



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 ◆