

## 62. Americans with Disabilities Act

Exhibitors shall be responsible for compliance with the Americans with Disabilities Act regarding their booth space, including, but not limited to wheelchair access. Information regarding ADA compliance is available online at: <https://www.ada.gov/index.html>.

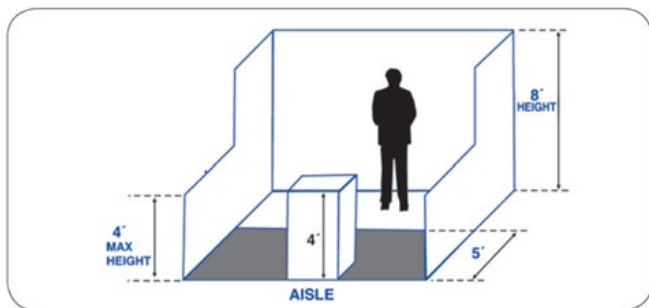
## 63. Booth Requirements

All exhibits must be confined to the space limits of their respective booth(s) as indicated on the floor plan. All equipment, products or materials to be displayed or demonstrated must be placed within the exhibit space in order to ensure that the attendee viewing the exhibit will stand within said booth space and not in the aisles. All exposed parts of displays must be finished to present an attractive appearance when viewed from the aisles or from adjoining exhibits.

## 64. Linear Exhibit Booths

Linear booths are 100 feet square (10' x 10') or multiples thereof and consist of 8-foot high back drape and 3-foot high side dividers mounted on aluminum tubular frames.

- Signs, decorations, lights and equipment may not rise above 8 feet or be placed outside the booth space.
- Solid construction, signs, decorations, monitors, or equipment over 4 feet high must be a minimum of 5 feet back from the front aisle.



- Exposed or unfinished sides of the exhibit must be professionally finished or draped to present an attractive appearance.
- Any portion of the exhibit bordering (facing into) another exhibitor's space may not incorporate any identification signs, logos, letters, product images or graphics that would detract from the adjoining exhibit.
- Hanging signs and lights are not permitted.
- All booths are identified with a booth number label that is affixed to the floor in the aisle and will include a 7" x 44 identification sign with the company name and booth number secured to the backwall drape.
- Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

**NEW**

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

## 65. Island Exhibit Booths

An island exhibit is an open area of exhibit space with aisles on all four sides. Island exhibits may extend to all outer edges of the booth.

- Aisles may not be obstructed due to any activities within the booth.
- Counters must be placed at minimum one foot in from all aisles.
- An island booth is not required to provide access from all sides of the booth. This is subject to approval by the Chicago Fire Safety Manager.
- Formal presentation areas are required to be placed a minimum of five feet in from the aisles. Exhibitors are responsible for providing adequate space for presentations and monitoring attendance to prevent aisle congestion. Presentations will be limited or eliminated in situations where overflow continues to be a problem.
- Structures with a door facing an aisle must have the door set back far enough to prevent the door from opening into the aisle.
- Raised floors must include ramps for access to the booth space and raised areas that are not ramped must be clearly marked or lighted around the perimeter.
- All illuminated walls or displays must have the ability to adjust the brightness.
- For island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams, the lights must be placed within the perimeter of the exhibitor's booth space.
- Sound systems for formal demonstration areas must be directed into the exhibit space, not facing out toward the aisles, and sound may not exceed 85 decibels or be audible in any surrounding exhibitor's booth.
- Neither identification sign nor pipe and drape are provided for island exhibits. All booths are identified with booth number labels that are affixed to the floor in the aisle.
- Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

**NEW**

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.

- All exhibitors with an island booth (400 sq. ft. and larger) are required to submit a scaled floor plan and elevation diagram (digitally) to AAOS for approval by **January 18, 2022**. These floor plans must be drawn to scale and include all exhibit components and their dimensions. Floor plans should also include all hanging signs and rigging components. The scale utilized for each floor plan should accompany that floor plan. An [Island Booth Design Approval form](#) is provided in the [Exhibitor Service Manual](#). Island booth floor plans are required to ensure that AAOS rules and regulations are followed and provide AAOS

with the ability to resolve potential issues before show site. If not submitted, and the construction is determined to be in violation of booth restrictions, AAOS has the right to prohibit assembling of the booth. Island exhibits are subject to show site review and modification where necessary, at the exhibitor's expense.

