



November 13th, 2023

Dear Exhibitor,



POWERED BY AMT

Welcome to IMTS 2024!

The information enclosed will introduce you to this year's Custom Block Packages. The Custom Block is again required for all exhibitors at IMTS 2024, as it has been for the past several shows. The goal of this program is to assist you with your budget, thus enabling you to plan your costs more effectively.

In order to facilitate your placement into one of the Custom Block Colors exhibitors are required to complete the Freight Planner and Custom Block Information page. This is located in your IMTS 2024 e-Kit, click on the GES Freight Planner Questionnaire tile by March 6, 2024. The Freight Planner will be available starting Monday, November 20th, 2023.

We understand that the information you provide at this time may only be an estimate, or your best guess, but we ask that you send it anyway. GES will use this preliminary information to place your company into its initial Custom Block Color.

Updates to your initial estimates can be submitted at any time until August 14, 2024. The more accurate your information is, the better we will be able to prepare for your show site needs.

This packet includes:

- ❖ GES – IMTS 2024 Information Center's Lines of Communication
- ❖ IMTS 2024 Custom Block Color & Levels Information
- ❖ IMTS 2024 Custom Block Color & Levels Pricing
- ❖ IMTS 2024 GES Form Deadlines (does not include other vendor deadlines – see IMTS E-Kit)
- ❖ Target Date Information – this is a targeted move-in and move-out show
- ❖ Uncrating Warehouse Information
- ❖ Directions to McCormick Place Marshaling Yard
- ❖ Marshaling Yard & Direct Delivery Information
- ❖ Freight Information

All information will be available via your IMTS E-Kit by locating the GES links to proceed to our Expresso site.

If you have any questions, please don't hesitate to contact us using any of the methods listed on the GES – IMTS 2024 Information Center Lines of Communication page enclosed.

We look forward to working with you to make your IMTS 2024 experience a successful one!

Best regards,

Your GES-IMTS 2024 Information Center Team



GES – IMTS 2024 **INFORMATION CENTER**

LINES OF COMMUNICATION

General Contact Information

We understand that planning for an event such as IMTS 2024 can be a stressful, and sometimes confusing, process.

The GES-IMTS 2024 Information Center is here to assist you in this process. Please feel free to contact us by any of the means listed below. We'll be happy to help!

Toll Free:	1.866.280.7765
Direct:	001.630.671.7960 (for International Exhibitors)
E-mail:	IMTSservice@ges.com
Chat:	Located in the GES Ordering Site

Please contact us at any time. We're here to help!



IMTS 2024 CUSTOM BLOCK COLOR & LEVELS

HOW TO DETERMINE YOUR CUSTOM BLOCK COLOR

Custom Block Placement is determined by the following steps:

1. Total the weights of ALL machinery shipments, including the weight of crates and skids used
2. Total the weights of all display shipments, including the weight of crates and skids used
3. Add the machinery weight and the display together to obtain the total weight for the booth
4. Determine the square footage of the booth (Example: 20' X 20' = 400 sq. ft.)
5. Divide the total weight for the booth by the square footage to obtain the weight density:

EXAMPLE:	Total Machines	10,000 lbs.
	Total Display	5,000 lbs.
	Total Weight	15,000 lbs.
	Divided by 400 sq. ft.	37.50 lbs. per sq. ft. (weight density)

THIS WOULD EQUATE TO AN ORANGE CUSTOM BLOCK – ALL EXHIBITORS ARE SUBJECT TO AN INFLATIONARY SURCHARGE OF \$1.40 PER SQ. FT.

CUSTOM BLOCK RANGES – BASE LEVEL ONLY (SEE NEXT PAGE FOR MORE PRICING)

TAN	00.00 - 17.99 lbs.	Total Base Price:	\$ 10.56 per sq ft	Taxable @ 9%:	\$3.46	Non-taxable:	\$7.10
YELLOW	00.00 - 17.99 lbs.	Total Base Price:	\$ 13.80 per sq ft	Taxable @ 9%:	\$3.56	Non-taxable:	\$10.24
PURPLE	18.00 - 35.99 lbs.	Total Base Price:	\$ 22.00 per sq ft	Taxable @ 9%:	\$5.30	Non-taxable:	\$16.70
ORANGE	36.00 - 43.99 lbs.	Total Base Price:	\$ 27.64 per sq ft	Taxable @ 9%:	\$7.54	Non-taxable:	\$20.09
BLUE	44.00 - 57.99 lbs.	Total Base Price:	\$ 34.35 per sq ft	Taxable @ 9%:	\$9.30	Non-taxable:	\$25.05
BROWN	58.00 & OVER	Total Base Price:	\$ 42.70 per sq ft	Taxable @ 9%:	\$11.80	Non-taxable:	\$30.90

