

20th
Anniversary



World Routes Chicago 2014

The 20th World Route
Development Forum

20 – 23 September 2014



Exhibitor Handbook

World Routes 2014 Co-Hosts:



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EXHIBITION CHECKLIST

We have put together this checklist to help you with your planning for World Routes 2014, to record your progress and to remind yourself what needs to be done!

BASIC PLANNING	SECTION	DONE (Tick)
READ EXHIBITOR MANUAL		<input type="checkbox"/>
Work Out a Timetable to Prepare for the Event		<input type="checkbox"/>
Initial Deposit Paid		<input type="checkbox"/>
Balance(s) Due		<input type="checkbox"/>
Book Hotel Rooms	4-7	<input type="checkbox"/>
Make Travel Arrangements		<input type="checkbox"/>
Arrange Delivery/Collection/Storage of Stand Materials	2-4	<input type="checkbox"/>
THE STAND		
Brief Stand Contractor		<input type="checkbox"/>
Order Communications/IT	4-11	<input type="checkbox"/>
Order Floor Covering	4-6	<input type="checkbox"/>
Order Floral Displays	4-5	<input type="checkbox"/>
Order Audio Visual	4-1	<input type="checkbox"/>
Order Furniture	4-6	<input type="checkbox"/>
Order Catering	4-2	<input type="checkbox"/>
Order Electrics	4-4	<input type="checkbox"/>
Arrange Stand Staffing		<input type="checkbox"/>
Return Shell Scheme Nameboard Form	3-6	<input type="checkbox"/>
Arrange Insurance	4-8	<input type="checkbox"/>
PUBLICITY		
Arrange Prize Draw / Incentives	6-2	<input type="checkbox"/>
Organise Stand Literature		<input type="checkbox"/>
Organise Extra Advertising		<input type="checkbox"/>
Plan Post-show Activity and Follow Up		<input type="checkbox"/>

All stand dressing and construction MUST be removed from the venue by 12.00 on Wednesday 24th September 2014. Any items left in the halls after this time will be deemed abandoned and disposed of as rubbish.

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 18 th September	12.00 (Noon) – 17.00	Build up of Hosted Networking Stand Commences
Friday 19 th September	08.00 – 17.00	Build up of Hosted Networking Stand continues and Shell Scheme build commences
Saturday 20 th September	08.00 – 17.00 14.00 – 17:00 (Shell Scheme and Premier Shell Scheme Access)	Build up of Hosted Networking Stand continues and Shell Scheme exhibitors have access. Containers must be removed by 17.00
Event Open Days		
Sunday 21 st September	10.00 – 18.00	Event Open
Monday 22 nd September	08.30 – 18.30	Event Open
Tuesday 23 rd September	08.30 – 20.30	Event Open
Event Breakdown Days		
Tuesday 23 rd September	21.00 – 00.00	Dismantling of Stands
Wednesday 24 th September	06.00 – 12.00 (Noon)	Dismantling of Stands

There will be a charge for the removal of any stand fitting or other goods which are abandoned in the halls.

1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for World Routes 2014. It contains many details for your information as well as a number of items which will need your attention in the lead up to World Routes 2014.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at World Routes 2014 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly.

In addition, this manual is available to download via our website www.routesonline.com or if you require a hard copy to be sent to you please contact Erika Ferrigno, Operations Coordinator at Erika.Ferrigno@ubm.com.

1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. The Organisers Office is located within the exhibition hall and will be open at the following times:

Thursday 18 th September	12:00 – 17.00
Friday 19 th September	08:00 – 17.00
Saturday 20 th September	08:00 – 17.00
Sunday 21 st September	08:00 – 17.00
Monday 22 nd September	08:00 – 18:30
Tuesday 23 rd September	08:00 – 20:00
Wednesday 24 th September	08:00 – 12:00

If you have any queries regarding your participation at Routes prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found on the inside back cover of this manual.

1-2 VENUE FACILITIES

First Aid:

The first aid point is located on level one in the McCormick Place West building, near Gate 43. The Routes Operations Team and Venue Security are also able to assist in matters of First Aid and should be contacted in an emergency.

