

## INBOUND FREIGHT PROCEDURES

### ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

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. Please keep your C.B. radio tuned to channel 35 while in the McCormick place complex.

## 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

**If the load has been brokered out to your company, you must have the exhibitor or the broker fax the freeman company a release on their letterhead.**

The fax number for the marshalling yard is 1-312-674-0748.

We must receive the release before we can issue the hardcard 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 bill from the freight clerk.

Please keep your C.B. radio tuned to channel 35 while in the McCormick place complex.

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