

1 Exhibit Hall Carpet/ Drape

Please contact your Customer Account Manager (CAM) if you have any questions on your Booth Drape or Aisle Carpet colors.

All exhibitors will be provided a 7" x 44" Identification Sign with company name and booth number (at No Charge).

- **Inline Booths**
All in-line booth spaces will be automatically set with 8' high back drape and 36" high side dividers. Please note that corner booths will have side drape set on the open side of the booth only upon request by the exhibitor.
- **Island Booths**
Booth Drape will NOT be automatically set for Island Booths. If drape is required, please use the Furniture and Accessories forms to order.
- **Peninsula Booths**
Booth Drape will automatically be set at 8' high along the backwall for all peninsula booths according to the show rules and regulations. Setbacks apply to peninsula-end cap booths.
- **See Rules and Regulations for setback guidelines.**

For planning purposes, aisle carpet and booth drape will be color coded as follows:

General Show Space Exhibitors	Pepper Carpet	Blue Drape
Dairy Pavilion Exhibitors	Blue Carpet	White Drape

2 Booth Setup

In-Line Booths are set with backwall and sidewall drape as shown below. Carpeting is required and is the responsibility of the exhibitor. If you wish to upgrade your booth with a hardwall exhibit or additional furniture, please review the exhibiting packages information, furniture order forms or our Modular System offerings.



3 Discount Deadline Date

One deadline to remember for all services! Mark your calendar now. Place your order and payment by **February 18, 2019** to take advantage of discounted prices for all services excluding labor and material handling.

4 Show Schedule

Exhibitor Move-In

Thursday	March 21, 2019
Friday	March 22, 2019
Saturday	March 23, 2019
Sunday	March 24, 2019
Monday	March 25, 2019

West Hall - F2

12:00 pm - 8:00 pm
8:00 am - 4:30 pm
8:00 am - 4:30 pm
8:00 am - 4:30 pm (See Note below.)
8:00 am - 4:30 pm

PLEASE NOTE - Sunday, March 24, 2019 - The Exhibit hall will be open from 8:00 am to 4:30 pm, and exhibitors are welcome to work within their booths. HOWEVER, NO labor will be available unless pre-ordered prior to Monday, March 18, 2019. Sunday Labor is billed at the Double Time rate. Exhibitors are encouraged to order labor for work on Thursday, Friday, Saturday and Monday.

See Target Move-In Schedule in Section 6 for your target day and time.

IMPORTANT: All drayage/material handling is included in your space rate, provided your shipment/truck checks in at the McCormick Place Marshalling Yard by 2:00 pm on your assigned targeted move-in date and time. **On Thursday, March 21, 2019 the Marshalling Yard will open at 8:00 am and trucks must be checked in by 4:00 pm.**

All exhibits must be fully installed by Monday, March 25, 2019 at 2:00 pm.

If the installation of an exhibit has not started by 2:00 pm on Monday, March 25, 2019, Show Management reserves the right to authorize The Expo Group to begin the installation process at the exhibitor's expense.

Any special equipment needed for unloading will be charged separately including cranes and 15,000 pound fork trucks.

Exhibit Hours

Tuesday	March 26, 2019	10:00 am - 4:00 pm
Wednesday	March 27, 2019	10:00 am - 4:00 pm
Thursday	March 28, 2019	10:00 am - 4:00 pm

4 Show Schedule (continued)

Exhibitor Move-Out

Thursday	March 28, 2019	4:00 pm - 10:00 pm
Friday	March 29, 2019	8:00 am - 4:30 pm
Saturday	March 30, 2019	8:00 am - 2:00 pm

The exhibit hall must be cleared by 2:00 pm on Saturday, March 30, 2019.

The return of empty crates will take approximately four (4) to six (6) hours. If rigging/forklift labor was used to remove machinery from crates or skids as part of an installation work order, these items will not be returned automatically at the close of the event. You must place an order for dismantle rigging /forklift labor, which will return these items as part of the dismantle work order.

All outbound carriers must check-in no later than 2:00 pm on Friday, March 29, 2018, at the McCormick Place Marshalling Yard. If your outside carriers do not check-in prior to 2:00 pm, The Expo Group will reroute the shipment via the most convenient manner available. The exception to this rule are exhibitors with an outbound target date of Saturday, March 30, 2019. Trucks for Saturday outbound targets must be checked-in by 9:00 am on Saturday, March 30, 2019. Please refer to Sections 6 and 7 for more shipping and target time information.

NOTE TO EXHIBITORS: If the carrier's name listed on the outbound Material Handling Agreement (Bill of Lading) DOES NOT MATCH the name of the carrier that checks into the Marshalling Yard to pick up your company's freight - THE FREIGHT WILL NOT BE RELEASED. Please make sure there is a phone number where we can reach you to help solve this problem, or keep a company representative onsite through move-out to ensure freight is successfully picked up.

-If you have multiple loads for outbound shipments, a Material Handling Agreement must be completed for each trailer.

5 Warehouse Shipments

Advance Receiving at the Warehouse

Warehouse Shipping Address:

ProFood Tech 2019
Exhibiting Company Name
Booth # _____
c/o J & J Motor Freight
2338 South Indiana Avenue
Chicago, IL 60616

The Expo Group will accept crated, boxed or skidded materials beginning on Monday, February 18, 2019, at the above address. To avoid additional charges, materials must arrive to the warehouse by Tuesday, March 19, 2019. The warehouse will receive shipments Monday through Friday during the hours of 9:00 am to 3:00 pm.

Please be advised of the following guidelines for warehouse shipments and make sure the person responsible for your shipping arrangements has this information.

1. Warehouse Dock Door size: 9' wide x 10' high
2. Dimensions of freight should not exceed 8'-4" wide x 8'-5" high
3. Heaviest piece should not exceed 5,000 lbs.
4. Only crated, boxed, or skidded shipments will be accepted at the warehouse. NO loose or uncrated shipments or bulk carpet shipments.
5. All carpet must be skidded and separated by booth.

Any shipments that are unable to meet these guidelines will need to ship direct to show site.

NOTE: Cranes cannot be used at the warehouse. If you need special equipment to unload your materials at the warehouse, please contact your CAM at 972-580-9000.

IMPORTANT: All warehouse shipments will be charged a special assessment of \$15.00/ cwt with a \$150.00 minimum. See Material Handling Information forms in Section 3.

6 Show Site Shipments

Show Site Shipments

Show Site Shipping Address:

ProFood Tech 2019
Exhibiting Company Name
Booth # _____
McCormick Place
c/o The Expo Group
2301 S. King Drive
Chicago, IL 60616

- Show site freight must be delivered on the assigned target date. Reference target move-in floor plans in Section 6.
- All drayage/material handling is included in your space rate, provided your shipment/truck checks-in at the McCormick Place Marshalling Yard by 2:00 pm on your assigned-targeted move-in date and time. **On Thursday, March 21, 2019, the Marshalling Yard will open at 8:00 am and trucks need to be checked in no later than 4:00 pm.**
- All vehicles, including privately owned vehicles (POVs), 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 and Moe Street. (See map in Section 6 for more information.) **Physical address for the yard is 3050 South Moe Drive, Chicago, IL 60616.**