show

**SERVICE INFORMATION**

**BOOTH EQUIPMENT**

All in-line or linear booths will be automatically set with 8' high back drape and 36" high side dividers. Split island booths will be set with 8' high back drape along the back of the booths. Peninsula booths will be set with 8' high back drape along the center 16' of the booth, dropping to 36" high side dividers on each side. All booths, except islands, will be provided with a 7" x 44" one-line identification sign with company name and booth number at no charge.

Booth drape will be color coded as follows:

**Press/Finishing - Main area of exhibit hall**  
Blue/White back drape  
Blue side drape  
Midnight blue carpet

**Software (Design & Workflow), Prepress**  
Plum/White back drape  
Plum side drape  
Plum Carpet

**Mailing & Fulfillment Center**  
Red/White back drape  
Red side drape  
Red carpet

**EXHIBIT HALL CARPET**

The exhibit area is NOT carpeted; however, the aisles will be carpeted in the colors indicated above.

**DISCOUNT PRICE DEADLINE DATE**

Order early to take advantage of advance order discount rates, place your order by **Monday, September 9, 2019.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

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

Saturday	September 28	12:00 p.m. - 4:30 p.m.
Sunday	September 29	8:00 a.m. - 4:30 p.m. - Dark Day
*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.		
Monday	September 30	8:00 a.m. - 4:30 p.m.
Tuesday	October 1	8:00 a.m. - 4:30 p.m.
Wednesday	October 2	8:00 a.m. - 4:30 p.m.

All exhibits must be fully installed by 4:30 p.m., Wednesday, October 2, 2019.

Note: Overtime rates will apply during move-in Saturday 28, 2019. Doubletime rates will apply during move-in ALL DAY Sunday, September 29, 2019.

**Please note: All trucks must arrive at the Marshalling Yard by 2:30 p.m. each day.**

**EXHIBIT HOURS**

Thursday	October 3	10:00 a.m. - 5:00 p.m.
Friday	October 4	9:00 a.m. - 5:00 p.m.
Saturday	October 5	9:00 a.m. - 3:00 p.m.

**EXHIBITOR MOVE-OUT**

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

Saturday	October 5	3:00 p.m. - 10:00 p.m.
Sunday	October 6	8:00 a.m. - 4:30 p.m.
Monday	October 7	8:00 a.m. - 4:30 p.m.

**Note: Overtime rates will apply during move-out ALL DAY Saturday, October 5, 2019.  
 Doubletime rates will apply during move-out ALL DAY Sunday, October 6, 2019.**

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates **once the aisle carpet is removed.**
- All exhibitor materials must be removed from the exhibit facility by **4:30 p.m., Monday, October 7, 2019.**
- **On Sunday, October 6, 2019, shipments will be handled on a doubletime rate. All Sunday shipments must be signed up for by the exhibitor prior to 12:00 p.m., Saturday, October 5, 2019 at the Freeman Service Center.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **2:30 p.m., Monday, October 7, 2019.**

**SERVICE CENTER HOURS**

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

Saturday	September 28	12:00 p.m. - 4:30 p.m.
Sunday	September 29	Dark Day

**\*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.**

Monday	September 30	8:00 a.m. - 4:30 p.m.
Tuesday	October 1	8:00 a.m. - 4:30 p.m.
Wednesday	October 2	8:00 a.m. - 4:30 p.m.
Thursday	October 3	8:00 a.m. - 5:00 p.m.
Friday	October 4	8:00 a.m. - 5:00 p.m.
Saturday	October 5	8:00 a.m. - 6:30 p.m.
Sunday	October 6	8:00 a.m. - 4:30 p.m.
Monday	October 7	8:00 a.m. - 4:30 p.m.

**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](mailto: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 or +1(512) 982-4187 or +1(817) 607-5183 Local & International Shipping Services or fax (469) 621-5810 or email [exhibit.transportation@freeman.com](mailto:exhibit.transportation@freeman.com)

## FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [www.freeman.com](http://www.freeman.com) by **Monday, September 9, 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](http://www.freeman.com). You can also download and use the FOL Mobile App from the Apple or Android store, or here: [folmobile.freemanco.com](http://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:

PRINT 19

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.

### \*Please DO NOT ship Machinery to the Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **Tuesday, September 3, 2019**, at the above address. Materials arriving after **Friday, September 20, 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.

**NOTE: THE WAREHOUSE WILL BE CLOSED MONDAY, SEPTEMBER 2, 2019 IN OBSERVANCE OF THE LABOR DAY HOLIDAY.**

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information:

1. Warehouse Dock Door Size: 9 ft. wide x 10 ft. high
2. Dimensions of freight should not exceed 101" wide or 102" high
3. Heaviest piece should not exceed 5,000 lbs.

**Any shipments that are unable to meet these guidelines needs to be shipped directly to show site.**

### Show Site Shipping Address:

Exhibiting Company Name / Booth #

PRINT 19

C/O Freeman

McCormick Place - NORTH

2301 South Lake Shore Drive

Chicago, IL 60616

**NOTE:** All trucks should check-in at the McCormick Place Marshalling Yard on 31st Street (See enclosed map.)

Show site freight must be delivered on the assigned target date. Reference target floor plan located online at [www.printtechnologies.com/PRINT19](http://www.printtechnologies.com/PRINT19). The target date schedule refers to the time your freight carrier has been assigned to check in at the Marshalling Yard to be placed in line for unloading.