1-3 LOST & FOUND

All lost and found items should be handed in or reported to the McCormick Place Convention Center Security and the Organisers Office. All items are catalogued and stored for 90 days after that period; all items are disposed of at the sole discretion of McCormick Place. Any inquiries regarding lost and found items should be directed to jon.osing@ubm.com.

1-4 SMOKING

The McCormick Place Convention Centre is a **Non-Smoking** venue.

1-5 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the organisers in advance of Routes.

There will be a prescribed maximum noise level of **50db** for all stands. Entertainment should be scheduled outside the formal face-to-face meetings sessions and only during the periods below:

Sunday 21 st September	14:20 – 14:50 16:50 – 17:30
Monday 22 nd September	13:00 – 14:00
Tuesday 23 rd September	13:00 – 14:00 18.00 – 20.30

Routes would also ask that all exhibitors minimize noise and show appropriate respect to the formal speeches during the Welcome Reception, Lunches and Farewell Reception.

If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

Any exhibitors who intend to have music on their stands should ensure they have applied for the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.) to the ASCAP, BMI or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

Please contact the following agencies for more information:

American Society of Composers, Authors and Publishers (ASCAP)

Licensing: +1 (800) 652-7227

General Information: +1 (800) 505-4052

Broadcast Music, Inc. (BMI)

General Information: +1 (800) 925-8451

SESAC

General Information: +1 (800) 826-9996

1-6 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the Organisers only. It is not available to exhibitors for publicity purposes or individual messages during World Routes 2014 open hours.

1-7 HEIGHT LIMITS FOR HOSTED NETWORKING STANDS AND SELF BUILD MEETING CHALETS

Your Hosted Networking Stand or Self Build Meeting Chalets may **not** exceed a height of 4 metres and should be single story only.

Shell Schemes may **not** exceed a height of 2.3 meters.

Exceptions for double decker/multi-story stands or chalets may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and McCormick Place. Structural Calculations may also be required. Please contact Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before Friday 13th June 2014 should you wish to apply for approval.

1-8 HANGING BANNERS

World Routes directional signage which includes hanging banners will be situated around the halls. Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 4 metres.

1-9 STRATEGIC MEETINGS

Hosted Networking Stands

As a Hosted Networking Stand holder at World Routes 2014, we are this year offering you the chance to enhance your package by holding pre-scheduled strategic meetings on your stand at no extra cost.

Details are as follows:

You will be allocated up to 4 strategic meetings (double slots, 50 minute duration) at your stand. You will also be able to request up to 5 20 minute meetings that will take place on your stand on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager (simon.baxendale@routesonline.com).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined. The meetings will take place over Sunday 21th September to Tuesday 23rd September 2014.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your stand in time for the meeting.

The meetings should be requested as soon as possible in order to secure the best chances of diary availability. Deadline for requests: Friday 25th July 2014.

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us at point of request if any specific delegate needs to attend these meetings in order that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you should therefore make provision to cover any meeting clashes.

If you intend to request meetings at your stand you may wish to design your stand with this in mind and perhaps add a private meeting room.

Chalets

As part of your Chalet Package at World Routes 2014, you are entitled to hold pre-scheduled strategic meetings in your chalet. Details are as follows:

8 strategic meetings (double slots, 50 minute duration) in your chalet. You should make as many requests as possible (in priority order) to enable us to accurately schedule your chalet diary.

You are required to submit a minimum of 12 requests in order to provide us with at least 4 reserve options. . You will also be able to request up to 5 20 minute meetings that will take place in your chalet on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager (simon.baxendale@routesonline.com).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined.

The meetings will take place over Sunday 21st September to Tuesday 23rd September 2014.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your chalet in time for the meeting.

The meetings should be requested as soon as possible in order to secure the best chances of diary availability. Deadline for requests: Friday 25th July 2014.

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us at point of request if any specific delegate needs to attend these meetings in order that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you should therefore make provision to cover any meeting clashes.

1-10 FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

Q: Who is the Official Contractor for World Routes 2014?

A: Freeman is the **ONLY** Official Contractor for World Routes 2014 and will supply the following services:

Exclusive Freeman Services

- Stand Cleaning
- Electricals
- Install & Dismantle
- Labour
- Compressed Air, Water and Drain Services

Q: How high can I build my stand?