## 66. Multi-level Exhibit Booths

A multi-level exhibit booth is an island exhibit booth with a second level. All requirements for island exhibit booths (see above) apply to multi-level exhibit booths. In addition, all multi-level booths must provide Illinois structural engineer stamped floor plans to be reviewed by the Fire Safety Manager. Details provided below in section 70, Facility Fire/Safety Guidelines.

## 67. Height Limits

**Linear Booths:** 8 feet in the rear half of the booth, 4 feet high within 5 feet of the front aisle

**Island Booths:** 25 feet measured from the floor up to the top of the hanging sign. Lighting and truss may be hung above this height but are not allowed to extend beyond the perimeter of the booth space.

## 68. Mobile Units or Trucks

Exhibitors that wish to display mobile units or trucks on the exhibit floor must request approval. Requests should be sent to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **October 20, 2021** and must include specific space requirements. Mobile units or trucks for display in the exhibit halls will only be in designated areas and cannot be in regular exhibit booth space. Mobile units must follow fire prevention codes according to McCormick Place rules and regulations and the [Americans with Disabilities Act](#).

## 69. Peninsula or End-Cap Booths

AAOS does not offer peninsula or end-cap booths. A peninsula booth is bounded by three aisles; an end-cap booth is a linear 10' x 20' booth spanning two different aisles.

## 70. Facility Fire/Safety Guidelines

McCormick Place has established guidelines regarding acceptable booth configurations from a safety standpoint. By **January 18, 2022**, exhibitors with a single-level covered exhibit or multi-level exhibit are required to submit structural engineer stamped floor plans to McCormick Place:

Fire Safety Manager  
301 E. Cermak Road  
Chicago, IL 60616  
Phone: 312-791-6079  
Email: [dcozzi@mccormickplace.com](mailto:dcozzi@mccormickplace.com)

Structural engineer stamped floor plans for single-level covered exhibits or multi-level exhibits are grouped into one of the five following booth formats:

- Format 1: Multi-level exhibit with less than 225 square feet
- Format 2: Multi-level exhibit equal to or more than 225 square feet
- Format 3: Single-level covered exhibit with less than under 225 square feet

Format 4: Single-level covered exhibit equal to or more than 225 square feet

Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked yes on the following table:

### Fire Code Compliance - Single-Level Covered Exhibits or Multi-Level Exhibits

The following table indicates the required items that need to be clearly marked on the structural engineer stamped floor plan in order to comply with the fire code:

Fire Code Item	Booth Format			
	1	2	3	4
a. Max. Dimensions	X	X		X
b. Second Level	X	X		
c. Exit Stairways	X	X		
d. Smoke Detectors	X	X	X	X
e. Fire Extinguishers	X	X	X	X
f. Posted Certificate of Fire Retardancy		X		X
g. Certified Approval	X	X		X
h. Fire Marshal Review	X	X	X	X

*X - Required*

### Fire Code Items

- a. **Maximum Dimensions:** To avoid the sprinkler requirement, an exhibit must not exceed 2 levels high (maximum 25-foot elevation) or the enclosed area is less or equal to 5,000 square feet.
- b. **Second Level:** Second levels should remain open and uncovered. For covered/enclosed second levels, sprinkler protection will be required. Exhibits with a third level or more require special sprinkler coverage.
- c. **Staircases:** Staircases between levels must follow the Americans With Disabilities Act and meet the following requirements:
  1. Minimum of 3 feet in width
  2. Provide a handrail on at least one side with a maximum of 1 1/2 inches in circumference and turned into walls,
  3. Cannot be spiral or winding
  4. For second levels designed to hold over 10 people or exceeding 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- d. **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with an UL approved (or similarly approved), battery operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- e. **Fire Extinguishers:** An UL approved (or similarly approved) 2 1/2 pound ABC type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square foot enclosure.