**Please note: All trucks must arrive at the Marshalling Yard by 2:30 p.m. each day.**

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.

**Materials shipped to McCormick Place via UPS, DHL or Federal Express will not be accepted until SATURDAY, SEPTEMBER 28, 2019.**

**Please note:** All items not ordered through the Official Show Vendors will be subject to Material Handling Charges and are the responsibility of the Exhibitor.

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 is NOT paid to Freeman, but to McCormick Place**. 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) 674-0748 with any questions or for directions.

### **MACHINERY**

If applicable, machinery rates include the unloading of machinery from inbound carriers at show site, delivery of machinery to exhibitor's booth space, including one-time spotting at the time of unloading, and the loading of machinery onto outbound carriers at close of show. Machinery rates will be billed on a per shipment basis; a shipment is defined as one truckload or less. Machinery crates must be clearly marked!  
**\*\*Please note: Exhibitor MUST be present during unloading for their one-time spotting.\*\***

**All exhibitors have target dates for move-in. Reference the target floor plan located online at [www.printtechnologies.com/PRINT19](http://www.printtechnologies.com/PRINT19). The target date schedule refers to the time your freight carrier has been assigned to check in at the Marshalling Yard to be placed in line for unloading. Move-out freight is not targeted.**

On the date assigned for the arrival of machinery, the exhibitor must have a representative at the show who shall:

- Mark the floor to show exact location of each machine before it arrives;
- Be present during the period of machine unloading and spotting; and
- Advise rigging crew on use of exhibitor's prerigging methods and accessories.

**One-time spotting does not include any unbolting, unskidding, uncrating or assembly.**

Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling. It is difficult to differentiate your skids from those of other exhibitors. Labels often tear and are not easy to identify.

Your installation rigging crew removes heavy skids and machinery crates requiring a forklift truck from the booth and places them in storage at hourly rates. Knowing the storage location is helpful as it is not always possible to provide the same rigging crew for the dismantle, and your dismantle crew is responsible for returning your heavy skids and machinery crates from storage.

**When applicable, additional charges will be incurred:**

1. If machines arrive in containers; if blocking, reblocking, unstuffing, removing tarp or retarding is involved; if it is necessary to unskid machines before removing from container, labor times and equipment charges will be added to the stated rates.
2. If sides and/or top of truck have to be removed by contractor; if machines are crated or skids require removal; if spotting of machines or handling of empty skids or machinery crates to and from storage area are required, labor time and equipment charges will be added to stated rates.

3. If exhibitor representative does not comply with shipping instructions or is not present during unloading, machines will be placed in the booth without spotting. For spotting later, charges based on labor time and equipment will be added to stated rates.
4. Freeman will charge exhibitors on a time and material basis for the cost involved in cutting up and dismantling crates, skids and large pieces of lumber left in the storage area. If you do not intend to save your crates and skids, have your labor crew cut them up during the installation period.
5. **Certified weight tickets are required. Separate weight for Display Material and Machinery Equipment is required. If the weight is not separated and/or materials are not identified properly, the display rate will prevail.**

**PAPER**

Material handling rates are based upon incoming weight only, whether the services are used completely or in part. If the outbound weight is less than the inbound weight, as is often the case with paper, it is the exhibitor's responsibility to notify Freeman. Upon notification and verification at show site, Freeman will adjust the charges accordingly.

**\*Please note, paper is considered display not machinery.**

**TARGET FREIGHT**

The targeted move-in schedule can be found behind Tab #2. The target date schedule refers to the time your freight carrier has been assigned to check in at the Marshalling Yard to be placed in line for unloading. Questions regarding this target schedule or request for changes should be directed to Lisa McGuinness, Freeman Freight Department, 8201 West 47th Street, McCook, IL 60525-3481, Fax Number (773)854-3794, Telephone Number (773) 473-7436, E-mail: freemanchicago-targetchanges@freemanco.com. It is your responsibility to notify your freight carrier, display builder, or installation and dismantling company of your target date.

**OVERTIME**

Freight unloaded or loaded out on Saturday will be surcharged an additional 25% over applicable rates. Freight unloaded or loaded out on Sunday/Holidays will be surcharged an additional 50% over applicable rates. For trucks checking into the truck marshalling yard after 2:30 p.m. on weekdays, exhibitors may be invoiced an additional 25% charge for overtime unloading and loading or turned away and asked to return the following day.

**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 (817) 607-5000 Local & International

### HELPFUL HINTS

#### SAVE MONEY

**Order early to take advantage of advance order discount rates, place your order by Monday, September 9, 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 your 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. **APTech policy states that: No one under the age of 14, infants included, will be admitted to the show floor at any time.** This applies to move-in, show days, and move-out. Child care will not be provided. Everyone 14 years of age or older must register. There will be no exceptions. Proof of age may be required. Children 14 years or older must be supervised by an adult if they are on the show floor during move-in or move-out.

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

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

For more information and helpful hints on postshow 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.