



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

HEALTH AND SAFETY

Stay informed on Products, Services and Resources that will help you plan for a safe return to your next event. [Click Here](#) for our Health and Safety Resources.

BOOTH EQUIPMENT

Exhibitors with booths 200 sqft or less will be set with 8' high black back drape, 3' high black side dividers, (1) 6' x 30" high gray draped table, (2) Limerick® side chairs by Herman Miller, (1) corrugated wastebasket, (1) standard black classic carpet, (1) 110v electrical outlet, and a one-line identification sign. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Please note that electrical service is not included in booths over 200 sqft 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 aisles will be carpeted in midnight blue. Booth spaces greater than 200 sqft are not carpeted. Exhibitors are required to carpet their booth area. Rental Carpet is available through Freeman. Please refer to the Carpet Brochure and Order Form.

HANGING SIGNS

Banners, special lighting, or display items suspended from the ceiling are prohibited. Exhibitor signs that are not an integral part of the booth display shall be of professional appearance and not exceed 12' high.

DISCOUNT PRICE DEADLINE DATE

Order early on [FreemanOnline](#) to take advantage of advance order discount rates, place your order by August 12, 2021.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday	September 9, 2021	8:00 a.m. - 4:30 p.m. (Targeted)
Friday	September 10, 2021	8:00 a.m. - 4:30 p.m. (Targeted)
Saturday	September 11, 2021	8:00 a.m. - 4:30 p.m.
Sunday	September 12, 2021	8:00 a.m. - 4:30 p.m.

All exhibits must be fully installed by 4:30 p.m. on Sunday, September 12, 2021.

EXHIBIT HOURS

Monday	September 13, 2021	10:00 a.m. - 6:00 p.m.
Tuesday	September 14, 2021	10:00 a.m. - 5:00 p.m.
Wednesday	September 15, 2021	10:00 a.m. - 3:00 p.m.

EXHIBITOR MOVE-OUT

Wednesday	September 15, 2021	3:00 p.m. - 8:00 p.m.
Thursday	September 16, 2021	8:00 a.m. - 4:30 p.m.
Friday	September 17, 2021	8:00 a.m. - 4:30 p.m.

Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor.

DISMANTLE AND MOVE-OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by **Friday, September 17, 2021 at 4:30 p.m.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by **Friday, September 17, 2021 at 10:00 a.m.**

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

POST SHOW PAPERWORK AND LABELS

Exhibitor Support 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 the exhibitor will be 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 Exhibitor Support at (888) 508-5054 for an estimate.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FREEMAN**

(888) 508-5054 Fax (469) 621-5603

ExhibitorSupport@freeman.com

FREEMAN EVENT TECHNOLOGY

(800) 868-6886

EventTechServices@freeman.com

FREEMAN EXHIBIT TRANSPORTATION

(800) 995-3579 US & Canada or +1(512) 982-4187 Outside the US or +1(817) 607-5183

International Shipping Services or fax (469) 621-5810 or

Exhibit.Transportation@freeman.com

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at [FreemanOnline](#) by **August 12, 2021**. 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 Freeman Online, please call Exhibitor Support at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth #

RAPID + TCT 2021

C/O Freeman

2500 West 35th Street

Chicago, IL 60632

Freeman will accept crated, boxed or skidded material beginning **Thursday, August 12, 2021** at the above address. Material arriving after **September 1, 2021** 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, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (888) 508-5054.

Show Site Shipping Address:

Exhibiting Company Name / Booth #
RAPID + TCT 2021
 C/O Freeman
 McCormick Place - Lakeside Center, Hall E
 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 S. 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 exhibit facility beginning **Thursday, September 9, 2021**. 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. If required, provide your carrier with this phone number: (888) 508-5054.

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 our Exhibitor Support Department at 888-508-5054 if you have any questions or concerns.

PURCHASE TERMS

Freeman's Terms & Conditions apply to all orders submitted to Freeman for any goods or services, and may be amended without notice. To review the current Terms & Conditions, [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 Freeman Service Center. 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 and Overtime 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 Exhibitor Support at (888) 508-5054.

WE APPRECIATE YOUR BUSINESS!

MACHINERY

Machinery rates include the unloading of machinery from inbound carriers, delivery of machinery to exhibitor's booth space, including a one-time spotting with the exhibitor present and the loading of machinery onto outbound carriers at close of show. Exhibitor must be present. Machinery rates will be billed on a per shipment basis; a shipment is defined as one truckload or less. Forklift lifting points **MUST** be clearly marked.

It is not necessary to order labor for unloading of trucks. Nor is it necessary for the initial spotting of machinery providing that a representative is present in the booth when the machine is delivered. Shipments of loose or unskidded machinery will be billed a special handling charge. Any assembly during off loading is subject to a labor work order.

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 spotting; and
- Advise rigging crew on use of exhibitor's pre-rigging methods and accessories.

One-time spotting does not include any unbolting, unskidding, uncrating or assembly. The exhibitor must be present at the time of unloading.

Before empties are removed, stack your skids and mark them for easy identification by color coding or stenciling. It is hard 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 get 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, uncrating, removing tarp or retarping 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 exhibitor representative does not comply with shipping instructions, 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.
3. 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. A dumpster fee may be applied.**
4. **Certified weight tickets are required. Separate weight for Display Material and Machinery Equipment is required.** Driver will be required to submit certified weight receipts when recording shipments for unloading. There are different rates for machinery equipment if properly identified on the bill of lading. If the weight is not separated and/or materials are not identified properly, the display rate will prevail. The official contractor reserves the right of refusal to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented. In the event no weight is indicated on delivery documents presented, the official contractor shall estimate the weight. If actual scale weight figures are not submitted prior to the move-out period, the estimated weight will be final and binding. All shipments received at the warehouse and show site are subject to re-weigh.
5. 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.

A rigging crew consists of a rigger foreman, rigger and a forklift. This is the minimum number of men on any machinery move. Our insurance and liability prohibit anything less, due to the value of the equipment being handled and for the safety of those on the show floor during move in and move out.

Freeman reserves the right to increase the size of the crew depending on the complexity of the work and to maintain the safety of the workers and equipment at all times.

Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show. 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 the items not ordered through the Official Show Vendors. Refer to the Material Handling form for charges for this service.

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 Exhibitor Support 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 **August 12, 2021**.

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.

No one under the age of 18 may be admitted to the exhibit hall under any circumstance.

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 Show Management. In addition, if authorized by the facility and Show Management, 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 (EACs). Thank you for your cooperation.

EXHIBITOR FREQUENTLY ASKED QUESTIONS

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).