



# GlobalShop 2008

McCormick Place West Building  
March 18-20, 2008  
Chicago, IL

## GENERAL SHIPPING INFORMATION

Plan to use two labels on each piece you will be shipping and mark your booth number plainly with crayon, ink, or stencil. All shipments must be properly boxed or crated. Articles packed in excelsior (wood shavings) must be completely enclosed due to fire hazard.

### Targeted Move-In

Due to the number of exhibitors participating in GlobalShop, the set-up of your booth is scheduled (or targeted) to optimize efficiency. Please Note that although you are scheduled to set-up on a certain day it does not mean that your freight will be delivered & unloaded by 8am on that day. **Do Not** schedule your labor for early morning unless you are sending your freight in Advance to the Freeman Advance Warehouse.

**Please review the targeted move-in floorplan that is included in this section of this manual. All freight should be scheduled to arrive on the day that your company is scheduled to set-up. The hours that freight will be accepted are as follows:**

Saturday	March 15	8:00 am to 4:30 pm
Sunday	March 16	8:00 am to 4:30 pm
Monday	March 17	8:00 am to 4:30 pm

### Preparing Your Booth & Equipment for Shipping

A significant portion of your on-site labor charges can be greatly reduced by following some simple suggestions:

- ◆ Prior to leaving your office, do as much of the electrical interconnection and wiring to your equipment as possible.
- ◆ Wherever possible, use standard "twist-lock" receptacles and other such devices, which will eliminate on-site electrical wiring charges.
- ◆ Ship as much of your materials and cartons as possible. This will reduce your on-site handling charges and minimize damage to your equipment.
- ◆ The person in charge of installing your exhibit should know HOW and WHEN shipments were made in case they become lost. Memoranda of shipping details in their possession will save valuable time.

### Bills of Lading

A Bill of Lading is your instructions to the carrier who will deliver your materials to either the warehouse or exhibit hall. The bill of lading should indicate the number of pieces in your shipment and a description of the pieces (carton, crate, skid, etc.). At the point the goods are shipped to the destination, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading.

To aid in tracing your shipment, a copy of this bill should be forwarded by mail to Freeman.

Freight shipments should be made on straight bills of lading, which should be carefully prepared to show number of pieces, weight, classification, etc. A delivery ticket showing the number of pieces, classification, weight, etc. should accompany shipments made with anything other than straight bills of lading. WHERE EXHIBITORS FAIL TO PROVIDE ACCURATE WEIGHTS, FREEMAN SHALL DETERMINE WEIGHT AND CHARGE ACCORDINGLY.



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## GENERAL SHIPPING INFORMATION

### **Bills of Lading (Continued)**

If an exhibitor sells any equipment and/or supplies from his exhibit, the exhibitor **MUST** complete a Property Pass for the buyer. This Property Pass is required in order for the buyer to remove the product and will be collected by show security at the point of exit. If an exhibitor sells any equipment and/or supplies which the customer will pick-up or remove from the hall at the close of the show via the loading dock, the exhibitor must complete a bill of lading naming the customer as purchaser. Both the exhibitor and the customer must have a copy of this bill of lading in order to gain admittance to the exhibit hall dock to remove items from the hall. The customer will be required to check-in with their vehicle at the designated Freeman check-in area in order to be dispatched to available dock space (please see "Exhibitor Unloading" and "Privately-Owned Vehicles" for more information). Please note that the exhibitor is responsible for any move-out charges.

### **Hanging Signs**

Ship all hanging signs in containers with the special sign labels that are included in this section of the manual. Please take all necessary steps to identify your Hanging Signs. Refer to the Hanging Sign/Truss Order Form which is in this section of the manual. Mark bill of lading "HANGING SIGN". Prepay all shipments, collect shipments will not be accepted at the warehouse.

### **Shipping Labels**

Shipping labels are provided for you in this section of the Manual.

### **Shipments Back to Warehouse**

For delivery of shipments, at the close of the show, back to the Freeman warehouse for loading onto outbound carriers, there is an additional charge.

### **Outbound Shipping**

Each exhibitor will be expected to label his exhibit materials and furnish shipping information. Labels and bills of lading will be available at the Exhibitor Service Desk. **Previous shipping labels should be removed or obliterated.** Freeman accepts no responsibility for misdirected shipments as a result of old shipping labels that remain on containers. Freeman will route all shipments unless advance arrangements are made. Exhibits and material, which have not been removed from the exhibit area on the removal day, will be transported to the Freeman appointed warehouse, at an additional charge, to await disposition. Freeman reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable time period after the close of the show.

### **Shipping**

Freeman Transportation can handle all of your shipping needs including ground and airfreight. Contact Freeman Transportation at:

Phone: 800-995-3579

Fax: 817-385-0983

On-line: [www.freemanco.com](http://www.freemanco.com)

Or see the Freeman Transportation brochure in this section of the Manual for additional information.



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**ADVANCE SHIPMENTS TO THE FREEMAN WAREHOUSE**

- Wednesday, February 6, 2008 first day for Advanced Shipments to arrive
- Thursday, March 6, 2008 final day for Advanced Shipments to arrive

Crated or packaged materials will be received at Freeman advance warehouse on **February 6, 2008** (30 days in advance of the show without any charge other than handling) and will be delivered to the respective booths. **Drivers must check in by 3:30pm to be offloaded on arrival.**

**Note:** Freight received at the warehouse after 3:30 PM on Thursday, March 6, 2008, is subject to a 30% late charge.

The empties will be removed, stored and returned at the close of the show. Upon completion of crating or packaging, materials will be moved from the booth to the dock and reloaded on designated vehicles for the next destination.

All rates are outlined on the Material Handling Order Form listed in this section of the Manual.

**ADVANCE WAREHOUSE** shipments to Freeman Decorating should be addressed as follows:

Your Firm Name  
Booth No.  
GlobalShop 2008  
C/O Freeman  
2500 West 35<sup>th</sup> Street  
Chicago, IL 60632

**LABELS FOR SHIPPING TO THE  
ADVANCE WAREHOUSE ARE  
AVAILABLE ON THE FOLLOWING  
PAGES IN THIS SECTION.**



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## DIRECT SHIPMENTS TO SHOW SITE

- **Saturday, March 15, 2008 ~ The First Day That Direct Shipments May Arrive**

Shipments of freight directly to the center must be scheduled to arrive on your target date & time. Please review the targeted move-in fold-out floorplan that is in this section of your manual to determine your move-in date and please ship accordingly.

**Note:** ALL trucks delivering freight directly to McCormick Place West Building must **FIRST** – check-in at the McCormick Place Marshalling Yard on 31<sup>st</sup> Street (please see the enclosed map and directions to the Marshalling Yard).

Once check-in at the Marshalling Yard is complete, Freeman will receive crated shipments at McCormick Place West, deliver the shipment to the booth, store the empty crates, return the empty crates to the booth at the close of the show, and reload on outbound carriers after completion of packing or crating.

**All rates are outlined on the Material Handling Order Form located in this section of the Manual.**

**DIRECT** shipments to McCormick Convention Center should be addressed as follows:

GlobalShop 2008  
Your Firm Name  
Booth No.  
C/O Freeman  
McCormick Place West  
2301 S. Indiana Avenue  
Chicago, IL 60616

**LABELS FOR SHIPPING DIRECTLY  
TO THE CONVENTION CENTER  
ARE AVAILABLE ON THE  
FOLLOWING PAGES IN THIS  
SECTION**

Please refer to the ADVANCE SHIPPING INFORMATION previously listed in this section for directions on how to ship to the ADVANCE WAREHOUSE.