

McCormick Place Delivery Information

Show site location information

- Freeman will receive shipments at the exhibit facility beginning Tuesday, March 03, 2026.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to expedite unloading and delivery to your booth:
Show Name, Exhibitor Name, Booth #.
- If required, provide your carrier with this phone number: (888) 508-5054.

Inbound procedures

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 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

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

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 an MHA from the freight clerk.

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