A: Your Hosted Networking Stand or Self Build Meeting Chalet may **not** exceed a height of 4 metres and should be single story only.

Shell Schemes and Meeting Chalets may **not** exceed a height of 2.3 meters.

Exceptions for double decker/multi-story stands may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and McCormick Place. Structural Calculations may also be required. Please contact Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before Friday 13th June 2014 should you wish to apply for approval.

Q: Can I hang banners/truss/signage from the ceiling?

A: Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands. All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 4 metres.

There may be an opportunity for exhibitors to purchase a Hanging Banner site as a World Routes Sponsor. For more information please contact Sallyanne Collins, Head of Commercial, sallyanne.collins@routesonline.com for further information.

Q: Who can take delivery of my packages?

A: Routes have appointed CEVA as the official freight lifting and forwarding contractor for the event. Neither the Organisers or the venue will accept delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them especially, during the build-up period. CEVA Showfreight can also receive goods on your behalf, please see the form at the rear of this manual for CEVA’s cost for this service and contact details.

Q: Where can I store my boxes?

A: There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons. If you require storage facilities please contact CEVA who will be able to quote you for storing packaging, and other materials on your behalf, please see the order form at the back of this manual for CEVA’s cost for this service and contact details.

Q: When do I have access to build/dress my stand?

A: Hosted Networking Stand & Self Build Meeting Chalet Exhibitor Appointed Contractors and Exhibitors can have access at the following times:

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 18 th September	12.00 (Noon) – 17.00	Build up of Hosted Networking Stands & Self Build Meeting Chalets Commences
Friday 19 th September	08.00 – 17.00	Build up of Hosted Networking Stands & Self build meeting Chalets continues and Shell Scheme build commences
Saturday 20 th September	08.00 – 17.00	Build up of Hosted Networking Stand continues and Shell Scheme exhibitors have access. Containers must be removed by 17.00

Shell Scheme and Meeting Chalet Exhibitors only have access at the following times:

Event Build-Up Days	Halls Open	Details of Schedule
Saturday 20 th September	14.00 – 17.00	Shell Scheme, Premier Shell Scheme and Meeting Chalet Access

Q: What time can I break down my stand?

A: Removal of exhibits and displays commences at 21:00 on Tuesday 23rd September. Under no circumstances may any goods be removed or packed away from your stand before this time. Loading bay doors will not be open prior to this time.

Q: What comes with my Shell Scheme?

A: Fascia name board with company name, wall panelling, carpet, lighting, power point and basic pre-event cleaning. See full specification in section 3-6

Q: What if I have a problem with my Shell Scheme stand or Meeting Chalet?

A: Freeman is the Shell Scheme and Meeting Chalet stand contractor and will be on-hand at a dedicated service desk to answer any of your queries and to assist you in your build-up. If you have an issue that cannot be solved by Freeman please contact the Organisers Office on-site or a member of the Routes Operations Team prior to the event.

Q: How do I attach posters to my Shell Scheme stand?

A: Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

Q: I would like to serve food from my stand, who do I contact?

McCormick Place Convention Center (Savor) is the sole provider of food and beverages throughout the entire venue. If you would like to order catering for your stand please complete the form at the back of this manual.

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval to do so directly to the McCormick Place/Savor using the form provided in the rear of this manual.

Q: How do I book hotel accommodation?

A: All hotel details and rates are listed on <http://www.routesonline.com/events/170/world-routes-2014/why-attend/hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Sara Bowers: sara@eventsinfocus.net

Q: How do I order an Internet connection? Is Wi-Fi available?

A: Internet connections can be ordered using the **form** at the back of the manual.

Wi-Fi will be available in the venue free of charge but is meant for the reading of emails or the sending of small files only. If you need to download files larger than 5 MB or display presentations, you should order a wired Internet connection directly from McCormick Place. We do not recommend the use of Wi-Fi on stands or for presentation purposes and Routes cannot be liable for the functionality of this service.

Q: Will my stand get cleaned?

A: Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to the event, all others exhibitors should order cleaning directly from Freeman using the form in the rear of this manual.

Q: Can I play music and/or DVD's on my stand?

A: Yes music/DVD's can be played on your stand during the times specified in Section 1-5 of the event. Any exhibitors who intend to have music on their stands should ensure they have applied for the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.) to the ASCAP, BMI or SESAC for a license to perform such copyrighted music or material or otherwise qualify for an exemption.

