

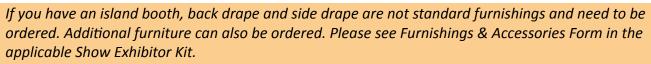
EXHIBITOR

FAQ'S



Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 2'W x 6'L x 30"H black skirted table with white top
- 2 side chairs
- 1 wastebasket
- 1 44" x 7" Exhibitor ID sign
- 1 10' x 10' booth carpet





- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-aways, etc.
- Shipping & Material Handling Fees
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.
- How Can I Cut Down On My Overall Costs?
 - ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT.
 - Avoid sending multiple shipments. Material handling rates are per shipment. Refer to Shipping section in the Show Exhibitor Services Kit.
 - Schedule (necessary) labor on straight time. Refer to the Display & Material Order Form from the Show Exhibitor Services Kit for the applicable show.
 - Multiple pieces shipped together must be crated/palleted and shrink wrapped to be charged as one shipment.
- What Is The Safest & Most Efficient Way To Get My Materials To The Show?
 - **READ** Material Handling and Shipping instructions in the Show Exhibitor Services Kit.
 - Use pre-printed shipping labels provided in the Show Exhibitor Services Kit.
 - Make company name, booth # and show name visible on shipments.
 - Multiple pieces can be considered one shipment if crated/palleted and shrink wrapped.

- Yes. Refer to Show Exhibitor Services Kit for exact union regulations, EAC form/insurance requirements/submission info.
- If you are hiring an Exhibitor Appointed Contractor (EAC) you MUST complete the Exhibitor Kit documents and submit with certificate of insurance. NO EXCEPTIONS.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am.
- Island/Pavilion booths. Exhibitor Move In, Friday 9am-5pm. Should you require Thursday Move
 In, approval is required from your Sales Representative in coordination with the General Service
 Contractor.
- Be advised the show opens at 9:00am.
- The show floor will be "show ready" clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.
- What Are The Restrictions For My Booth Structure?
 - Standard "in-line" booths may not extend beyond 8' tall.
 - Booth materials may also not extend beyond the dimensions of the booth space.
 - Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors. **NOTE:** Island booths may extend 16' high.
 - No amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.
- Can I Tear Down My Booth Early?
 - NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.
 - Please respect attendees & fellow exhibitors.
 - Am I Allowed To Bring My Booth Material In Myself?
 - POV/ASSISTED CARTLOAD SERVICE will be offered through the decorator for a nominal fee.
 Please visit the Show Exhibitor Services Kit Table of Contents to locate the Material Handling & Shipping section for POV/Assisted Cartload Service Order Form.
 - POV is a personally owned vehicle, automobile, minivan, SUV, pick-up truck, or van.
 - Any additional materials or shipped materials (whether it be booth elements or sales collateral brought in through the Loading Dock will be weighed and charged a Material Handling Fee.
 - Pricing found in the Shipping section of the Show Exhibitor Services Kit.
 - Please refer to the Show Exhibitor Services Kit for best safety practices.
 - Convention Centers are governed by union labor. Therefore, show management is unable to control dock access during move in and move out. Mandatory labor guidelines apply.
 - Is Material Handling Mandatory?
 - Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.
 - Pricing found in Shipping section of the Show Exhibitor Services Kit.
 - Please refer to the Show Exhibitor Services Kit for best safety practices.
- Can I Leave Items In My Booth Overnight?
 - Show management provides overnight "perimeter" security in the hall but recommends taking valuables with you at the end of show day.

- What Are My Ordering Options (such as electric, internet, booth rental, extra chairs/tables, cleaning, etc.)?
 - Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
 - Expo Event Services can be contacted at info@expoeventservices.com or (201) 300-2782
 - RES can be contacted at customerservice@rosemontexpo.com or (847) 696-2208
- If I Forgot Something For Booth Setup or Need Additional Help, Where Do I
 Go On-Site?
 - The Exhibitor Services Desk located on the Show Floor.
- Where Can I Make Copies If I Run Out Of Sale Material At The Show?
 - Business Services locations can be found at the Deco Service Counter.
 - Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.
- Are There Sponsorship & Promotional Opportunities To Enhance My Presence At The Show?
 - YES! Please see the Sponsorship & Promotional Opportunities available on our website and contact us for details.
 - Email: success@unicomm.org
- Where Can I Find Information On Health and Safety Regulations for the Event?
 - Navigate to the Exhibitor Services webpage for the applicable show on www.travelshows.com for information.

