

What Is Material Handling?

Material handling (drayage) is the process of receiving your materials or equipment either at the advanced warehouse before the show or at show site. The service includes delivering to your booth, removing empty containers for storage during the show, returning the empty containers to your booth after the show, delivering your materials back to the dock, and loading on your outbound carrier for outbound shipping.

All material handling charges for direct shipments are already included in your space rate regardless of weight or number of shipments, provided your shipment/trucks check-in at the PACK EXPO Services (PES) Marshalling Yard by 2:00 PM on your assigned targeted move-in date. **This pre-paid fee also includes a one-time spot of equipment and display material. Any additional rigging or booth work will be done at the exhibitor's expense. Exhibitors must be in the booth to take advantage of the one-time spot.**

Any freight which requires assembly, un-skidding, uncrating, unbolting, stacking, or special equipment for unloading (including 30,000 lb. forklifts and cranes) and anything else which makes your machinery or freight non-show ready is NOT eligible for the one-time spot. Additional rigging and material handling charges could apply.

NOTE: Space rate includes material handling for the Primary Exhibitor's display material and equipment only. Additional product or equipment not from the Primary Exhibitor is subject to additional billing. Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application and Contract.

Targeted Move-In/ Out Information

Target dates for all inbound and outbound freight have been assigned to each exhibitor for installation (move-in) and dismantle (move-out). Please click the following links to review your target information: [TARGET MOVE-IN PLAN](#) and [TARGET MOVE-OUT PLAN..](#) To determine your assigned target date/time, find your booth and match the color to the key.

Inbound target date and time is for check-in to the Marshalling Yard only. Your truck must be checked in prior to your assigned check-in time. PES recommends drivers arrive at least **2 hours prior** to your assigned time. Target dates apply to machinery and display materials only. Marshalling Yard Hours are 4:00am—2:00pm. Target assignments have been determined by booth size and location on the show floor.

The target check-in time is the deadline for your truck to check-in on your target date. Please note that unloading may take several hours and your carrier will most likely charge for waiting time. **PACK EXPO Services is not responsible for waiting time charges.**

Important: All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. A special assessment will apply to off-target shipments (inbound only).

Advance Warehouse: Those exhibitors who ship to the Advance Warehouse will have their materials automatically delivered to their booths by the assigned target date. See the Material Handling rates form for rates.

Target Change Requests: **If your company cannot adhere to the scheduled inbound and/or outbound target dates and check-in times assigned, you may [request a Target Change](#) from PACK EXPO Services (PES). All requests for changes must be received by Monday, September 16, 2024.**

PACK EXPO Services cannot guarantee that your scheduled date can be changed; however, we will try to accommodate your request. PES will notify the exhibitor by email if their target date change has been approved or denied. Please contact PES.Service@packexposervices.com with any questions.

Inbound Shipments

The target floor plans are color-coded to indicate the freight receiving target date assigned to each booth. Please do not arrive prior to your scheduled target move-in date. Due to the high volume of freight, your truck will not be unloaded and will be asked to return on your scheduled day. If materials are not properly identified, they will be classified as display materials.

Outbound Shipments

Your assigned outbound target is the day your freight is to be removed from the exhibit hall. The PES Marshalling Yard opens at 4:00 am for outbound shipments. Vehicles must check-in prior to 2:00 pm on their assigned target date. **If the carrier's name listed on the outbound material handling agreement does not match the name of the carrier that checks in to pick up your company's freight, it will not be released.**

Exhibitors with an outbound target date of Saturday, November 9, 2024, must have their trucks checked-in by 9:00 am.

Exhibitors are assigned a one (1) day outbound targeted move-out. If you need more than one (1) day, please contact PACK EXPO Services.

Exhibitor Freight: Exhibitor freight is under the care and responsibility of the exhibitor until carrier is at the dock and loads your freight on the truck. Staying with your freight ensures that it is all loaded properly without damage. If you have multiple trucks, you must supervise loading of all trucks. **If you choose to leave the show floor prior to your freight being loaded on your carrier, you do so at your own risk. PES will not be responsible for any misloaded or damaged freight if exhibitor is not there to supervise.** Please advise carrier they must get out of their truck and supervise the loading of your freight. If they do not get out of their truck to supervise, they your freight will not be loaded.

MHAs and Labels

Every outbound shipment will require a **Material Handling Agreement (MHA)** and shipping labels. A separate MHA is required for **each outbound shipment**. PACK EXPO Services (PES) provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels.

A pre-printed MHA and shipping labels can be prepared for you in advance and can be delivered to your booth prior to the show close if your information is submitted by **November 5, 2024 at noon.**

IMPORTANT: Your carrier name on the MHA MUST match the carrier name that will be checking in at the marshalling yard. If your carrier name does not match the MHA name, there is a chance that your carrier will NOT be dispatched in a timely manner to pick up your freight and result in waiting time charges from your carrier. *(PES is not responsible for these charges)*

Once onsite and your freight is packed and ready to be loaded on your outbound carrier, return completed Material Handling Agreement(s) to the Exhibitor Service Center. **Do not leave them in your booth with your freight!**

International Shipments

International and Canadian Shipments

Neither PES, PMMI, nor McCormick Place can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of the show materials into the United States. All freight should be consigned to a certified broker for customs clearance.

Insurance

It is understood that PACK EXPO Services is not an insurer. Insurance has to be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Please contact your Customer Service Manager for further information.

Personally Operated Vehicles (POVs)

POVs must check in at the Marshalling Yard to receive their window card. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates.

Personally Operated Vehicles (POVs)



Sedan



Van



Sports Utility Vehicle



Pickup

Exhibitor Liability

PACK EXPO Services (PES) has Right of Preference into and out of the building.

PACK EXPO Services shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.

PACK EXPO Services shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to the exhibitor's booth.

Empty container labels will be available at all PACK EXPO Service Centers. Affixing the labels to empty containers is the sole responsibility of the exhibitor or their representatives. All previous labels should be removed or obliterated. PACK EXPO Services assumes no responsibility for:

- Error to above procedures
- Removal of containers with old empty labels and PACK EXPO Services labels
- Improper information on empty labels
- Materials stored in containers with empty labels

PACK EXPO Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

See full PES Terms and Conditions for details.