COST CALCULATION – ORANGE BASE CUSTOM BLOCK:

400 sq. ft. X \$7.54 per sq. ft. =	\$3,016.00, plus 9% Tax of \$271.44 =	\$3,287.44	Taxable portion
400 sq. ft. X \$20.09 per sq. ft. =		\$8,036.00	Non-taxable portion
400 sq. ft. X \$1.40 per. sq. ft. =		\$560.00	Inflationary Surcharge
		\$11,883.44	Total Cost

CUSTOM BLOCK LEVEL INCLUSIONS

ALL CUSTOM BLOCK COLORS include the following:

Material Handling, 26 oz. Plush Carpet (your color choice, if submitted prior to discount deadline), Visqueen Covering and Nightly Vacuuming

In addition to the services listed above:

TAN	Includes Standard Furniture. Rigging Labor NOT included.
YELLOW	Includes Rigging Labor and Equipment
PURPLE	Includes Rigging Labor and Equipment
ORANGE	Includes Rigging Labor and Equipment
BLUE	Includes Rigging Labor and Equipment
BROWN	Includes Rigging Labor and Equipment

LEVEL A Includes Padding and Standard Furniture

LEVEL B Includes 50 oz. Ultra Plush Carpet, Standard Furniture and Specialty Furniture

LEVEL C Includes Padding, 50 oz. Ultra Plush Carpet, Scrap & Waste Removal, Standard Furniture and Specialty Furniture

Upgraded Levels A-C are available at an additional cost per sq. ft. (Prices located on following page and on the IMTS E-Kit)

Services included will vary based on Custom Block assignment and Level chosen.

Please contact the GES – IMTS Information Center if you have any questions.



IMTS 2024 CUSTOM BLOCK COLOR & LEVELS PRICING

Tan 0 - 17.99 Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	10.56	\$3.46	\$7.10
<i>Level A</i>	\$	11.94	\$4.77	\$7.17
<i>Level B</i>	\$	22.54	\$14.89	\$7.65
<i>Level C</i>	\$	25.96	\$14.52	\$11.44

Yellow 0 - 17.99 Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	13.80	\$3.56	\$10.24
<i>Level A</i>	\$	16.05	\$5.69	\$10.36
<i>Level B</i>	\$	26.69	\$15.76	\$10.92
<i>Level C</i>	\$	30.14	\$15.44	\$14.70

Purple 18 - 35.99 Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	22.00	\$5.30	\$16.70
<i>Level A</i>	\$	24.22	\$7.45	\$16.78
<i>Level B</i>	\$	34.85	\$17.58	\$17.27
<i>Level C</i>	\$	38.27	\$17.18	\$21.09

Orange 36 - 43.99 Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	27.64	\$7.54	\$20.09
<i>Level A</i>	\$	29.86	\$9.68	\$20.18
<i>Level B</i>	\$	40.48	\$19.80	\$20.68
<i>Level C</i>	\$	43.89	\$19.43	\$24.46

Blue 44 - 57.99 Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	34.35	\$9.30	\$25.05
<i>Level A</i>	\$	36.58	\$11.00	\$25.58
<i>Level B</i>	\$	47.21	\$21.12	\$26.09
<i>Level C</i>	\$	50.62	\$20.74	\$29.89

Brown 58 - OVER Density

		Total	Taxable Amount	Non-taxable Amount
<i>Base</i>	\$	42.70	\$11.80	\$30.90
<i>Level A</i>	\$	44.94	\$13.95	\$30.99
<i>Level B</i>	\$	55.62	\$24.06	\$31.55
<i>Level C</i>	\$	58.99	\$23.68	\$35.31



