



NCEA 2019 CONVENTION & EXPO

April 23-25

Chicago, Illinois
McCormick Place

www.NCEA.org/convention



GENERAL INFORMATION

All questions regarding NCEA 2019 policies, space assignment, regulations and display limitations should be addressed to the following:

NCEA Show Management

NTP Events

313 S. Patrick Street

Alexandria, VA 22314

Contact: Melissa Brim, Event Services Coordinator

Telephone: 703.683.8500 x238 or 800.687.7469 x238

E-mail: NCEAexhibitor@ntpevents.com

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, etc., please see the Official Contractors listing at the end of this section.

Exhibit Location

McCormick Place – West Building

2301 S Indiana Ave

Chicago, IL 60616

Phone: (312) 791-7000

Web: <http://mccormickplace.com/>

Show Hours

Tuesday, April 23rd 10:00am – 3:00pm

Wednesday, April 24th 8:45am – 6:00pm

Thursday, April 25th 8:30am – 1:30pm

(Hours subject to change)

Exhibitor personnel are permitted to enter the hall at 7:30 am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

GENERAL INFORMATION

Move- In Hours

Monday, April 22nd 8:00am – 4:30pm

Tuesday, April 23rd 7:00am – 9:30am
(Hours subject to change)

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 8:30am, Tuesday, April 23rd to facilitate final preparations of the exhibit hall. Exhibitors will be permitted to work within their exhibit spaces until 9:30 am.

Move- Out Hours

Thursday, April 25th 1:30pm – 5:00pm

Friday, April 26th 8:00am – 12:00pm
(Hours subject to change)

Note: All exhibitor materials must be removed from the hall by 12:00 pm, Friday, April 26, 2019. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 8:00 am on Thursday, April 25th. All carriers must check-in no later than 8:00 am on Thursday, April 25th for all outbound shipments. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

Exhibitors may not begin dismantling any portion of their booth before 1:30 pm on Thursday, April 25th. All boxes/cartons are to remain out of sight until the exhibit hall has closed. Exhibitors who begin dismantling during expo hours face a penalty of lost priority points towards future space draws.

Booth Equipment & Carpet

Each 10' deep exhibit will receive 8 foot high back drape (blue and white) and 3 foot high side drape (blue) as well as a company ID sign. Electricity, furnishings, displays, and any other items are the responsibility of the exhibitor.

*All exhibits **must have** floor covering (wall-to-wall carpeting or other flooring), with no concrete floor exposed. The aisle carpet color for NCEA 2019 will be gray), with pavilions carpeted in red.*

If carpet is not placed in the booth by 3:00pm on April 22nd. It will be forced by show management and GES at the exhibitor's expense. If you plan to provide your own professional floor covering please notify show management by filling out Exhibitor Floor Covering Notification form [here](#) by April 8th.

Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the show. Cleaning service can be ordered from the Convention Center by completing the form available in this manual.

GENERAL INFORMATION

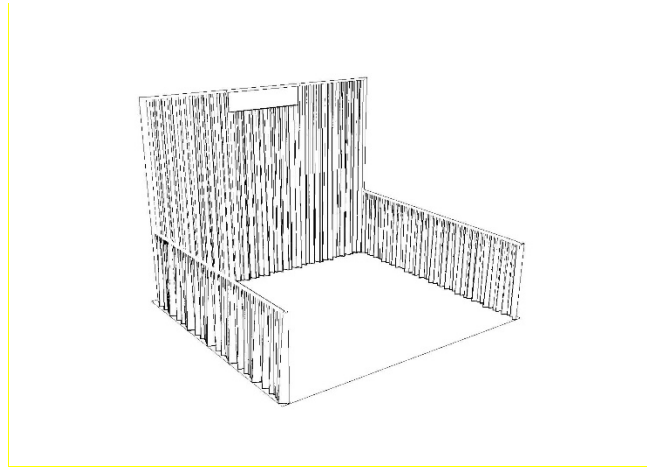


Diagram of a standard 10' x 10' booth space

Parking

McCormick Place designates Lot A as the primary parking lot for the West Building. It is a six level garage with 2,100 parking spaces and has covered walkways leading directly to the Convention Center and the Marriott Marquis. The garage is located at 2301 South Prairie Avenue, Chicago, IL 60616.

