



MagicCon Chicago 2024

Feb 23-25, 2024

McCormick Place - Lakeside

quick facts

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape, 3' high black side dividers. Booths 300 sqft or less will receive an identification sign. Booths larger than 300 sqft may receive an identification sign upon request.

Please note that electrical service is not included but to accommodate possible power requirements, electrical outlets will be installed in every inline booth. An audit will be conducted by electricians and onsite charges will apply if the electrical service is utilized without an order on file.

EXHIBIT HALL CARPET

The exhibit area is not carpeted (with the exception of Art of Magic). Exhibitors may install carpet.

EXHIBITOR DRAYAGE

There is NO EXHIBITOR DRAYAGE ASSISTANCE PROGRAM for MagicCon Chicago 2024. Please plan accordingly at \$2.92/lb please refer to <https://www.fernoveview.com/> for more details and shipping options..

DISCOUNT PRICE DEADLINE DATE

Order early on the Fern website to take advantage of advance order discount rates, place your order by Wednesday, Jan 22, 2024 7:00PM EST

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Wednesday Feb 21, 2024 8:00 a.m. – 4:30 p.m.
Thursday Feb 22, 2024 8:00 a.m. – 4:30 p.m.

All exhibits must be fully installed by 4:30 p.m. Feb 22, 2024.

DURING EXHIBITOR MOVE-IN / SET-UP

Exhibitors may continue to work on their booths until 8:00 PM however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will NOT be permitted.

EXHIBITOR REG HOUR

Thursday, Feb 22 8:30 AM - 6:00 PM
Friday, Feb 23 8:30 AM - 7:00 PM
Saturday, Feb 24 8:30 AM - 7:00 PM
Saturday, Feb 25 8:30 AM - 5:00 PM

EXHIBIT HOURS *VIP access starting at 9am

Friday, Feb 23 10:00 AM - 7:00 PM
Saturday, Feb 24 10:00 AM - 7:00 PM
Sunday, Feb 25 10:00 AM - 6:00 PM

EXHIBITOR MOVE-OUT

Sunday, Feb 26 7:00 PM - 10:00 PM
Monday, Feb 27 8:00 AM - 10:00 AM

DISMANTLE AND MOVE-OUT INFORMATION

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last All exhibitors must fill out a material handling form (Bill of Lading/BOL). Any open balances with Fern must be paid in full to receive the BOL. Once your exhibit materials have been packed, leave your shipment in your booth however, please return BOL document to the Fern Exhibitor Service Desk. This is the process to communicate to Fern your shipment is ready to be picked up from your booth space. Fern will not accept BOL prior to show closing. Please make sure your name and mobile number are legible on the document. It is recommended you verify with your carrier pick up time and address. You will be asked in the event your carrier fails to show what option would you prefer for shipping, (1) ship out Fern Transportation (2) Return to Fern warehouse house at your expense for carrier to pick up at later date. Please note warehouse storage is not available in all markets.

EXHIBITOR SERVICE HOURS

Our Exhibitor Support team will be available from 8 a.m. - 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift & Rigging Labor, and/or Dumpster Fee.

SERVICE CONTRACTOR CONTACTS / INFORMATION:**FERN****FERN FREEDOM SHIPPING INFO**

<https://www.fernexpo.com/shipping/>

- BOTH Shipping AND Material Handling!
- loading of shipment at origin (US DOMESTIC ONLY, Monday-Friday)
- transport to and unloading at the advance warehouse
- delivery to booth
- priority return of empty shipping containers at show close
- reloading at show break
- delivery to your next/final destination
- Please remember, this is an estimate only due to fluctuating fuel/shipping costs/accessorial charges
- Includes one inbound shipment and one outbound shipment. Multiple pickups and destinations are separate shipments and will be billed accordingly.
- We take care of your pre-printed outbound shipping labels with the information you provide here.

Please note- Shipments placed within 2 weeks of the show are subject to expedited fees.

Missed pick-ups due to exhibitor are subject to a reschedule fee.

No PO Box or unmanned storage pickups.

SHIPPING INFORMATION**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # **MagicCon**
Chicago 2024
 C/O Fern
 T-Force Freight c/o Tradeshow Transport
 2300 S. Throop St
 Chicago, IL 60608

Dates: Must be Arrive between Jan 15 – Feb 16, 2024

Please note that the Fern Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated 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. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: 763-780-9800

Show Site Shipping Address:

Exhibiting Company Name / Booth #
MagicCon Chicago 2024
 McCormick Place – Lakeside
 C/O Fern
 2301 South Lake Shore Dr
 Chicago, IL 60616

Dates: Freight CANNOT arrive before Fen 19th (9am-3pm) All early freight will be rejected and returned to sender at the exhibitor's expense

FERN GENERAL INFORMATION

POV ASSISTANCE

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

Vehicle Criteria:

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.



AVOID DELAY

Ship early to the warehouse helps avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Fern does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Fern to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Fern will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EACs). Thank you for your cooperation.