



INTERNATIONAL
ESTHETICS, COSMETICS & SPA
CONFERENCE

CHICAGO
MARCH 30 - APRIL 1, 2019
McCORMICK PLACE • CHICAGO

Dear IECSC Chicago exhibitors,

Please take a moment to read through the exhibitor manual. It contains important and cost saving information that will save you time and money! You will find all the necessary forms and contact information to ensure a smooth move in process. Please note we call special attention to the shipping procedures below. More information can be found in the shipping section of the manual.

We are pleased to inform you that Freeman is the official contractor of the upcoming IECSC being held March 30 – April 1, 2019 at McCormick Place North, Hall C1.

Shipping Information

Below you will find some important information that you will need to know before shipping your materials for this show.

It is imperative that you review the shipping procedures in the show manual. Due to the nature of this show, Freeman will bill your material handling in a very specific way. This exhibitor manual provides you with this important information. However if you do not understand or need further clarification on any of our procedures, as well as any other information about this show please do not hesitate to call a Freeman Exhibitor Services Department at 773-473-7080 or e-mail any of their customer service representatives at FreemanChicagoES@freemanco.com

Shipping Product

You must label your boxes with the PRODUCT labels provided in the kit. PRODUCT can ONLY be shipped direct to show site. If any product freight is delivered to the warehouse, you will incur our roundtrip Warehouse Material Handling Charges listed in the kit. **NO EXCEPTIONS!**

PRODUCT will be charged on a one way rate based on the intention you will not be shipping this material out at the end of the show.

If you happen to have PRODUCT that needs to be shipped out, a re-weigh is required. Please visit the exhibitor service desk to request a re-weigh. You will receive special labels and instructions from our staff to use for this procedure. If you have PRODUCT being shipped out that is NOT brought to our attention or we see PRODUCT packed within your booth freight, your WHOLE INBOUND shipment will be converted back to a round trip charge.

IF ANY OF THESE PROCEDURES ARE NOT FOLLOWED, YOUR MATERIALS WILL BE CHARGED THE REGULAR MATERIAL HANDLING RATES AND THERE WILL BE NO REFUNDS.

If you are shipping any other materials:

Your materials will be charged on a round-trip fee. Materials are charged on a 200 lb minimum per shipment. Any discrepancies with the weight of your materials must be addressed at show site. No adjustments or credits will be issued by Freeman after they have left the show.

There will be a 30% surcharge for any materials sent to our warehouse after the deadline. Shipping labels for the advance warehouse are located in the shipping section of the manual.

Certified Weight Tickets and a Bill of Lading are required for all shipments.

Please see the Freeman Shipping Section of the manual for more details and labels.

The Freeman service desk will be staffed throughout the entire show should you have any questions or issues at show site that Freeman can assist you with.

If you need assistance with any of this information or any of the order forms please contact the Freeman Exhibitor Services Department

Freeman
8201 West 47th Street
McCook, IL 60525
Ph: 773-473-7080
Fax: 469-621-5603
Email: FreemanChicagoES@freemanco.com
<https://www.freemanco.com/store>

Show Management Staff is available to assist you in any way possible. Please refer to the Show Management Staff page of the manual to find the appropriate person to direct your questions to.

If you need assistance or have any operational questions please contact the IECSC Operations Team:

Best Regards,

Chris Correa
Director – Event Operations
P: 617-219-8374
ccorrea@questex.com