IMTS 2024 GES FORM DEADLINES

GES FORM	DEADLINE DATE	NOTES
Freight Planner & Custom Block Information Page	6-Mar	Open Nov 20, 2023
Carpet & Flooring Order Form	24-Jul	
Custom Block Level Upgrade Order Form	24-Jul	
Domestic Shipping Quote Form	24-Jul	
Graphics & Signage Order Form	24-Jul	
Plumbing Air Water and Gas Order Form	24-Jul	
Plumbing Labor Order Form	24-Jul	
Plumbing Layout Form	24-Jul	
Accessories Order Form - A la Carte Options	31-Jul	
Advanced Warehouse Material Handling Order Form	31-Jul	
Chairs and Seating Order Form - A la Carte Options	31-Jul	
Cleaning Order Form	31-Jul	
Crane Labor & Equipment Order Form	31-Jul	
Display Cases Order Form	31-Jul	
Exhibit Systems & Accessories Order Form	31-Jul	
Forklift Labor & Equipment Order Form	31-Jul	
GES Order Confirmation Review	31-Jul	
Installation and Dismantling Order Form	31-Jul	
Porter Service Order Form	31-Jul	
Scrap Removal Order Form	31-Jul	
Specialty Furniture Order Form	31-Jul	
Specialty Furniture Order Form - Ala Carte Options	31-Jul	
Standard Furniture & Accessories Order Form	31-Jul	
Straight Oil Waste & Water Soluble Waste Order Form	31-Jul	
Tables and Counters Order Form - A la Carte Options	31-Jul	
Trailer Accessible Storage Order Form	31-Jul	
Review for Target Date Change Request	7-Aug	
Booth Layout Form	14-Aug	
Pre-Printed Outbound Material Handling Request	14-Aug	
Show Site Storage Order Form	14-Aug	
Vehicle Placement Form	14-Aug	



TARGET DATE INFORMATION

FOR IMTS 2024 GES, AS IN PAST SHOWS, HAS DEVELOPED A TARGET DATE DELIVERY AND PICKUP SCHEDULE THAT INCLUDES A DRIVER CHECK-IN TIME.

YOUR TARGET DATE AND TIME WILL BE DETERMINED BASED ON THE FREIGHT PLANNER AND CUSTOM BLOCK PACKAGE INFORMATION PAGE THAT YOU HAVE SUBMITTED. ADDITIONAL CONSIDERATION WILL ALSO BEEN GIVEN TO ANY SPECIAL REQUESTS THAT WERE MADE REGARDING DELIVERY OR PICKUP DATES AND TIMES.

IF YOU DO NOT SUBMIT A FREIGHT PLANNER, DELIVERY AND PICKUP DATES AND TIMES WILL BE ASSIGNED BASED SOLELY ON YOUR LOCATION ON THE SHOW FLOOR. DATES AND TIMES ASSIGNED ARE FOR CARRIER CHECK-IN **ONLY**, AND **DOES NOT CONSTITUTE A DELIVERY APPOINTMENT**.

EXAMPLE TARGET DATE(S) AND ASSIGNED CHECK-IN TIME(S) THAT COULD BE ASSIGNED ARE:

Sample Target Dates	Sample Driver Check-in Times			
9/5-A	A	4:00 am	to	7:00 am
9/5-B	B	7:00 am	to	10:00 am
9/5-C	C	10:00 am	to	12:00 noon
9/5-D	D	12:00 noon	to	2:00 pm
9/17-BREAK	BREAK (9/17 ONLY)		to	6:00 pm

IN ORDER TO MEET THE REQUIREMENTS FOR BEING “ON TARGET”, YOUR CARRIER(S) / **DRIVER(S) MUST CHECK IN WITH A GES REPRESENTATIVE** AT THE MARSHALLING YARD ON THE ASSIGNED DATE, DURING THE TIME WINDOW PROVIDED. TO AVOID UNNECESSARY WAITING TIME AND ADDITIONAL COSTS, PLEASE OBSERVE THE FOLLOWING:

- **BE SURE TO CHECK IN ON YOUR ASSIGNED DATE AND TIME. AN OFF-TARGET PENALTY OF \$22.00 PER CWT WILL BE ASSESSED TO ANY SHIPMENTS ARRIVING, OR LOADED OUT, ON A DATE AND TIME OTHER THAN THE ONE ASSIGNED.**
- **OUTBOUND:**

Note: If your assigned carrier does not arrive on the assigned target date and time, exhibitors will have three (3) options:

