

## Exhibit General Information

<b>Expo Colors</b>	Back wall drape: Blue Aisle carpet: Blue Jay	Sidewall drape: White
<b>Exhibit Dates /Hours</b>	Monday, September 30 Tuesday, October 1 Wednesday, October 2	10:00 am – 5:30 pm 10:00 am – 5:00 pm 9:00 am – 12:30 pm
<p><b>Exhibitors will have access starting at 8:00 am.</b>  <i>No one under 12 years of age admitted.</i></p>		
<b>Booth Staffing</b>	All booths must be manned during all official Expo hours.	
<b>Demonstrations / Models / Mascots</b>	<p>Must be confined within the exhibitor's booth so as not to interfere with any aisle traffic. Use of aisles or common space is NOT permitted. When planning your demonstrations, you must accommodate viewers within your booth or around the perimeter of your booth. You may not block access to other exhibitor's booths. In all cases, models &amp; mascots attire must be professional.</p>	
<b>Emergencies</b>	<p>In McCormick Place:</p> <ul style="list-style-type: none"> <li>• DIAL Extension 6060 from a house or exhibit booth telephone.</li> <li>• DIAL 312-791-6060 from an outside phone line. (<i>incl. the Hyatt Regency McCormick Place Hotel</i>)</li> </ul> <p>Please refrain from calling 911. If you do call 911, also call Security at numbers above for the first responders.</p>	
<b>Food Distribution</b>	All food & beverage products for attendee consumption must be purchased through the exclusive food service vendor, SAVOR. ( <i>NOTE: Exhibitors may now bring food and beverages onto MPEA premises for personal consumption only.</i> )	
<b>Insurance</b>	Each Exhibiting company is required to carry insurance to cover their personnel and company property. (See terms & conditions) Exhibitor is fully responsible for and hereby releases the National Safety Council, Global Experience Specialists (GES), SMG/MPEA and the official security vendor from any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises any way connected with Exhibitor's participation in the Expo	
<b>Material Distribution</b>	Material distribution by Exhibitors or their agents <u>must</u> be confined to their contracted booth space. Exhibitor general pass outs in aisles or public areas in and around McCormick Place are NOT permitted.	
<b>Music Licensing</b>	<p>If your company plans to play music in your booth, either live or recorded, during the Expo, or at any special event during the Congress, you must notify BMI and ASCAP and complete the appropriate licensing forms. These are 2 separate organizations. Violations of the copyright law can be severe and expensive. Contact them direct:</p>	

• ASCAP - [www.ascap.com](http://www.ascap.com) • BMI – [www.bmi.com](http://www.bmi.com)

## Exhibit General Information – cont'd

<b>No Freight Aisles</b>	GES will designate several aisles in the Exhibit Hall as “No Freight”. Under no circumstances should Exhibitors block these aisles with crates/cartons, equipment, furniture, etc. during move-in or move-out. These aisles expedite the movement of freight into the Halls and empties out.
<b>Photography</b>	Photographing and Videotaping of exhibits and/or products other than your own is PROHIBITED.
<b>Product Sales</b>	If you choose to sell product directly from the Expo floor, you are responsible for registering with the Illinois Department of Revenue. <u>Camera-type devices or knives must be orders only. Cash &amp; carry will not be permitted.</u>
<b>Security</b>	Perimeter security for the purpose of badge checking will be provided by the National Safety Council. You are responsible for securing your booth & its contents. Be sure to insure your booth and its contents. Security guards are available for hire through the official vendor.
<b>Shuttle Service</b>	Complimentary shuttle service will run between the McCormick Place West and designated 2013 NSC Congress & Expo hotels, Monday, September 30 through Wednesday, October 2 starting at 7:15 am. Shuttle service is based on room reservations booked through onPeak, NSC’s exclusive housing vendor. Schedules will be posted at each hotel.
<b>Smoking Policy</b>	Congress & Expo is a non-smoking event. Directed by a City of Chicago Ordinance, smoking is not allowed in any enclosed space, including exhibit halls, meeting rooms, restaurants, lobbies, hallways and garage areas. Smoking is also prohibited within 15 ft. of any entrance.
<b>Storage</b>	<p>McCormick Place does not allow storage of any kind behind an Exhibitor’s booth or drape. Exhibitors may only have a one-day supply of product or literature in their booth. The Fire Marshal may be onsite to enforce compliance.</p> <p>All “empties” must be cleared and stored off the Expo floor. At the close of the show on Wednesday, all GES labeled empties will be returned after the carpet has been removed.</p>
<b>Wheelchairs</b>	For wheelchairs, mobility scooters, power chairs and oxygen equipment rentals, contact the preferred service partner, Scootaround Mobility Solutions at 888-441-7575 or visit <a href="http://www.scootaround.com/rentals/m/mccormickplace">www.scootaround.com/rentals/m/mccormickplace</a> .

