

Booth details

Booth equipment

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

Please note 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.

Note: All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment within the confines of their client's space.

During exhibitor move-in/setup

Exhibitors may continue to work on their booths until 9:00pm however, they must stay within the exhibit hall. Once an individual leaves the Hall, re-entry will not be permitted.

Exhibit hall carpet

The booths and exhibit area are not carpeted.

Show schedule

Discount price deadline

To take advantage of advance order discount rates, place orders on FreemanOnline by March 19, 2025.

Exhibitor move-in

Wednesday, April 09, 2025	8:00 AM - 4:30 PM
Thursday, April 10, 2025	8:00 AM - 4:30 PM

Exhibit hall hours

Friday, April 11, 2025	10:00 AM - 7:00 PM
Saturday, April 12, 2025	10:00 AM - 7:00 PM
Sunday, April 13, 2025	10:00 AM - 5:00 PM

Exhibitor move-out

Sunday, April 13, 2025	5:00 PM - 9:00 PM
Monday, April 14, 2025	8:00 AM - 10:00 AM

Freeman will begin returning empty containers at the close of the show.

Shipping and material handling

Warehouse shipping address:

Exhibiting Company Name / Booth Number
Chicago Comic & Entertainment Expo C2E2 2025
C/O Freeman
2500 W 35th St
Chicago, IL 60632

subject to change.

USA

Warehouse shipping information

- Ship early to avoid delays and save money.
- Freeman will accept crated, boxed or skidded material beginning March 10, 2025 at the above address.
- Material arriving after April 02, 2025 will be received at the warehouse with an additional after deadline charge.
- 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 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: (888) 508-5054.

Show site shipping address:

Exhibiting Company Name / Booth Number
Chicago Comic & Entertainment Expo C2E2 2025
McCormick Place
C/O Freeman
2301 S Lake Shore Dr
Chicago, IL 60616
USA

Show site shipping information

- There will be no material handling charges at C2E2 for shipments delivered direct to show site. Bring your car, box truck, trailer or van to McCormick Place and move in costs (drayage/material handling) will be covered as part of the Lend A Hand Program.
- Freeman will receive shipments at the exhibit facility beginning April 09, 2025.
- 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.

For important Marshalling Yard information, [click here](#) and review the marshalling yard section of the "Where & when do I ship my materials?"

Service contractor contact information

Freeman

We want you to have a successful show. If we can be of assistance, please contact [Exhibitor Support](#). If you need to book or quote shipping services, please contact [Freeman Transportation®](#).

Exhibitor frequently asked questions

For more information and helpful hints on products and services, ordering and invoicing, shipping your freight, and other top questions, please visit [FreemanOnline's FAQ page](#).

Exhibitor service hours

Our Exhibitor Services team will be available from 8:00 AM - 5:00 PM 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.

Pre-show checklist

subject to change.

Labor information

- Carefully read the Union Rules and Regulations to determine your labor needs.
- Refer to your ordering site under Display Labor for Straight time and Overtime hours.
- All exhibits must be fully installed by 4:30 PM on Thursday, April 10, 2025.
- All Exhibitor Appointed Contractors (and Third Party Vendors) will be required to maintain their equipment with the confines of their client's space.

Show paperwork and labels

- Complete the [Outbound Shipping](#) paperwork online and Freeman will gladly prepare your outbound Material Handling Agreement and labels in advance.
- Ensure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

During show checklist

On-site information

- Please arrive with enough time to set up your booth.
- Exhibitors supervising Freeman labor will need to pick up and release their labor at the Labor Desk.

Move-out checklist

Dismantle and move-out information

- All exhibitor materials must be removed from the exhibit facility by April 14, 2025 - 10:00 AM.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by April 14, 2025 - 8:00 AM. In the event your selected carrier fails to show on final move-out day, Freeman reserves the right to re-route your freight onto another carrier.

Excessive trash and booth abandonment

- Note that 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-out.
- Clear out booth. Any excessive materials left in the booth at the end of the event will be considered trash.