



INTERNATIONAL
ESTHETICS, COSMETICS & SPA
CONFERENCE
CHICAGO
MARCH 30 - APRIL 1, 2019
McCORMICK PLACE • CHICAGO

MOVE-IN / MOVE-OUT INFORMATION

Move-In

- Warehouse freight is moved in first. Freight sent directly to the Show will be received on a first come, first served basis.
- **All exhibitors and exhibitor-appointed contractor personnel must be badged.** Badges are available for pick up during posted registration hours. We must receive your insurance certificate and all outstanding balances paid before any badges will be distributed. Badges are not transferable. Each exhibitor must pick up his/her own badge. See “Registration” tab for additional information.
- Exhibitors arriving after the posted set up times **WILL NOT** be allowed into the hall and must return the next morning. Those in the hall at the end of official posted time may remain to finish work in progress, but for security reasons, once you leave the hall, you cannot return.
- **Hand-Carried Items (ASUV Program):** Exhibitors can unload/load their own vehicles in a designated loading area at the McCormick Place, in accordance with the rules and instructions given in the Hand Carry section in the manual
- **All exhibits must be fully installed by 10:30 AM, Saturday.** Those exhibitors who have not arrived or made set up plans by this time will either have their booths erected by show management at prevailing rates, or the exhibit will be removed from the floor.
- **Bring copies of your orders** (labor, electrical, carpeting furniture, etc.) with you to the show to avoid discrepancies. Bring any billing issues to the attention of the vendor and Show Management immediately.

- **Tables and chairs must not be removed from booths in which Freeman has placed them.** In the event that you ordered furniture and none was delivered, notify the desk personnel at the Freeman Service Desk at once. Do not move the furniture from a neighboring booth into yours. If furniture was delivered to your booth but none was ordered, please notify the desk personnel at the Freeman Service Desk at once. Do not remove the furniture yourself. If you didn't place a furniture order and "borrow" furniture from a neighboring booth, you will be charged for the furniture once it is in your booth.

Move-Out

No exhibitor is permitted to dismantle a display before Monday at 4:00 p.m. Dismantling of an exhibit prior to the close of the show at 4:00 p.m. will result in compromising the exhibitor's position in any future Events.

All exhibitors are responsible to complete a bill of lading and return it to the Freeman Service desk. The returning of crates and packing materials precede the loading of outbound freight. All freight must be removed from the exhibit hall by 12:00 p.m. on Tuesday. Freight arrangements must be made to comply with this deadline. Show Management will make shipping arrangements for any remaining freight, to be returned to the best available address on the official show carrier at prevailing rates. **All trucks must be checked in by 9:00pm Monday and 11:00 a.m., Tuesday.**

Please Note: If an adjustment on outbound freight weight is necessary, it must be made at the Freeman Service Desk ***prior to move out***. The adjustment must be reflected on your bill of lading and the reduction in drayage charges should be confirmed with Freeman prior to freight pick-up. **This is especially important if you bring in more products than you will leave.** Also, order your move-out labor early from Freeman Service Desk.