- f. **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of the booth construction materials must be posted in a conspicuous place within the exhibit.
- g. **Certified Approval:** All structural floor plans/blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- h. **Fire Safety Review:** Structural engineer stamped blueprints should be sent to the McCormick Place's Fire Safety Division for review by the CFD no later than **January 18, 2022**. These blueprints should include dimensions and an isometric rendering of the exhibit. In addition, all areas requiring sprinkler protection must be highlighted. Blueprints not received by the **January 18, 2022** deadline can experience delays in approval and/or disapproval of the booth to occur during the pre-show fire inspection.
- i. **Fire Watch Coverage:** Once a single-level covered exhibit or multi-level exhibit is built and completed, special fire watch coverage is required during hours when the show is closed for business. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- j. **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

## 71. Lighting

Exhibitor lighting must be limited to the confines of the booth space. Lighting that projects onto another exhibitor's space or AAOS aisles or otherwise detracts from the professional atmosphere of the event will not be allowed. Lighting that spins, rotates, pulsates or has other specialized effects must be submitted for approval to [exhibits@aaos.org](mailto:exhibits@aaos.org) by **January 18, 2022**. Approval will be granted on a case-by-case basis and will be inspected on-site at McCormick Place.

Island booth exhibitors that wish to have facility lights turned off that are within the confines of their booth space must submit requests to McCormick Place by **January 18, 2022**. No requests

will be granted to turn off lights that project over aisle space or other exhibitors' booths. Island exhibits that include lights hung from an overhead truss system or facility overhead catwalks and/or beams must be placed within the perimeter of the exhibitor's booth space. Lights for linear booths may not rise above 8 feet or be placed outside the booth space.

The exhibitor of an island booth is responsible for any costs related to lighting installation and dismantle, including any lights which may be denied approval on site due to infringing on AAOS aisles, or other areas outside the exhibitor's booth space.

## 72. Signs

Only professionally printed signs are allowed in the exhibit halls. Forms for ordering booth ID signs and additional signs will be included in the [Exhibitor Service Manual](#).

**Booth ID Signs:** A 7" by 44" identification sign with company name and booth number will be provided for all linear booths at no charge.

**Hanging Signs or Banners:** Hanging signs/banners are only available for island booths and may not exceed the perimeter of assigned booth space. The suspended height limit for signs is 25 feet when measured from the floor up to the top of the sign.

Hanging signs must be received at the warehouse by **March 8, 2022**, using the "Hanging Sign" shipping label that will be included in the [Exhibitor Service Manual](#) to avoid additional fees. The first day hanging signs will be accepted at the advance warehouse is **February 15, 2022**.

## 73. Floor Covering and Carpet

Booth floor covering is mandatory and is the responsibility of the exhibiting company. Floor covering or carpet may either be supplied by the exhibitor or ordered from Freeman. Materials used must be slip resistant. All exhibit booths without floor covering or which is objectionable to AAOS shall, at AAOS' discretion, be carpeted and/or corrected at the exhibitor's expense.

All aisle carpet will be provided by AAOS, and the carpet color will be black and gray tuxedo.



# EXHIBITOR SERVICES AND OFFICIAL CONTRACTORS

## 74. Exhibitor Service Manual

The Exhibitor Service Manual containing information and order forms for all exhibitor services and contractors will be available **November 18, 2021** at [www.aaos.org/annual/for-exhibitors/plan-your-exhibit/exhibitor-service-manual/](http://www.aaos.org/annual/for-exhibitors/plan-your-exhibit/exhibitor-service-manual/).

## 75. Official General Service Contractor

Freeman has been designated as the general service contractor. General questions regarding any services provided by Freeman (rental of booth furnishings and carpet, material handling, labor, special signage, etc.) should be directed to its Exhibitor Service Department, at 773-473-7080 or [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com).

## 76. Facility Exclusive Services

The following services are to be provided exclusively by McCormick Place and their service partners:

**Catering**  
**Telecommunications/Internet**

## 77. Union Jurisdictions at McCormick Place

Labor for display installation and dismantling must be provided by the appropriate union personnel and may be ordered through Freeman, the official general service contractor.

Full time employees of exhibiting companies may erect and dismantle their own displays without assistance from local trade unions provided that the work is performed by one person only, does not require the use of hand tools, takes no longer than 60 minutes to complete and the booth does not exceed 10' in length in any direction. In all other instances, local authorized union labor is required. All work must be performed within the confines of the exhibitor's booth area.