Please contact the following agencies for more information:

American Society of Composers, Authors and Publishers (ASCAP)

Licensing: +1 (800) 652-7227

Q: What can I hand-carry into the halls/venue?

A: Hand carried items are permitted to be brought into the halls via the loading dock. The loading docks are reached by following signs marked for POV (privately owned vehicles) deliveries. Items are to be brought in by one company and one employee without assistance such as skids or trolleys, however 'pop-up' stands on wheels may be wheeled in.

1-11 SUSTAINABILITY

As a market leader in live events, organising more than 140 shows every year across five continents, UBM sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate. UBM strives to manage its impact by ensuring that the principles of sustainability are at the core of all our activities.

Please see our **sustainability policy** for more details: <http://live.ubm.com/EUSustainabilityPolicy.pdf>

A few tips:

1. Collateral:

- Have your sales information in **digital format**, rather than printed hardcopies
- How about having a QR code on your stand that allows visitors to **download a brochure** (perhaps even a customised digital version tailored to the Show)?
- A digital projector or PC-based presentation cuts down on the need for printed handouts.
- If you have to use printed material, use Forest Stewardship Council certified (**FSC**) or **recycled paper**; **chlorine-free unbleached paper** doesn't have to mean a loss of visual impact.
- **Promotional material**, if you hand out pens or pencils why not ensure they are sustainable by buying ones that are made out of recycled plastic, or recycled paper? Paper bags not plastic?

2. Have you invested as a business in sustainability?

- If so, **show off your credentials**; have your sustainability policy, mission statement and all relevant documentation on your stand.

3. Your Stand:

- **Design your stand so it can be used again** at other exhibitions or recycled, **design out waste**, and try to ensure what **waste you do have is recyclable**.
- Choose decorations and display materials that can be **re-used**, be it at another exhibition, in the office or at home, as it will also be a better investment and will save money in the long term.
- **Hire** light fittings, furniture etc **rather than purchasing** brand new items which will only be used once.
- When you leave the stand at the end of each day, check that all your AV **equipment has been switched off**.

4. Positive community impact:

- Think about ways your stand or your presence at the event could **benefit communities around the local area**; can you work towards making sure materials viable for a second life can be donated to NGOs or SMEs (for example carpet and flooring)?
- Can you incorporate fundraising for the charity that your business supports into the stand?
- **Promote your corporate social responsibility work** and gain valuable visibility for the charity of your choice.

To learn more about sustainability and UBM's commitment to sustainable business please visit our website: www.ubmlive.com/responsible-business.

If you would like to work together with us towards sustainability, have any relevant projects or you simply have a question about sustainability please don't hesitate to contact us:

Allison Ozero, Sustainability Manager, Allison.Ozero@ubm.com

Lucie Thomas, Sustainability Co-ordinator, Lucie.Thomas@ubm.com

2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of World Routes 2014, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

2-1 SECURITY

Security is an area we all take seriously and we ask you read the sections below carefully and ensure that all your staff fully cooperates with these systems. Please call our Routes Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-8 for details of a provider.

Security personnel will patrol the exhibition halls in general, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

Official Routes badges are an essential part of the event security and you will only be allowed access to the halls wearing the appropriate badge. Badges and passes should be worn at all times and individual company badges will not be accepted by security.

2-2 EXHIBITOR APPOINTED CONTRACTORS & EXHIBITOR ACCESS

Exhibitor Appointed Contractors (EAC's) – Badge Regulations of McCormick Place

Contractor Wristbands

All EAC's working on YOUR stand/chalet must be in possession of a Contract Wristband to enter the Exhibition Halls for build-up. In addition EAC's must also complete and return the form at the rear of this manual to order Contractor Wristbands from Routes to gain access to the Exhibition Halls. These wristbands are free of charge and must be collected from the Security Desk, located at the entrance to the expo hall, on a daily basis.

These wristbands are not valid during the event. Should your Exhibitor Appointed Contract wish to access your stand during the event they should contact a member of on-site security who will refer them to the Routes Operations team.

