

GENERAL INFORMATION



SHOW DATES AND HOURS

Monday, March 23, 2015	10:00 AM - 5:00 PM
Tuesday, March 24, 2015	10:00 AM - 5:00 PM
Wednesday, March 25, 2015	10:00 AM - 5:00 PM
Thursday, March 26, 2015	10:00 AM - 3:00 PM

INSTALLATION DATE

Installation of displays begins at 8:00 AM Wednesday, March 18, 2015 and continues until 5:00 PM Sunday, March 22, 2015. All displays must be completely installed by 5:00 PM Sunday, March 22, 2015. Complete show inspection will be conducted at 5:00 PM Sunday, March 22, 2015. No labor will be available on Sunday, March 22, 2015 unless pre-scheduled by the exhibitor.

Please consult the Exhibitor Manual to determine your target move in date. Shipments arriving before or after this date will be accessed a surcharge of 30%. Please avoid this by making sure that your shipment arrives on the correct date. Advance shipments to the warehouse will automatically be delivered on the correct date. If you have a problem with your target move in date please contact Tom Carbott, Senior Vice President of Exhibitions at tcarbott@MHI.org.

DISMANTLING DATE

No exhibitor may begin to dismantle their display before 3:00 PM Thursday, March 26, 2015. All displays must be packed and ready for shipment by 2:00 PM Saturday, March 28, 2015.

SERVICE CONTRACTOR DESKS

Contractors for furniture, labor, electrical service, etc., will maintain desks at McCormick Place South under the Café in the center of the South Hall, during the installation, show, and dismantling periods for the convenience of the exhibitors.

The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. Exhibitors using outside contractors must register such contractors with GES Global Experience Specialists and Show Management.

SHOW MANAGEMENT OFFICE

The office of MHI, which is the Show Management, will be located in the lobby of McCormick Place North across from the McCormick Place South Grand Concourse. It will open Wednesday, March 18, 2015. The ProMat 2015 Press Room will be located on Level 4.

RATE CHANGES

All rates shown on the service manual for various services, hotels, labor, etc., are the prevailing rates as of August 2014. They are subject to change without notice. Show Management will attempt to keep exhibitors advised of all changes.

RULES & REGULATIONS

The Rules & Regulations for exhibition in ProMat 2015 are located in this manual, **read these carefully before planning your exhibit. If you have any questions regarding the rules, contact Tom Carbott or Melissa Auer at Show Management.**

DEADLINE SCHEDULE

Please consult the deadline schedule to ensure that you meet all necessary deadlines. Consult the Table of Contents for the location of specific forms and utilize the deadline worksheet to keep track of your progress.

FIRST AID

A first aid station will be maintained in the building on Level 2.5 of the Grand Concourse. It is well marked with signs.

FOOD AND BEVERAGE SERVICE

There are restaurants and concession stands in the Exhibit Hall. There is no need to leave the building.

PROJECTIONISTS

You are required to use the projectionists' union at McCormick Place.

SECURITY ROOM

A show security room for exhibitor use will be available. A Security Guard will be present at the opening and closing of each show day.

CHILDREN UNDER 16 NOT ADMITTED.
IDENTIFICATION REQUIRED.