- The parking rate is \$23 for up to 16 hours and \$36 from 16 to 24 hours
- There are NO in-and-out privileges
- Overnight parking is permitted
- A limited number of prepaid guaranteed parking spaces are available at the rate of \$36 per day by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.
- mccormickplace.clickandpark.com
- Height restriction is 8'

Business Center

A Fedex is located on Level 2 of McCormick Place- West Building

2301 S Indiana Ave

Chicago, IL 60616

T: (513) 241-3366

Hours:

- | | |
|-------------------------------------|--------------------|
| • Monday, April 22 nd | 8:30 am – 3: 00 pm |
| • Tuesday, April 23 rd | 8:30 am – 3: 00 pm |
| • Wednesday, April 24 th | 8:30 am – 3:00 pm |
| • Thursday, April 25 th | 8:30 am – 5:00 pm |
| • Friday, April 26 th | 8:30 am – 12:00 pm |

GENERAL INFORMATION

Security

Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night.

Insurance

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Exhibitors agree that NTP, its agents and employees, NCEA, its agents and employees, and the McCormick Place: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

NCEA as licensee of the McCormick Place shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Chicago as an additional insured and affording immediate protection to the limits of not less than \$500,000 per occurrence and carry workers' compensation before allowing such persons to enter the facility. All policies shall contain an endorsement waiving any claim or right of subrogation against the city.

For more information, please review the insurance section in the Rules and Regulations portion of the service manual.

Exclusive Contractors

The Convention Center and its exclusive providers have sole and total control over all of the following services (collectively, "Exclusive Services"):

- Food and beverage service (including samples)
- Internet

GENERAL INFORMATION

Official Contractors



NCEA goes through a lengthy process when selecting vendors for Convention to ensure that all exhibitors receive the best value and customer service. All approved vendors will have an “official vendor” logo on their paperwork. While you have the right to use any vendor for the Convention, choosing non-official/non-approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2019.

Audio-Visual & Computers (in-booth a/v and computer rentals)

BAVServices	Contact..... Greg Back
10 Sonwil Drive	Phone (800) 264-5010
Buffalo, NY 14225	Email..... gback@bavservices.com
	www.bavservices.com

Catering (exclusive booth food & beverage service provider)

SAVOR, McCormick Place	Contact.....Morgan Lamb
2301 S Indiana Ave	Phone.....(312) 791-7261
Chicago, IL 60616	Email..... mlamb@mccormickplace.com

General Service Contractor (material handling, display labor, rentals, exhibit cleaning, electrical, utilites).

Global Experience Specialists, Inc. (GES)	Phone..... (800) 475-2098
7000 Lindell Road	International Calls..... (702) 515-5970
Las Vegas, NV 89118-4702	Fax..... (866) 329-1437
	International Faxes.... (702) 263-1520
	www.GES.com/chat

Hotel (Official Vendor)

Connections Housing	Reservations..... 855.476.6976
3834 Silvestri Lane	
Las Vegas, NV 89120	

GENERAL INFORMATION

Internet & Telephone (in-booth internet & telephone access)

McCormick Place SMG
2301 S Indiana Ave
Chicago, IL 60616

Phone..... (312) 791-6113
Email...technology@mccormickplace.com

Lead Retrieval (provides systems to capture sales leads)

Convention Data Services
107 Waterhouse Road
Bourne, MA 02532

Phone.....(508) 743-0186
Or.....(800) 746-9734
Email.....xpressleadpro@cdsreg.com

Registration (provides exhibitors and attendees with name and company identification)

Convention Data Services
7 Technology Park Dr.
Bourne, MA 02532

Phone.....(508) 743-8576
Email.....NCEA@xpressreg.net

Show Management (booth space assignments, operational/regulations issues, questions)

NTP Events
313 S. Patrick St.
Alexandria, VA 223421

Phone.....800-687-7469
Fax.....703-706-8229
Email.....NCEAexhibitor@ntpvents.com

Shipping Services-Van Line/Ground and Air (ground and air services)

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7000 Lindell Road
Las Vegas, NV 89118-4702

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