



November 3-6, 2024  
Chicago, Illinois USA

## Driver Check-In Requirements

### INBOUND Driver Check-in Requirements

**All Drivers must provide the following details on their Bills Of Lading (BOL):**

1. Booth Number
2. Exhibiting Company's Name
3. Shipper's Name
4. Piece Count Summary
5. All drivers must provide a certified scale ticket to check-in
6. Net, Gross and Tare Weight

**Piece count summaries must be broken down into the following categories:**

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

Certified weight tickets will be required.

**ALL BILLS OF LADING MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN**

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

### OUTBOUND Driver Check-in Requirements

**All Drivers must present the following information to pick up freight from a show:**

1. Booth Number
2. Exhibiting Company's Name
3. Shipment Destination (City and State)
4. Carrier's (or Broker's) Name
5. Location or area the vehicle is parked
6. Driver's Cell Phone Number

- There may be a wait time before the freight is ready to be picked up.
- Please wait in the Marshalling Yard until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in must contact their Dispatch for assistance.

**EXHIBITOR FREIGHT: Exhibitor freight is under your care and responsibility until your carrier is pulled up to the dock and PES comes to your booth and picks up the freight. With a show this size and the amount of freight that is on the show floor at one time, exhibitors must stay with their freight to make sure it is all loaded properly without damage. If you have multiple trucks, you must remain with your freight to insure all your freight is loaded properly and correctly to the designated trucks.**

If you choose to leave the show floor prior to your freight being picked up by PES and loaded onto your carrier's truck, you do so at your own risk. PES will not be responsible for any misloaded freight or damaged freight if the exhibitor is not there to supervise your freight being loaded.

Please advise your 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 the loading, then your freight will not be loaded onto their truck. Your carrier is responsible for securing the freight on the truck.