- 1) **Return to either the GES Warehouse or the Heavy Warehouse; depending on size of freight (additional charges will apply)**
- 2) **Re-route freight through GES Logistics (additional charges will apply)**
- 3) **Re-route freight to a different carrier of your choice. EXHIBITOR MUST SIGN FOR RELEASE OF FREIGHT TO THE NEW CARRIER BEFORE THIS WILL HAPPEN. (GES reserves to the right to refuse the release of freight to a new carrier without a signature from the exhibitor indicating the new carrier of choice)**

- **NOTIFY BOOTH-SHARING COMPANIES OF THE DELIVERY AND PICKUP DATES AND DRIVER CHECK-IN TIMES.**
- **YOU MAY BEGIN INSTALLATION OF YOUR MACHINERY/DISPLAY ONCE YOUR MATERIALS HAVE BEEN DELIVERED TO YOUR EXHIBIT SPACE. SCHEDULE LABOR FOR BOOTH SET UP TO BEGIN AFTER YOUR TARGET DATE AND TIME, OR THE FOLLOWING MORNING.**
- **BE SURE THAT YOUR SHIPPING DEPARTMENTS AND CARRIERS HAVE THIS DELIVERY INFORMATION. DURING THE MARSHALLING YARD CHECK IN PROCESS, CARRIERS MUST PRESENT A LEGIBLE BILL OF LADING THAT INCLUDES: THE EXHIBITING COMPANY NAME; THE EXHIBITING COMPANY BOOTH NUMBER; PIECE COUNTS AND WEIGHT BREAKDOWNS SEPARATED BY CATEGORY, MACHINERY AND DISPLAY.**
- **IF YOU CHANGE YOUR BOOTH LOCATION, YOUR TARGET DATE WILL LIKELY CHANGE AS WELL. PLEASE CONTACT THE IMTS CALL CENTER FOR UPDATED TARGET DATE INFORMATION.**

SHOULD YOU NEED TO REQUEST A CHANGE IN TARGET DATE OR CHECK-IN TIME, THERE WILL BE A FORM IN THE GES ORDERING SITE THAT CAN BE FILLED OUT. A FORM MUST BE SUBMITTED IN ORDER FOR YOUR REQUEST TO BE REVIEWED.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US IN THE GES – IMTS INFORMATION CENTER.

UNCRATING WAREHOUSE INFORMATION

For IMTS 2024, Container Cargo Management, will be able to provide storage and uncrating services to the exhibitor or carrier for machines in excess of 5,000 lbs or 15 cubic meters.



There will be an additional cost for this service, and it will be billed directly to you by CCM. This service is not included in the Custom Block Color price, or any of the Upgraded Levels.

Should you require warehousing, uncrating, or re-crating services for machines in excess of 5,000 lbs or 15 cubic meters, please use the CCM flyer to contact them for any of your needs. They will be able to provide you with a quote regarding the cost involved for the services requested.

For further information on this program please contact Tom Gilmore Jr, who is the heavy machine liaison between GES and CCM at tgilmorejr@ges.com or 630-248-8759.

Nick Gilmore, the CCM warehouse manager and rigger general foreman will handle delivery schedules. Machinery needs can be discussed with him at Ngilmore461@gmail.com or 630-235-0429.

For those exhibitors that have a shipment with a piece weighing close to or over 5,000 lbs. or an overseas container that needs to be unloaded:

The GES / Global Experience Specialists advance warehouse CAN NOT HANDLE these types of shipments. Your truck will be diverted to the CCM warehouse and your trucking company will have delays. Please plan accordingly determining weights and sizes before shipping.



OFFICIAL HEAVY MACHINERY WAREHOUSE FOR IMTS 2024

IMTS IS THE SINGLE BIGGEST MARKETING INVESTMENT MOST
COMPANIES WILL MAKE

COMPLETE UNCRATING / UNSKIDDING
UNMATCHED CUSTOMER SERVICE
STORAGE & TRANSPORTATION TO/FROM MCCORMICK PLACE
HANDLING CAPACITY OF UP TO 125 TONS (PER PIECE)
FULLY SECURED

ACCESSIBILITY – We are always available to help with any
questions or concerns. We are ready to work with you.

