



## General Information

### Location

Exhibits will be located in the North Hall B of McCormick Place, Chicago, Illinois USA.  
*No one under 16 years old will be admitted.*

### Show Dates & Hours

Monday, April 8, 2019	10:00 am - 5:00 pm
Tuesday, April 9, 2019	10:00 am - 5:00 pm
Wednesday, April 10, 2019	10:00 am - 5:00 pm
Thursday, April 11, 2019	10:00 am - 3:00 pm

During show dates, exhibitors will be allowed onto the show floor one hour before show opening and can remain one hour after the show closes. If you have needs beyond these times, please pre-arrange it with Show Management.

### Move-In Schedule

Thursday, April 4, 2019	8:00 am - 5:00 pm
Friday, April 5, 2019	8:00 am - 5:00 pm
Saturday, April 6, 2019	8:00 am - 5:00 pm
Sunday, April 7, 2019	8:00 am - 5:00 pm ( <i>pre-ordered services only</i> )

**All displays must be completely installed by 5:00 pm Sunday, April 7, 2019. No labor or services will be available on Sunday, April 7, 2019 unless pre-ordered by the exhibitor.**

### Move-Out Schedule

**\*\*Exhibitors may not dismantle displays until after 3:00 p.m. the last day of the show\*\***

Thursday, April 11, 2019	3:00 pm - 7:00 pm
Friday, April 12, 2019	8:00 am - 5:00 pm
Saturday, April 13, 2019	8:00 am - 2:00 pm

### Exhibitor Registration

Thurs., April 4 – Sun. April 7, 2019	8:00 am - 5:00 pm
Monday, April 8, 2019	7:00 am - 5:00 pm
Tuesday, April 9, 2019	7:30 am - 5:00 pm
Wednesday, April 10, 2019	7:30 am - 5:00 pm
Thursday, April 11, 2019	7:30 am - 5:00 pm

### Show Management

Automate is a trade show of the Association for Advancing Automation (A3), and its three trade groups, Robotic Industries Association (RIA), AIA – Advancing Vision + Imaging and the Motion Control and Motors Association (MCMA). We're here to help you have a successful show, please contact us anytime:

Automate Headquarters  
900 Victors Way, Suite 140 | Ann Arbor, Michigan 48108 USA  
Telephone: +1 734-994-6088 [www.AutomateShow.com](http://www.AutomateShow.com)



### Wireless Internet

McCormick Place has complimentary wireless internet access available throughout the complex. To order a dedicated internet line, please refer to the McCormick Place Internet order forms in this manual.

### Co-Exhibitors

Companies may share booth space with another company but they must register and pay as a co-exhibitor (please refer to the co-exhibitor form included in this manual). **Companies will not be listed in the printed show directory, online and may not have any signage in the booth if they are not a registered exhibitor or co-exhibitor.**

### Auto and Small Utility Vehicle Program (ASUV)

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building during these specific hours.

**Move-In:** Saturday, April 6th from 8:00 am to 4:30 pm (last car in at 4:30 – closes at 5:00 pm)  
Sunday, April 7th from 8:00 am to 4:30 pm (last car in at 4:30 – closes at 5:00 pm)

**Move-Out:** Thursday, April 11th from 3:00 to 8:30 pm (last car in at 8:30 – closes at 9:00 pm)

Please refer to the ASUV procedures in the Additional Service Order Forms section of this manual to register for the ASUV self loading/unloading program.

### Show Contractors

The official contractor for Automate 2019 is Global Experience Specialists (GES). GES and McCormick Place Exhibitor and Technical Service contractors will have service desks on the show floor for your convenience. Your booth installation and display set up does not require union labor. Exhibitors performing these tasks must be full time employees of the exhibiting firm.

### Exhibitor Appointed Contractors

Contractors (other than GES) must be registered with GES and show management. Please refer to the Exhibitor Appointed Contractor form included in this manual.

### Food and Beverage Services

There are restaurants and concession stands in the exhibit hall as well as McCormick Place for your convenience. Any food and beverage served to attendees must be ordered through Savor, the official caterer at McCormick Place. Please refer to the Savor ordering forms in this manual.

### Booth Equipment

Each linear booth consists of 8 ft. high panels of wall drape and 3 ft. high side drape. Each company will be provided a 7 in. x 44 in. one line black on white identification sign. Additional or custom signs can be ordered by using the order form.

### Ceiling Height

40 feet under lights



### **Anchoring Orders**

Please place anchoring order requests directly with GES. Contact GES at [GESPlumbingChicago@ges.com](mailto:GESPlumbingChicago@ges.com) to order anchors and booth layout.

### **Consideration for Other Exhibitors**

Please have consideration for the other exhibitors at the show. Machines that create eye, noise, blower or heat hazards need to be appropriately shielded or attenuated as to not disturb surrounding exhibitors or attendees. Please read the specific guidelines below and in the general safety/guarding document included in this manual.

### **Lighting**

Exhibitors should adhere to the following minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the exhibit space.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is extremely bright or potentially harmful, such as LEDs, lasers or ultraviolet lighting, may not interfere with attendees and exhibitors and should comply with facility rules.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with other exhibitors or otherwise detract from the atmosphere of the event.

### **Storage**

Fire regulations prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

### **Demonstrations**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Special caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. See General Safety/Guarding of Equipment Rules in this manual.

### **Sound/Music**

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.) Exhibitors should be aware that music, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Exhibitors take full responsibility for adherence to said laws.