Exhibitors

Exhibitors are also required to collect a Wristband on a daily basis during build-up from the Security Desk located at the entrance to the halls. Only registered exhibitors may obtain these wristbands. Delegate badges for the event will only be valid from Sunday 21st September onwards.

2-3 FREIGHT FORWARDING & MATERIAL HANDLING

CEVA Showfreight is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to your stand at World Routes 2014.

If you contact CEVA Showfreight they will organise with their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White
Address: Unit 3a, Perimeter Way
NEC, Birmingham
B40 1PJ
UK
Tel: +44 (0)121 782 8888
Fax: +44 (0)121 782 2875
Email: martyn.white@cevalogistics.com

If you wish to order freight forwarding with CEVA please complete the form at the rear of this manual before the 5th September 2014.

2-4 DELIVERY ADDRESS

Deliveries should be clearly marked identifying the sender and receiver and an accessible packing slip should be available. Deliveries should be arranged via CEVA Showfreight, as neither Routes nor McCormick Place will accept any deliveries.

Please contact CEVA Showfreight to arrange delivery to the venue:

Contact: Martyn White
Address: Unit 3a, Perimeter Way
NEC, Birmingham
B40 1PJ, UK
Tel: +44 (0)121 782 8888
Fax: +44 (0)121 782 2875
Email: martyn.white@cevalogistics.com

Deliveries cannot be sent directly to the venue.

2-5 CUSTOMS

Any goods being sent to World Routes 2014 will be subject to Customs Clearance.

CEVA Showfreight will assist in arranging this clearance as part of their service please contact them directly to discuss any questions you may have regarding customs formalities.

2-6 DELIVERY & COLLECTION

Deliveries during Build-Up

Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items. Some courier companies have restricted opening hours especially at weekends.

Deliveries during Event

Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day. Deliveries will only be allowed up to half an hour before the event opening time.

All goods entrances and loading areas must be clear of vehicles prior to the event opening. No goods will be allowed through the main entrances of the halls. No deliveries are permitted once the event is open.

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

Collections

If you are arranging for goods to be collected after World Routes 2014 closes, we strongly advise you do not leave goods unattended at any time before they are collected.

Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

Dismantling of stands and removal of all material must be completed by 12.00 Wednesday 24th September. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls. Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.

2-7 STORAGE

There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

If you require storage facilities please contact CEVA Showfreight who will quote for storing, packaging, and other materials on your behalf. Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

Contact: Martyn White

Address: Unit 3a, Perimeter Way

NEC, Birmingham

B40 1PJ, UK

Tel: +44 (0)121 782 8888

Fax: +44 (0)121 782 2875

Email: martyn.white@cevalogistics.com

3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of them and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

3-1 BUILD-UP SCHEDULE

Event Build-Up Days	Halls Open	Details of Schedule
Thursday 18 th September	12.00 (Noon) – 17.00	Build up of Hosted Networking Stands & Self Build Meeting Chalets Commences
Friday 19 th September	08.00 – 17.00	Build up of Hosted Networking Stands & Self build meeting Chalets continues and Shell Scheme build commences
Saturday 20 th September	08.00 – 17.00 14.00 – 17:00 (Shell Scheme and Premier Shell Scheme Access)	Build up of Hosted Networking Stand continues and Shell Scheme exhibitors have access. Containers must be removed by 17.00

All exhibitors must clear the floor space surrounding their stands at 17.00 on Saturday 20th September for carpet laying.

Please note in the rear of this manual you will find details on the targeted move-in implemented by Freeman our Official Contractor.

3-2 EVENTS OPEN DAYS

Event Open Days		
Sunday 21 st September	10.00 – 18.30	Event Open
Monday 22 nd September	08.30 – 18.30	Event Open
Tuesday 23 rd September	08.30 – 20.30	Event Open

Any maintenance work required during the open days of Routes must be pre-arranged with the organisers before 14:00 hours on the day you want to work. Maintenance can only be

3-3 BREAKDOWN SCHEDULE

Undertaken during the closed hours of the show.

The Exhibition Halls at World Routes 2014 close at 20:30, Tuesday 23rd September 2014.

Removal of exhibits and displays commences at 20.30. Under no circumstances may any goods be removed or packed away from your stand before this time.

Electrical power to stands will be switched off 30 minutes after the event closes (21:00 hrs).