Display installation/dismantle labor order forms will be included in the [Exhibitor Service Manual](#). Labor will be available based upon advance orders. Following are the applicable rates:

<b>\$139.50 /hour</b>	<b>Straight Time</b> <b>8:00 AM – 5:00 PM</b> <b>Monday thru Friday</b>
<b>\$209.00 /hour</b>	<b>Overtime</b> <b>5:00 PM - 8:00 AM</b> <b>Monday thru Friday</b> <b>All-day Saturday and Sunday</b>

### Small Forklift and Driver

<b>\$223.50 /hour</b>	<b>Straight Time</b> <b>8:00 AM - 5:00 PM</b> <b>Monday thru Friday</b>
<b>\$301.50 /hour</b>	<b>Overtime</b> <b>5:00 PM - 8:00 AM</b> <b>Monday thru Friday</b> <b>All-day Saturday and Sunday</b>

**Rates subject to change.**

## 78. Booth Furnishings

Sample charges for advance online orders of common booth furnishings are as follows:

<b>10'x10' Carpet</b>	<b>\$308.55</b>
<b>6' Draped Table</b>	<b>\$227.10</b>
<b>Side Chair</b>	<b>\$136.50</b>

**\*Costs subject to change.**

## 79. Cleaning/Porter Service

AAOS will provide cleaning service for all aisles. Cleaning service for individual booths will be provided upon request from the individual exhibitor at the exhibitor's expense. AAOS has the right to order cleaning at the exhibitor's expense if booth appearance is unsightly.

Freeman is the exclusive cleaning contractor. No other contractor or cleaning service, including exhibitor-appointed contractors, can perform these services. Following are sample charges for advance orders, subject to change:

<b>Vacuuming Per Day</b>	<b>\$2.40 per sq. ft (advanced rate)</b>
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If an exhibitor has giveaways or other booth material items that generate trash, they will need to order porter service to remove empty cartons and/or containers. Any exhibitor disposing of cartons, containers or other trash in the aisles will be charged for removal and cleaning. Porter service includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours. Following are sample advance rates, subject to change.

<b>Under 500 sq.ft</b>	<b>\$98.40 (advanced rate)</b>
<b>501 - 1,500 sq. ft.</b>	<b>\$141.10 (advanced rate)</b>
<b>1,501 - 3,000 sq. ft.</b>	<b>\$169.15 (advanced rate)</b>
<b>Over 3,000 sq. ft.</b>	<b>Call for Quote</b>

**Rates subject to change.**

### Booth Abandonment Cleaning Service:

Exhibitors are responsible for arranging the disposal of their booth. Booth disposal should be communicated at least one full day prior to move out and if a significant amount is involved, at least 2 days prior to move out, to the Freeman desk in the Exhibitor Service Center. If arrangements are not made in advance and the booth is abandoned, the booth will be dismantled by the General Service Contractor labor at the prevailing rate and either the General Service Contractor or McCormick Place staff will transport those materials from exhibit floor to disposal area. A fee will be charged to the exhibitor for this service.

## 80. Electrical Services

Freeman is the exclusive provider of electrical services. Sample advance electrical charges (which includes labor to place the specific service ordered), and subject to change, are as follows:

<b>5 AMP/0-500 watts</b>	<b>\$157.75</b>
<b>10 AMP/1000 watts</b>	<b>\$280.25</b>
<b>20 AMP/2000 watts</b>	<b>\$435.25</b>

**Rates subject to change.**

Forms with a complete list of electrical services and other utilities will be available in the [Exhibitor Service Manual](#) on **November 18, 2021**.

Prewire and Save! Considerable on-site cost savings can be realized by pre-wiring and pre-connecting electrical equipment. Wherever possible, install standard “twist-lock” receptacles or similar “quick-disconnect” devices at your plant. Make sure all connections are sealed and that there are no live exposed metal parts that may cause shock or electrical hazard.