Please contact **Tom Gilmore, Jr**
The GES Heavy Machine Liaison
For more information on the program:
630-248-8759 | tgilmorejr@ges.com

**NO HIDDEN FEES.
JUST HARD WORK.**



DIRECTIONS TO MCCORMICK PLACE MARSHALING AREA

Due to reconstruction of the Jane Byrne interchange (I-90/94), please notify your carrier of extreme traffic buildup and waiting times. Traffic patterns change weekly.

Please visit the IL Department of Transportation – Studies & Projects – Cook County

North of Chicago to McCormick Place –

Take Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South). * Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

West of Chicago to McCormick Place –

Take Interstate 290 (Eisenhower Expressway) to Interstate 94 (Dan Ryan Expressway). Go East on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South). * Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

Southwest of Chicago to McCormick Place –

Take Interstate 55 North directly to Lake Shore Drive South (41 South). * Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs are posted at 31st Street Exit.

South of Chicago to McCormick Place –

Take Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take Interstate 55 to Lake Shore Drive South to 31st Street. * Bear right at the 31st Street Exit to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

Trucks permitted on Lake Shore Drive southbound *between Interstate 55 and 31st Street ONLY!

THE STATE OF ILLINOIS LEGAL TRAILER RESTRICTIONS ARE 102" IN WIDTH AND 13'6" IN HEIGHT. QUESTIONS MAY BE DIRECTED TO:

ILLINOIS DEPARTMENT OF TRANSPORTATION, PERMIT SECTION
2300 SOUTH DIRKSEN PARKWAY
SPRINGFIELD, IL 62764
PHONE: 217.782.6271

PLEASE NOTE:

These directions are provided for convenience only and the driver remains responsible for determining the best route for his vehicle and load. GES makes no representations as to road conditions, hazards or clearance. Traffic routes to the McCormick Place Marshaling area are subject to change due to ongoing construction considerations.



MARSHALLING YARD & DIRECT DELIVERIES INFORMATION

IMPORTANT NOTICE

GLOBAL EXPERIENCE SPECIALISTS HAS ESTABLISHED A MARSHALLING YARD TO EASE CONGESTION IN THE VICINITY OF MCCORMICK PLACE AND TO BETTER UTILIZE THE AVAILABLE DOCK SPACE AT THE CONVENTION CENTER.

THE MARSHALLING YARD ADDRESS IS: 2900 SOUTH MOE DRIVE, CHICAGO, IL 60616. ALL VEHICLES, INCLUDING CARS, WITH MATERIALS FOR DELIVERY MUST CHECK IN AT THE MARSHALLING YARD LOCATED WEST OF LAKE SHORE DRIVE, APPROXIMATELY 6 BLOCKS SOUTH OF MCCORMICK PLACE, AT 31ST STREET. A MAP OF THE MARSHALLING YARD IS PROVIDED ON THE NEXT PAGE.

THERE IS A USAGE FEE REQUIRED BY MCCORMICK PLACE. CURRENTLY THE FEE IS **\$25.00 PER VEHICLE**. THESE RATES ARE SUBJECT TO CHANGE AT ANY TIME. OVERNIGHT STORAGE IS AVAILABLE AT A PER NIGHT RATE. FOR RATES AND ADDITIONAL INFORMATION ON THE MCCORMICK PLACE TRUCK MARSHALLING YARD, CALL THE YARDMASTER AT 312.808.3161.

THE STATE OF ILLINOIS LEGAL TRAILER RESTRICTIONS ARE 102" IN WIDTH AND 13'6" IN HEIGHT. QUESTIONS MAY BE DIRECTED TO:

ILLINOIS DEPARTMENT OF TRANSPORTATION, PERMIT SECTION
2300 SOUTH DIRKSEN PARKWAY
SPRINGFIELD, IL 62764
PHONE: 217.782.6271

IT IS IMPORTANT THAT YOU ADVISE YOUR CARRIER OF THIS MARSHALLING YARD INFORMATION TO BETTER FACILITATE YOUR DIRECT SHIPMENT TO SHOW SITE. THE MARSHALLING YARD PROCESS IS AS FOLLOWS:

- ALL DELIVERING CARRIERS AND PRIVATELY OWNED VEHICLES MUST CHECK IN AT THE MARSHALLING YARD PRIOR TO SHOW SITE DELIVERY.
- THE DRIVER OF THE VEHICLE WILL PRESENT A BILL OF LADING, OR DELIVERY RECEIPT, NOTING PIECE COUNT, ITEM(S) DESCRIPTION, AND WEIGHT OF MATERIAL TO BE UNLOADED. CERTIFIED WEIGHT TICKETS ARE REQUIRED. AN **\$22.00** SCALE FEE WILL BE ASSESSED. ALL TRUCKS WILL BE WEIGHED IN THE MARSHALLING YARD.
- AT THE MARSHALLING YARD, DRIVERS WILL BE ASSIGNED A PASS NUMBER AND WILL BE DISPATCHED TO THE APPROPRIATE DOCK AT MCCORMICK PLACE AS SPACE IS AVAILABLE. WAITING TIME AT THE MARSHALLING YARD SHOULD BE ANTICIPATED BY YOUR CARRIER. EVERY EFFORT IS MADE TO KEEP THIS WAITING TIME TO A MINIMUM. HOWEVER, THE WAITING TIME DEPENDS ON MANY FACTORS, INCLUDING THE NUMBER OF VEHICLES ARRIVING TO UNLOAD, THE TYPE OF LOADS BEING UNLOADED AT THE CONVENTION CENTER, AND THE NUMBER OF BOOTHS ON A TRUCK, ETC.
- AN UNLOADING DOCUMENT WILL BE ISSUED AT THE MARSHALLING YARD OFFICE BY GLOBAL EXPERIENCE SPECIALISTS PERSONNEL. THE RECEIVING REPORT WILL BE:
 - BASED ON THE INFORMATION ON THE BILL OF LADING OR DELIVERY RECEIPT
 - DATED AND TIME-STAMPED
 - THE BASIS FOR INVOICING OF ALL UNLOADING CHARGES
- **IF THE DRIVER DOES NOT HAVE A DOCUMENT WITH SUFFICIENT INFORMATION DESCRIBING THE SHIPMENT, GLOBAL EXPERIENCE SPECIALISTS RESERVES THE RIGHT TO REFUSE TO ISSUE THE RECEIVING REPORT NEEDED TO UNLOAD THE SHIPMENT (CARS AND STATION WAGONS ARE EXCLUDED FROM THIS REQUIREMENT).**
- FOR YOUR PROTECTION, A GES EMPLOYEE WILL ISSUE A SECURITY PASS AND NUMBERED CARD TO BE PLACED IN THE VEHICLE WINDOW. THE DRIVER WILL BE ADVISED WHEN TO PROCEED TO HIS DESIGNATED UNLOADING AREA.
- AFTER UNLOADING, ALL VEHICLES ARE RETURNED TO THE MARSHALLING YARD WITH A COMPLETED COPY OF THE GES RECEIVING REPORT TO BE WEIGHED AGAIN TO OBTAIN THE LIGHT WEIGHT. THIS DETERMINES THE TOTAL WEIGHT OF THE SHIPMENT. DRIVERS WHO FAIL TO RETURN TO BE WEIGHED OUT MAY FACE HAVING THEIR SHIPMENT BILLED AT THE HEAVY WEIGHT.

NEED ASSISTANCE? CONTACT THE GES – IMTS INFORMATION CENTER AT:

◆ TOLL-FREE: 866.280.7765 ◆ DIRECT: 630.671.7960 ◆ www.ges.com/IMTS_chat/ ◆ E-MAIL: IMTSservice@ges.com ◆

DELIVERY/PICK-UP OF FREIGHT INFORMATION



ALL VEHICLES DELIVERING FREIGHT

All vehicles delivering booth materials, freight and products to McCormick Place must first check in at the Marshalling Yard, located at 31st Street just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place. Please advise your carrier of the following Marshalling Yard information to better facilitate your direct shipment to McCormick Place.

NOTE: There is a usage fee required by McCormick Place Standard Parking. Currently fees are \$25.00 for vehicles with more than two (2) axles. Overnight storage is also possible at \$25.00 per night. These rates are subject to change at any time. For further information on the McCormick Place Marshalling Yard, please call Standard Parking at 312.808.3161.

All trucks must weight light and heavy at McCormick Place.