We strongly advise you **NOT** to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by Wednesday 24th September 2014 by 12.00. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.

3-4 CARPET / FLOOR COVERING

Hosted Networking Stands

If you are building your own stand you must supply your own floor covering.

Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

Carpet Tape

McCormick Place is an uncarpeted venue and you should make your own arrangements for carpet to be laid and removed within your stand.

Please ensure that all carpet, including stand carpets and carpet tape are removed completely after the event.

Exhibitors will be charged for the non removal of carpet and tape, or if any damage is caused to the fabric of the building because of its removal.

The recommended double-sided fixing tape to be used is code B7 and comes in 50m x 50mm reels.

The use of carpet spray adhesive or glue is not permitted.

3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of Routes on Tuesday 23rd September 2014.

3-6 SHELL SCHEME STANDS

Routes have appointed Freeman for all shell scheme construction and as such they must carry out all shell scheme work in the halls.

The Shell Scheme specification is as follows:

Fascia: White fascia with red lettering – 26 characters max including Routes logo and stand number

Walling: 3 sets of partition panels (one back wall and two side walls). The dimensions of each panel are 1m wide and 2.5m high. For specific graphic sizes please contact Freeman at freemanchicagoes@freemanco.com

Carpet: Grey Carpet

Power: 1 x Socket – 5amp

Lighting: 5 x armlights

It is important that you complete and return the Fascia Nameboard Order Form with the company name you wish to appear on your fascia name board by **Friday 1st August 2014**.

On-site changes will incur an extra charge.

Routes have appointed Freeman for all premier shell scheme construction and as such they must carry out all shell scheme work in the halls.



3-6 PREMIER SHELL SCHEME STANDS

The Premier Shell Scheme specification is as follows:

Fascia: White fascia with red lettering – 26 characters max including Routes logo and stand number

Walling: Flush wall construction – White. 3 sets of partition panels (one back wall and two side walls). For specific graphic sizes please contact Freeman at freemanchicagoes@freemanco.com

Carpet: Grey Carpet

Power: 1 x Socket – 5amp

Lighting: 5 x armlights located on the back wall

Furniture: 42" Plasma TV, wall mounted and DVD player
2 x high stools
1 x high table
1 x counter

It is important that you complete and return the Fascia Nameboard Order Form with the company name you wish to appear on your fascia name board by **Friday 1st August 2014**.

On-site changes will incur an extra charge.
Please note none of the items listed above are exchangeable.

Additional Branding/Enhancements

Any Shell or Premier Shell Scheme holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Erika Ferrigno, Operations Coordinator, Erika.ferrigno@ubm.com before **Friday 1st August 2014**



3-7 STANDARD MEETING CHALETS

Routes have appointed Freeman for all chalet construction and as such they must carry out all chalet work in the halls.

AIRPORT MEETING CHALETS

5M X 7M = 35SQM

Walling: 250 cm self-supporting hard wall panels
1 x plexi glass panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

Furniture: 2 x signature chairs
1 x table
1 x sofa Power:

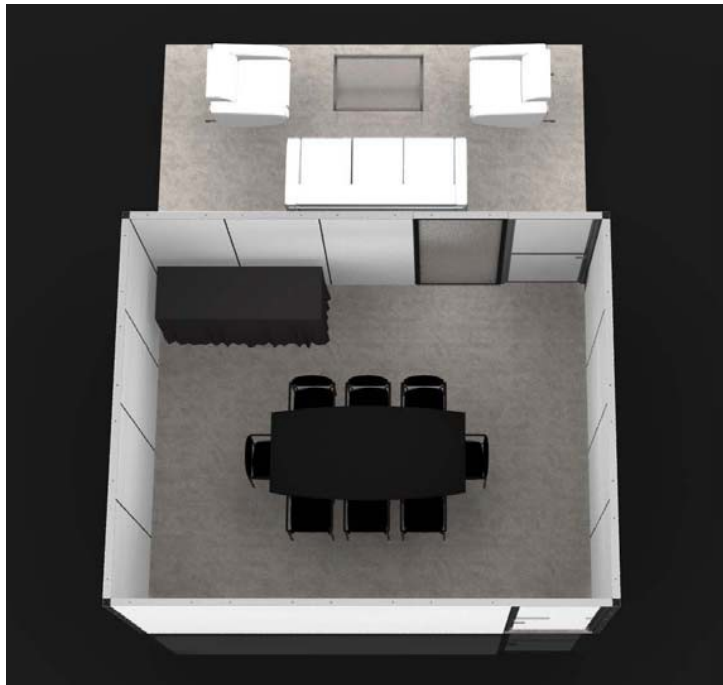
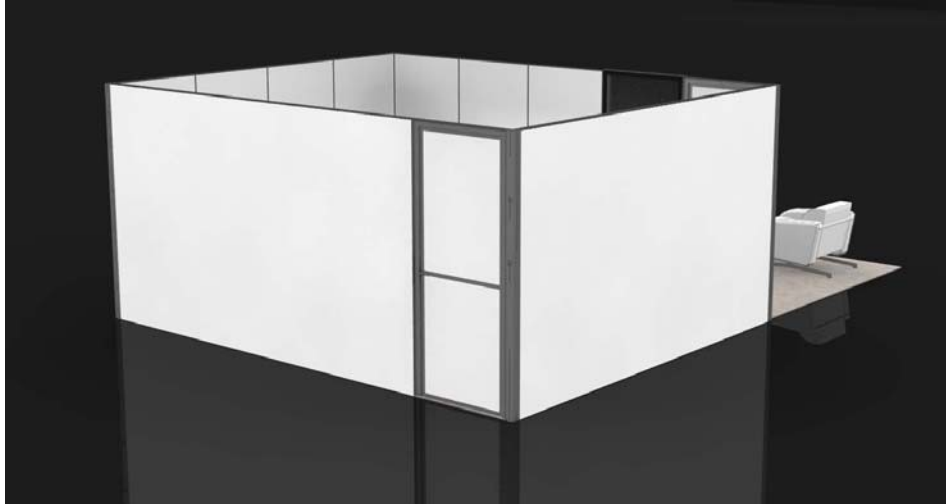
1 x Sockets

Reception Counter: 1 x counter

Private Meeting Room

Furniture: 1 x boardroom table
8 x executive chairs





3-7 EXCLUSIVE MEETING CHALETS

Routes have appointed Freeman for all chalet construction and as such they must carry out all chalet work in the halls.