## 81. Security

AAOS will provide 24-hour security to control access to the exhibit halls from the start of move-in to the end of move-out. However, AAOS and McCormick Place will not be held responsible for the loss or damage to exhibitor property. Exhibitors are urged to take precautions to protect their own property to discourage theft and arrange for appropriate insurance against loss. Information regarding ordering individual booth security will be contained in the [Exhibitor Service Manual](#).

## 82. Telecommunication Services

McCormick Place is the exclusive supplier of Internet and Telecommunication services. AAOS will be providing complimentary Wi-Fi throughout the exhibit hall for basic internet access, such as browsing the Web or checking e-mails. A login for this network will be provided before the event and on-site at the meeting. If an exhibitor needs a more robust connection or private network for greater needs such as streaming video, product demonstrations, networking devices or more, it must be ordered through McCormick Place.

McCormick Place provides both wireless and hardwired services with the option for public IP addresses or private IP addresses which can be both statically assigned or automatically assigned. The McCormick Place Technology Service team is available to assist in determining the right solution for your booth needs.

Be aware that the facility's wireless network will have peer-to-peer turned off for security purposes. This can have an impact if wanting to utilize a wireless printing solution or work with IOT devices. The best options for printing are to either print with a wired network or utilize a printer that supports cloud printing such as Google Cloud Printing or a third-party cloud print service. For Alexa and other IOT devices, internet mirroring via virtual assistants and other IOT devices is not possible on the facility wireless network. You must have your own dedicated Wi-Fi configured to accept these devices.

Sample advance rates are as follows:

### Routers Prohibited (advance rates):

Associated Class Basic	\$600.00
Wired Internet Service .5 Mbps	(Includes 1 DHCP IP Address)

Dedicated Wired 3 Mbps	\$4,000.00 (includes 5 IP addresses)
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### Routers Supported (advance rates):

Dedicated Wired 6 Mbps	\$8,000.00 (includes 10 IP addresses)
Additional TCP/IP Address	\$150.00

***Rates subject to change.***

## 83. Guidelines for Use of Exhibitor-Appointed Contractor (EAC)

Exhibitors may use the services of an outside independent contractor only for the installation and dismantling of exhibits. All other services must be secured through the official contractors.

By **January 18, 2022**, exhibitors planning to use the services of an outside independent contractor for installation and/or dismantle must notify AAOS by completing the “Request for Use of Exhibitor-Appointed Contractor” form located on the exhibitor badge registration web site, accessible from the [Exhibitor Dashboard](#). Exhibitors not providing this by the deadline date will be required to use labor provided by the official contractor for installation and dismantling.

Exhibitor-Appointed Contractors must provide an original Certificate of Insurance to AAOS by **January 18, 2022** that:

- Indicates the policy will be in effect over all installation and dismantling dates, **March 16 - 27, 2022**.
- Indicates comprehensive general liability insurance against claims for bodily injury or death and property damage of no less than \$1,000,000 for each occurrence, and an active workers' compensation insurance policy covering all permanent employees and temporary labor hired to perform work during this event is in force over this same period.
- Names AAOS as certificate holder and as an additional insured. Upon arrival at McCormick Place, the EAC must:
  - Show proof of affiliation with the Exhibitor-Appointed Contractor in order to receive an AAOS work badge that will provide access to the exhibit halls.
  - Not engage in solicitation of business on the exhibit floor for present or future conventions.
  - Follow all AAOS move-in and move-out rules in a timely and professional manner and must perform duties within established AAOS deadlines.
  - Adhere to deadlines. Deadlines are not negotiable.
  - If Exhibitor-Appointed Contractor information is not received by the deadlines listed, the exhibitor will be required to use AAOS official contractors.
  - Adhere to the regulations and procedures in the [AAOS Exhibit Prospectus](#), [EAC Code of Conduct](#) and the [Exhibitor Service Manual](#).

## 84. Official Material Handling Contractor

Freeman has been contracted to be the exclusive provider for material handling services. Freeman has the responsibility to manage all freight docks/doors and to schedule all vehicles into and out of all designated material handling areas of the AAOS Annual Meeting. Freeman has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facility or designated material handling areas, as well as mobile spotting units.

All shipments must be prepaid. Collect shipments will not be accepted. Complete details, including schedules and shipping instructions, will be included in the [Exhibitor Service Manual](#).

