

**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**

Each 10' x 10' booth will be set with 8' high BLACK backwall drape, 3' high BLACK side dividers, TUXEDO carpet, one-time vacuuming before the show opens, and a 7" x 44" two-line custom ID sign with ASI Show Logo and ASI number.

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

Gift Pavilion will be set with 8' high GREY backwall drape, 3' high GREY side dividers, TUXEDO booth carpet, MIDNIGHT BLUE aisle carpet, one-time vacuuming before the show opens, and a 7" x 44" two-line Identification sign with ASI Show Logo and ASI number.

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 hall aisles will be carpeted in RED PEPPER carpet. The booth spaces will be carpeted in TUXEDO.

**DISCOUNT PRICE DEADLINE DATE**

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **MONDAY, JUNE 29, 2020.**

**SHOW SCHEDULE**

**EXHIBITOR MOVE-IN**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

Monday	July 20	12:00 p.m. - 5:00 p.m.
Tuesday	July 21	8:00 a.m. - 5:00 p.m.

**NOTE: Overtime rates will apply after 4:30 p.m. during the move-in days.**

**All booths must be fully installed and finished by 5:00 p.m. on Tuesday, July 21, 2020.**

**EXHIBIT HOURS**

Wednesday	July 22	10:00 a.m. - 5:00 p.m.
Thursday	July 23	10:00 a.m. - 3:30 p.m.

**EXHIBITOR MOVE-OUT**

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

Thursday	July 23	3:30 p.m. - 9:00 p.m.
Friday	July 24	8:00 a.m. - 12:00 p.m.

**SERVICE CENTER HOURS**

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

Monday	July 20	12:00 p.m. - 5:00 p.m.
Tuesday	July 21	8:00 a.m. - 5:00 p.m.
Wednesday	July 22	8:00 a.m. - 5:00 p.m.
Thursday	July 23	8:00 a.m. - 9:00 p.m.
Friday	July 24	8:00 a.m. - 12:00 p.m.

**DISMANTLE AND MOVE-OUT INFORMATION**

- Freeman will begin returning empty crates **once the aisle carpet has been removed from the floor.**
- All exhibitor materials must be removed from the exhibit facility by **12:00 p.m., Friday, July 24, 2020.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **10:00 a.m., Friday, July 24, 2020.**

**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 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 [FreemanOnline](#) by **MONDAY, JUNE 29, 2020.** Using the enhanced FreemanOnline, 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.

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use FreemanOnline, click on the "Create an Account" link. To access Freeman Online without using the email link, visit [FreemanOnline](#).

If you need assistance with FreemanOnline, 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:

**THE ASI SHOW CHICAGO 2020**  
 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 **MONDAY, JUNE 22, 2020** at the above address. Materials arriving after **FRIDAY, JULY 10, 2020** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage or a single piece of freight beyond the dimensions of 108" H x 93" W. Certified weight tickets must accompany all shipments.

**PLEASE NOTE: The Warehouse will be closed on FRIDAY, JULY 3, 2020 in observance of the holiday. Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.**

Show site shipping address:

**THE ASI SHOW CHICAGO 2020**  
 Exhibiting Company Name  
 Booth # \_\_\_\_\_  
 c/o FREEMAN  
 McCormick Place - Lakeside  
 2301 S. Lake Shore Drive  
 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 show site shipments at the above McCormick Place address beginning **MONDAY, JULY 20, 2020 at 12:00 p.m.** 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. Certified weight tickets must accompany all shipments.

**Please note: Any materials received by Freeman are 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 \$24.00 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 is subject to change. Call (312) 808-3023 with any questions or for directions.

**The Marshalling Yard closes around 2:30 p.m. daily. Please note these hours are subject to change. Contact the Freeman Chicago branch office at 773-473-7080 if you have any questions or concerns.**

**PURCHASE TERMS**

The Purchase Terms, as may be revised by Freeman without notice, apply to all orders submitted to Freeman for any goods or services. To review the current Purchase Terms, [click here](#).

**LABOR INFORMATION**

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk. Straight Time, Overtime and Double Time Labor invoicing will be in compliance with MPEA Legislation. Refer to the order form under Display Labor for Straight time, Overtime and Doubletime hours.

**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.

**WE APPRECIATE YOUR BUSINESS!**

## **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 on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by **MONDAY, JUNE 29, 2020**.

#### **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**

For more information and helpful hints on pre-show procedures and move-in, please go to [Pre-Show FAQ](#)

For more information and helpful hints on post-show procedures and move-out, please go to [Post-Show FAQ](#)

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