

## Advance Shipping – Warehouse

Beginning **Tuesday, Aug. 29**, Freeman will accept crated, boxed or skidded materials at the advance freight warehouse address noted below. There are additional charges for carpet and pad that is shipped separately, and uncrated or loose display shipments. All freight shipments must be sent prepaid.

***Schedule the delivery of freight so that it arrives at the warehouse no later than Tuesday, Sept. 19. Warehouse receiving hours are 8:00 a.m. – 3:30 p.m. Monday through Friday. Shipping labels will be in the online Exhibitor Service Manual (e-kit).***

Address advance warehouse freight with the following information:

Exhibiting Company Name / Booth Number

American Academy of Ophthalmology

C/O Freeman

2500 West 35th Street

Chicago, IL 60632

Hold for American Academy of Ophthalmology – Oct. 1 – Oct. 3, 2022

Exhibitors will receive an email confirmation from Freeman verifying receipt of shipment(s).

## Direct Shipping – McCormick Place

The online Exhibitor Service Manual will contain the Freight Target Move-in map with assigned move-in dates and times. Questions about the target move-in schedule and/or requests to change assigned target days/times, should be directed to the Freeman Freight Department as outlined on the Freight Target Move-in map. Adherence to the move-in target date and time will help ensure a smooth move-in.

**The show will be marshalled. A map to the marshalling yard will be included in the e-kit.**

Direct shipments to McCormick Place will be accepted beginning **Tuesday, Sept. 27**, at 8:00 a.m., unless specified by the Freight Target Move-in delivery schedule.

Freight shipped directly to McCormick Place should be addressed as follows:

Exhibiting Company Name / Booth Number

American Academy of Ophthalmology

C/O Freeman

McCormick Place

2301 S Lake Shore Drive

Chicago, IL 60616

Hold for American Academy of Ophthalmology – Oct. 1 – Oct. 3, 2022.

**Note: All vehicles delivering materials to the McCormick Place must obtain a dock pass at the Marshalling Yard:**

3050 S. Moe Drive

Chicago, IL 60616

This includes privately owned vehicles (cars, trucks, vans, etc.) who choose to unload their own materials at the established unloading area. No vehicle will be allowed to the dock area without a pass.

The Marshalling Yard Map and Target Freight Map will be available in the e-kit.

All direct shipments must go through the marshaling yard.

## Material Handling

**The Teamsters Union has jurisdiction over all unloading and reloading of all trucks, trailers, common and contract carriers. The Union also has jurisdiction over the operation of all material handling equipment — this includes all dollies and hand trucks. Exhibitors requiring assistance with unloading, uncrating, un-skidding, leveling, and assembly of machinery and equipment, as well as the reverse processes would secure labor through this union.**

**Exhibitors may hand carry items from the entrances of McCormick Place to their booth in quantities that can be managed by one person, in one trip, needing no equipment.**

**Freeman will control access to the loading area in order to provide for a safe and orderly move-in and move-out. Unloading or reloading at McCormick Place of materials from any and all contracted carriers will be handled by Freeman.**

## Material Handling Rates

Material handling rates are quoted per pound.

### **Material Handling**

**\$1.76 per pound**

- Rate applies to shipments sent to either the Advance Warehouse or Direct to Show Site

### **Material Handling – After Warehouse Deadline Date**

**\$2.20 per pound**

- Rate applies to shipments sent to the Advance Warehouse after the Deadline Date

### **Material Handling – Small Package 10 LBS and under**

**Free of Charge**

- This rate is per shipment. A qualifying shipment totals any numbers of pieces delivered to the same booth, by the same shipper, on the same day, weighing 10 LBS or less.

### **Accessible Storage**

**\$1.25 per pound**

- This flat rate is based on the initial inbound weight of the material exhibitors are placing in storage on-site, and allows for exhibitors to access products any time they need to replenish their booth.

### **Priority Empty Return Labels**

**\$150.00 each**

- This unique service guarantees that empty containers with priority empty labels will be returned to the exhibitor's booth within two hours of the show closing.

Contact: Freeman Exhibitor Services

Tel: (888) 508-5054

Email: [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)