## 85. Advance Shipping

Advance shipments sent to Freeman's warehouse should be scheduled to arrive between **February 15 - March 8, 2022**. Material handling rates for advance shipments are:

**NEW** Price Per Lb Rate - \$1.54

Late to warehouse - \$1.93

*Rates subject to change.*

Loose/uncrated shipments will not be accepted at the advance warehouse. Rates are round-trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Advance shipping rates include receiving of crated shipments at the warehouse, up to 30 days storage, delivery to the booth during designated move-in days and hours, handling and storage of empty crates and reloading for outbound shipment during the designated move-out days and hours. Advance shipments sent to the Freeman advance warehouse should be scheduled to arrive between **February 15 - March 8, 2022**. Address shipments as follows:

**Company Name and Booth #**  
**AAOS 2022 Annual Meeting**  
**c/o Freeman**  
**2500 West 35th Street**  
**Chicago, IL 60632**  
**Hours of operation: Monday thru Friday, 8:00 AM – 3:30 PM**

## 86. Direct Shipments

Material handling rates for all direct shipments to McCormick Place are:

**NEW** Price Per Lb Rate - \$1.54

*Rates subject to change.*

Rates are round trip and inclusive of overtime move-in and move-out and any applicable special handling surcharges. Shipments must arrive on or after the appropriate date assigned based on the "Target Move-In" floor plan. Detailed information will be provided in the [Exhibitor Service Manual](#).

Direct shipments cannot and will not be accepted at McCormick Place prior to **1:00 PM on Wednesday, March 16, 2022**, unless arrangements have been made in advance with Freeman for early unloading. Direct shipments should be sent to:

**Company Name and Booth #**  
**AAOS 2022 Annual Meeting**  
**c/o Freeman**  
**McCormick Place - South Building**  
**2301 S. Dr. Martin Luther King Jr. Drive**  
**Chicago, IL 60616**

## 87. Small Packages

Direct shipments of 30 pounds or less will be charged a special small package rate. Rates are inclusive of overtime loading and unloading and any applicable special handling surcharges per shipment:

**\$45.00 per shipment**

*Rates subject to change.*

## 88. Return Shipments

Arrangements for all outbound shipments must be made with Freeman prior to the close of the show. A return material handling order form will be required for each outbound shipment at the close of the show. **Outbound material handling order forms should not be left in exhibit booths or on materials to be shipped.** All material handling forms should be delivered to the Exhibitor Service Center as soon as the materials are ready for shipment. If shipments are to be sent by a specific carrier, that carrier must be indicated on the material handling form. If no carrier is indicated on the material handling order form, the official material handling contractor will select the most convenient carrier available. Official carrier representatives will be onsite to discuss shipping needs.

## 89. Deliveries

Deliveries should be sent care of (C/O) Freeman Exposition Services either to their advance warehouse or direct to McCormick Place (via Freeman's Marshaling Yard) only during designated move-in hours to Freeman's attention to ensure exhibit materials are delivered properly.

Refer to the shipping instructions in the [Exhibitor Service Manual](#) for more details. Contracted delivery personnel will not be badged and cannot gain access to the exhibit floor.

## 90. Marshaling Yard

A vehicle marshaling yard will be utilized for the AAOS 2022 Annual Meeting to ease congestion at McCormick Place and maximize the utilization of available dock space. All delivering carriers and trucks, including privately owned vehicles (POV's) and mobile units must check in first at the marshaling yard to be assigned a number and position to be unloaded or directed to the dock for spotting onto the floor. This same process will be in effect during the move-out of the show. Complete details and directions will be included in the [Exhibitor Service Manual](#).

## 91. Exhibitor Material Handling

An exhibitor may only move material that can be hand-carried by one person in one trip and are not permitted access to the loading/freight door areas. The use or rental of dollies, forklifts, flatbeds or other motorized, hydraulic or mechanical equipment is not permitted. Freeman will control access into the loading docks to maintain and provide for a safe and orderly move-in/move-out environment. They unload all trucks and vehicles, deliver the material to the booths, handle all empty containers and remove and reload materials at the close of the show.