

**MRO Americas 2024**

April 9-11, 2024  
McCormick Place  
Chicago, IL

## Material Handling

Freeman is the exclusive provider of material handling services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. You have two options for shipping your advance freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive material handling services.

### Important information

Certified weight tickets must accompany all shipments.

Any materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Disposal of exhibit properties is not included as part of material handling charges. Contact Freeman for quoted rates and rules applicable to disposal of exhibit properties.

### Warehouse

Please note that the Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

### Show site

Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

### Outbound

Submit your outbound shipping information in advance and we will deliver your paperwork to your booth during the show. If no outbound information is submitted, Freeman reserves the right to return the freight back to the company address on file at the exhibitor's expense.

### Inbound freight procedures

All freight must be accompanied by a certified scale ticket.

Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the Material Handling rate will prevail.

Vehicles must be checked in no later than 2:00 pm to be unloaded by 5:00 pm. Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 5:00 pm.

All drivers must provide the following information on their bills of lading:

1. Booth number
2. Exhibitor's name
3. Shipper's name
4. Piece summary
5. Actual heavy & light weight certified scale tickets
6. Net, gross and tare weight

Piece summaries must be broken 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)

All bills must contain this information before the freight clerk can accept them. We require two copies of your bills of lading. If you cannot provide any of the requested information, please contact your dispatch or check with your freight clerk.

### Outbound freight procedures

All drivers must provide the following information to pick up their freight from a show:

1. Booth number
2. Exhibitor's name
3. Destination of the freight
4. Carrier's Name (or Broker's Name)
5. Area where vehicle is parked

subject to change.

If the load has been brokered out to your company, you must have the exhibitor or the broker send the freeman company a release. We must receive the release before we can issue the MHA to pick up the freight.

There may be a waiting period before the freight is ready to be picked up please wait in the marshalling yard until you are issued a MHA from the freight clerk.

If you do not have any of the requested information please contact your dispatch for assistance.