GES – IMTS 2020
INFORMATION CENTER

LINES OF COMMUNICATION

General Contact Information

We understand that planning for an event such as IMTS 2020 can be stressful, and sometimes confusing, process.

The GES-IMTS 2020 Information Center is here to assist you in this process. Please feel free to contact us by any of the means listed below. We'll be happy to help!

Toll Free: 1.866.280.7765
Direct: 001.630.671.7960 (for International Exhibitors)
Fax Number: 702.914.5043
E-mail: IMTSService@ges.com

If you need additional assistance you may also contact either Amanda Swiatek or Tom Gilmore in the GES-IMTS Information Center. They can be reached at the following:

Amanda Swiatek 630.539.4872 ASwiatek@ges.com
Tom Gilmore 630.295.6191 TGilmore@ges.com

Please contact us at any time. We're here to help!
DEVELO/PICK-UP OF FREIGHT INFORMATION

ALL VEHICLES DELIVERING FREIGHT

All vehicles delivering booth materials, freight and products to McCormick Place must first check in at the Marshalling Yard, located at 31st Street just west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place. Please advise your carrier of the following Marshalling Yard information to better facilitate your direct shipment to McCormick Place.

**NOTE:** There is a usage fee required by McCormick Place Standard Parking. Currently fees are $23.00 for vehicles with more than two (2) axles. Overnight storage is also possible at $23.00 per night. These rates are subject to change at any time. For further information on the McCormick Place Marshalling Yard, please call Standard Parking at 312.808.3161.

All trucks must weigh light and heavy at McCormick Place.

BILL OF LADING

When arriving at the Marshalling Yard, the driver of the vehicle must present bills of lading or delivery receipts which show number of units, item descriptions, and weight of shipment being delivered, to the GES Representatives at the check-in desk in the Marshalling Yard office. All truck shipments will weigh light and heavy at the certified scales in the Marshalling Yard.

A Receiving Report will be issued based on the information on the bill of lading, delivery receipt or certified weight ticket for each separate shipment. This receiving Report shall be dated and time stamped. Weight accumulation for the Custom Block Package will be based on the information contained on the Receiving Report.

**NOTE:** If driver does not have a document with sufficient information describing the shipment, GES reserves the right to refuse issue of the Receiving Report necessary before the shipment can be unloaded (cars and station wagons are excluded from this requirement).

PROCEDURE

- A GES Representative in the Marshalling Yard office will issue a security pass to your carrier vehicle.
- The driver will receive a number card to be placed in the window of the vehicle for identification purposes and indicates the appropriate unloading area.
- A GES representative will advise the driver when to proceed to the designated unloading area when space becomes available. **Wait time should be anticipated by your carrier.**
- At the unloading dock, the driver shall present the bill of lading and Receiving Report to the freight checker.
- A crew will be assigned to unload the vehicle when the shipment is checked and the proper paperwork is presented.
- Drivers lacking documents with sufficient information describing the shipment may be refused issue of the Receiving Report necessary before the shipment can be unloaded. (POV shipments are excluded from this requirement.)
- Once unloaded, a freight checker indicates all exceptions and/or damages on the bill of lading and the Receiving Report, and returns copies to the driver.
- When leaving McCormick Place, all vehicles must return from the docks to the Marshalling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment.
- Drivers failing to return to the Marshalling Yard for their light weight face having the shipment billed at the heavy weight.

IMPORTANT INFORMATION REGARDING OUTBOUND PROCEDURES

**NOTE:** If your assigned carrier does not arrive on the assigned target date and time, exhibitors will have three (3) options:

1) Return to either the GES Warehouse or the Heavy Warehouse; depending on size of freight (additional charges will apply)
2) Re-route freight through GES Logistics (additional charges will apply)
3) Re-route freight to a different carrier of your choice. **EXHIBITOR MUST SIGN FOR RELEASE OF FREIGHT TO THE NEW CARRIER BEFORE THIS WILL HAPPEN.** (GES reserves to the right to refuse the release of freight to a new carrier without a signature from the exhibitor indicating the new carrier of choice)

If you have questions, or need assistance with your inbound freight arrangements, please contact the GES – IMTS Information Center.

PLEASE FORWARD THIS INFORMATION TO YOUR SHIPPING DEPARTMENT, COMPANY DRIVER, AND/OR FREIGHT CARRIER.
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 $23.00 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 $11.00 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: 630.671.7950
- www.ges.com/IMTS_chat
- E-mail: IMTSService@ges.com
DIRECTIONS TO MCCORMICK PLACE MARSHALING AREA

Phone: 312.808.3161

Due to Interchange Reconstruction of the entrance/exit bridges on Lake Shore Drive, to and from I-55, please notify your carrier of extreme traffic buildup and waiting times. Traffic patterns change weekly.

Please visit the IL Department of Transportation – Studies & Projects – Cook County – I-55 at Lake Shore Drive for updates.

**North of Chicago to McCormick Place –**
Take Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

**West of Chicago to McCormick Place –**
Take Interstate 290 (Eisenhower Expressway) to Interstate 94 (Dan Ryan Expressway). Go East on Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Bear right just past 18th Street. Then bear left to go North on Interstate 55 to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

**Southwest of Chicago to McCormick Place –**
Take Interstate 55 North directly to Lake Shore Drive South (41 South).* Lake Shore Drive South to 31st Street. At the 31st Street Exit bear right to Marshaling Yard. Signs are posted at 31st Street Exit.

**South of Chicago to McCormick Place –**
Take Interstate 94 (Dan Ryan Expressway) to Interstate 55 North. Take Interstate 55 to Lake Shore Drive South to 31st Street.* Bear right at the 31st Street Exit to Marshaling Yard. Signs for Marshaling Yard are posted at 31st Street Exit.

*Trucks permitted on Lake Shore Drive southbound between Interstate 55 and 31st Street

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

PLEASE NOTE:

These directions are provided for convenience only and the driver remains responsible for determining the best route for his vehicle and load. GES makes no representations as to road conditions, hazards or clearance. Traffic routes to the McCormick Place Marshaling area are subject to change due to ongoing construction considerations.
For IMTS 2020, G3 Installation & Dismantle Inc. will be able to provide storage and uncrating services to the exhibitor or carrier for machines in excess of 5,000 lbs.

There will be an additional cost for this service, and it will be billed directly to you by G3. This service is not included in the Custom Block Color price, or any of the Upgraded Levels.

Should you require warehousing, uncrating, or re-crating services for machines in excess of 5,000 lbs., please use the G3 flyer to contact them for any of your needs. They will be able to provide you with a quote regarding the cost involved for the services requested.

Warehouse Location:
3820 w. 74th Street
Chicago, IL 60629

For those exhibitors that have shipments up to 5,000 lbs.:

The GES / Global Experience Specialists advance warehouse is able to handle these type of shipments.

This warehouse is not equipped to handle shipments that exceed that weight.