## Exhibit Schedule

### McCormick Place West - Hall F

Dates	Installation of Exhibits	ASUV Program <sup>(1)</sup> Exhibitor unload/load	EXHIBIT HOURS*	Dismantle of Exhibits
Friday, September 27	8:00 am – 4:30 pm			
Saturday, September 28	8:00 am – 4:30 pm			
Sunday, September 29	8:00 am – 4:30 pm **	8:00 am – 2:00 pm		
<b>Monday, September 30*</b>	<b><i>Installation is not permitted on Monday.</i></b>		<b>10:00 am – 5:30 pm</b>	
<b>Tuesday, October 1*</b>			<b>10:00 am – 5:00 pm</b>	
<b>Wednesday, October 2*</b>		12:30 pm – 5:30 pm	<b>9:00 am – 12:30 pm</b>	12:30pm – 8:00 pm
Thursday, October 3				8:00 am – 4:30 pm

*No one under 12 years of age will be admitted on the Exhibit Floor at any time regardless of affiliation.*

\*\*On Sunday, Sept. 29, all exhibitor freight must be in the Convention Center; booths must be set up including carpet or professional floor covering by 4:30 pm, Sunday. No entry or re-entry onto the Exhibit floor will be allowed after 4:30 pm on Sunday, Sept. 29. **Monday installation is not permitted.**

### Installation of Exhibits

Exhibitors with 400 sq ft or more will be contacted by GES in late-August and offered the opportunity to move their freight in on Thursday, Sept. 26. All other Exhibitors are free to move-in anytime during the published installation hours listed above. Keep in mind, overtime charges generally apply to Saturday and Sunday. Please review the union rules.

(1) Note: McCormick Place allows exhibitors to unload and load small privately-owned vehicles at a designated dock without hiring labor. One person MUST remain with the vehicle at all times + there is a 20 minute max. unloading time. (ASUV times shown above).

### Exhibit Hall Access\*

Exhibitors, with an Exhibitor Badge, have access to the Exhibit Halls during installation and dismantle hours and on Expo days starting at 8:00 am. Security will enforce.

### Exhibitor Appointed Contractors (EAC)

If you plan to use an EAC, it is the Exhibitor's responsibly to fill out the GES Notice of Intent Form and **return to GES no later than August 28**. McCormick Place requires all EAC's to be pre-approved under their Right of Entry Agreement. EAC's must adhere to show rules and regulations and supply a certificate of insurance to gain access to the Exhibit floor.

### Booth Carpet / Flooring

**NSC requires all booths to have professional looking carpet or mats as floor coverings in place by Sunday at 4:30 pm.** The entire floor area in your booth must be covered. All floor covering must be flame-retardant. Concrete floors are not permitted. *All booths, with their visqueen removed, will be vacuumed the evening of Sunday, Sept. 29 compliments of the National Safety Council.* Any additional cleaning services may be ordered through the exclusive cleaning contractor.

### Dismantle of Exhibits

All exhibits must remain intact until Wednesday, Oct. 2 at 12:30 pm, the official closing time. Please be courteous to your fellow exhibitors who may be conducting business with customers' right up to closing.

**NOTE: Aisle carpet will be removed beginning at 12:30 pm on Wednesday, Oct. 2; upon completion empty box, fiber, and crate return will begin and can take up to 6 hours to complete. Please secure your booth contents and plan your return travel accordingly.**

Exhibitors are responsible for securing their booth at all times. Outbound carriers must check in by 12:00 pm on Thursday, Oct 3. It is the Exhibitor's responsibility to arrange for pickup with their carrier from the McCormick Place West, including FedEx and UPS. In order to expedite removal of freight from the McCormick Place West before the lease terminates, GES - shall have the authority to change designated carriers, if the Exhibitor's assigned carrier does not check in by 12:00 pm on Thursday, Oct, 3. Exhibitor will be responsible for all expenses. Neither NSC nor GES shall be responsible for any costs, damage or losses incurred.