BILL OF LADING

When arriving at the Marshalling Yard, the driver of the vehicle must present bills of lading or delivery receipts which show **number of units, item descriptions, and weight of shipment** being delivered, to the GES Representatives at the check-in desk in the Marshalling Yard office. **All truck shipments will weigh light and heavy at the certified scales in the Marshalling Yard.**

A Receiving Report will be issued based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. This receiving Report shall be dated, and time stamped. Weight accumulation for the Custom Block Package will be based on the information contained on the Receiving Report.

NOTE: If driver does not have a document with sufficient information describing the shipment, **GES reserves the right to refuse issue of the Receiving Report** necessary before the shipment can be unloaded (cars and station wagons are excluded from this requirement).

PROCEDURE

- A GES Representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
- The driver will receive a number card to be placed in the window of the vehicle for identification purposes and indicates the appropriate unloading area.
- A GES representative will advise the driver when to proceed to the designated unloading area when space becomes available. **Wait time should be anticipated by your carrier.**
- At the unloading dock, the driver shall present the bill of lading and Receiving Report to the freight checker.
- A crew will be assigned to unload the vehicle when the shipment is checked, and the proper paperwork is presented.
- Drivers lacking documents with sufficient information describing the shipment may be refused issue of the Receiving Report necessary before the shipment can be unloaded. (POV shipments are excluded from this requirement.)
- Once unloaded, a freight checker indicates all exceptions and/or damages on the bill of lading and the Receiving Report and returns copies to the driver.
- When leaving McCormick Place, all vehicles must return from the docks to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment.
- **Drivers failing to return to the Marshalling Yard for their lightweight face having the shipment billed at the heavy weight.**

IMPORTANT INFORMATION REGARDING OUTBOUND PROCEDURES

NOTE: If your assigned carrier does not arrive on the assigned target date and time, exhibitors will have three (3) options:

- 1) Return to either the GES Warehouse or the Heavy Warehouse; depending on size of freight (additional charges will apply)
- 2) Re-route freight through GES Logistics (additional charges will apply)
- 3) Re-route freight to a different carrier of your choice. **EXHIBITOR MUST SIGN FOR RELEASE OF FREIGHT TO THE NEW CARRIER BEFORE THIS WILL HAPPEN.** (GES reserves to the right to refuse the release of freight to a new carrier without a signature from the exhibitor indicating the new carrier of choice)

IF your carrier uses a third party cartage agent to pick up the freight consigned to them, GES WILL NOT RELEASE THE FRIEGHT WITHOUT AUTHORIZATION FROM THE EXHIBITOR OR THEIR AGENT.

If you have questions, or need assistance with your inbound freight arrangements, please contact the GES – IMTS Information Center.

PLEASE FORWARD THIS INFORMATION TO YOUR SHIPPING DEPARTMENT, COMPANY DRIVER, AND/OR FREIGHT CARRIER.



Global Transport and Logistics

INTERNATIONAL SHIPPING AND HANDLING GUIDELINES

We are proud to inform you that DSV Air & Sea, Inc. has once again been appointed as the official recommended freight forwarder and customs house broker for IMTS 2024 to be held in Chicago from September 9 – 14, 2024.

Our services will include international transportation to and from Chicago, Customs clearance services and off-site uncrating services in cooperation with the officially appointed contractors. Our services will guarantee all international exhibitors a timely delivery of their shipment to their booths, at the assigned target dates.

As a bona fide tradeshow by the US Department of Commerce, IMTS 2024 will allow all international exhibitors to bring in their products on a temporary import basis and applicable duties would only become due, once their products have been sold to a US entity during IMTS 2024. For more information please contact us at events@us.dsv.com – Ref.: IMTS 2024.

Together with our offices and partners in overseas and locally in Chicago, it is our goal to provide you with the best and most cost effective transport and handling services.

It is our recommendation to transport your international shipments by ocean freight, whenever possible. Adhere to our shipping schedules and guidelines, which will be made available to you in more detail in the near future.

In the meantime, please contact us at your earliest convenience by e-mail at events@us.dsv.com or you may contact Mr. Herbert Kaltschmid, directly, who is the overall coordinator at DSV for the IMTS 2024 exhibition. He can be reached by e-mail at herbert.kaltschmid@us.dsv.com or by telephone at 1-650-455 8215 (cell) or 1-650-238 1226.

Our team at DSV wishes you a very successful IMTS 2024 and we look very much forward working with you on this important project.

Sincerely,

DSV FAIRS & EXHIBITION SERVICES