

# GENERAL INFORMATION



## SHOW DATES AND HOURS

Monday, March 20, 2023	10:00 AM - 5:00 PM
Tuesday, March 21, 2023	10:00 AM - 5:00 PM
Wednesday, March 22, 2023	10:00 AM - 5:00 PM
Thursday, March 23, 2023	10:00 AM - 3:00 PM

## INSTALLATION DATE

Installation of displays begins at 8:00 AM Wednesday, March 15, 2023 and continues until 5:00 PM Sunday, March 19, 2023. All displays must be completely installed by 5:00 PM Sunday, March 19, 2023. Complete show inspection will be conducted at 5:00 PM Sunday, March 19, 2023. No labor will be available on Sunday, March 19, 2023 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 you can submit a target change request to GES using the form in the manual. Please note that some changes may not be able to be accommodated and all changes must be approved by the GES operations team.

## DISMANTLING DATE

No exhibitor may begin to dismantle their display before 3:00 PM Thursday, March 23, 2023. All displays must be packed and ready for shipment by 2:00 PM Saturday, March 25, 2023.

## SERVICE CONTRACTOR DESKS

Contractors for furniture, labor, electrical service, etc., will maintain desks at McCormick Place South under the cafe in the center of the South Hall and in room N231 in the North Building during the installation, show, and dismantling periods for the convenience of the exhibitors.

The handling, placing or setting out of materials that is to be displayed does not require union labor and may be done by the exhibitor. Exhibitors using outside contractors (EAC - Exhibitor Appointed Contractor) 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 near main registration. It will open Wednesday, March 15, 2023. The ProMat 2023 Press Room will be located in room S400B and will open on Sunday, March 19, 2023.

## RATE CHANGES

All rates shown on the service manual for various services, hotels, labor, etc., are the prevailing rates as of October 2022. 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 2023 are located in this manual; **read these carefully before planning your exhibit. If you have any questions regarding the rules, contact the Show Operations team at [showoperations@mhi.org](mailto:showoperations@mhi.org).**

## DEADLINE SCHEDULE

Please consult the deadline schedule to ensure that you meet all necessary deadlines. Consult the table of contents or online navigation 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 Halls. There is no need to leave the building.

## 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.**