AIRPORT MEETING CHALETS

6.5m×10m= 65 sqm

Walling: 250 cm self-supporting wall panels
2 × plexi glass panels

Doors: 2 lockable doors

Graphics: Graphic incorporating your company logo

Height: 250cm

Carpet: Carpet

Furniture: 1 x black end tables
4 x black armchairs

Power: 1 x Sockets

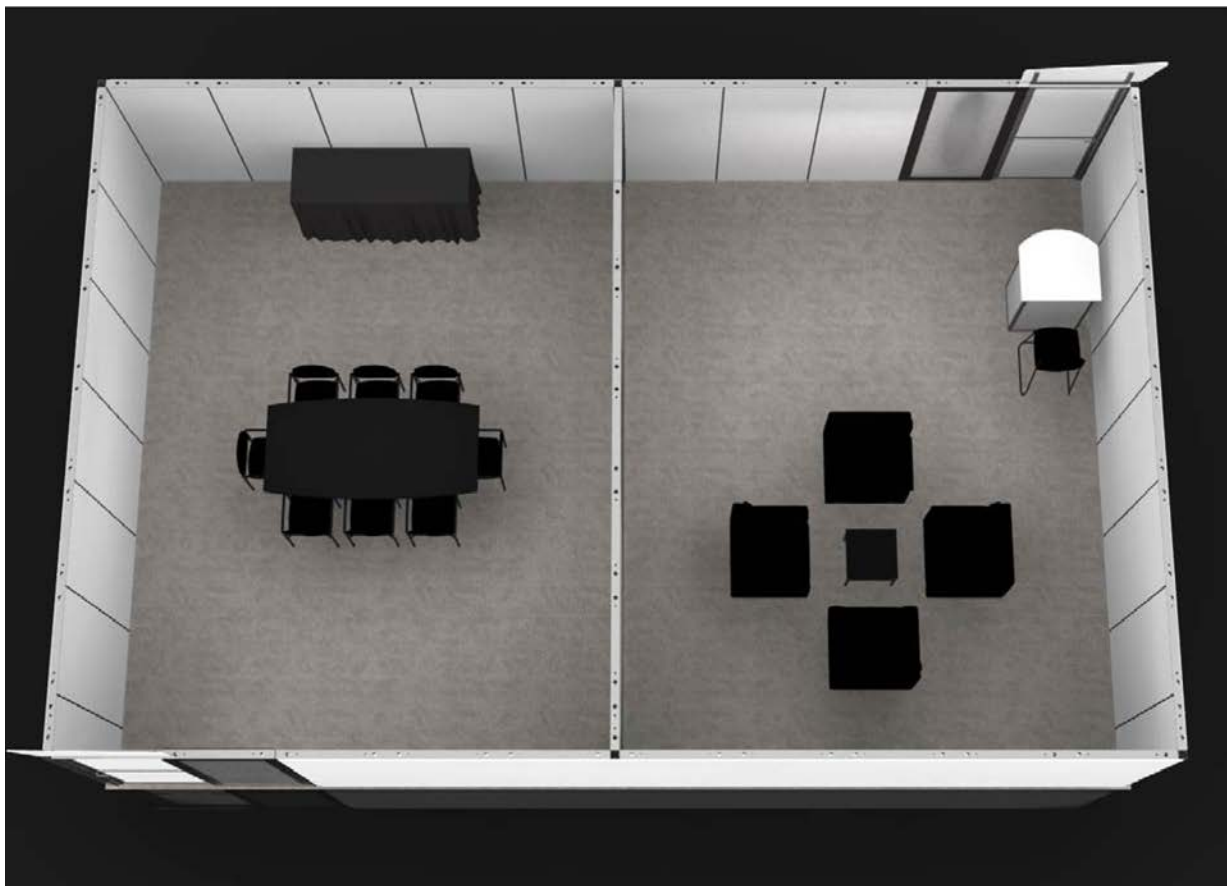
Lighting: 8 x arm lights

Reception Counter: 1 x counter with custom graphic
1 x bar stool

Private Meeting Room: Hardwall structure with white finish

Doors: 1 x lockable door

Furniture: 1 x boardroom table
8 x executive chairs



3-7 AIRLINE MEETING CHALETS

AIRLINE MEETING CHALETS

5M X 7M = 35SQM

Walling: 250 cm self-supporting hard wall panels
1 x plexi glass panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

Furniture: 2 x signature chairs
1 x table
1 x sofa

Power:

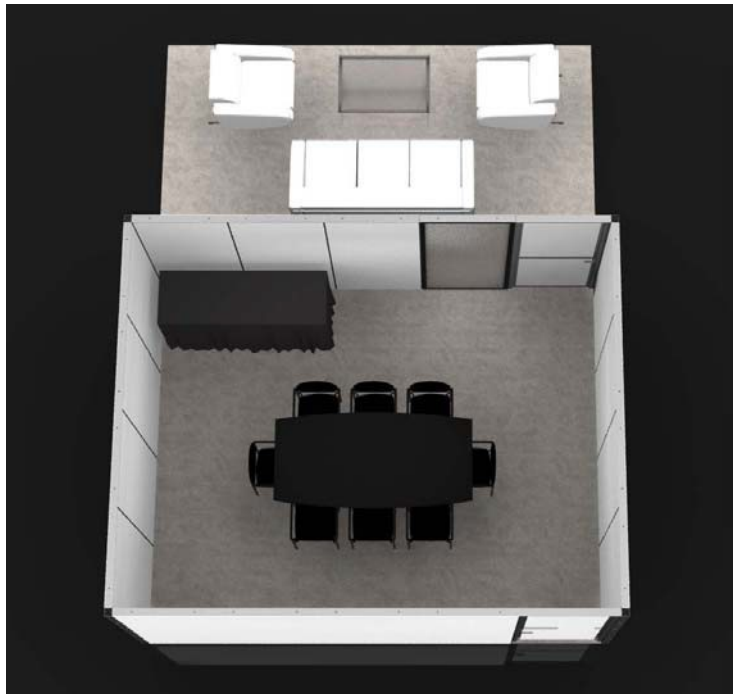
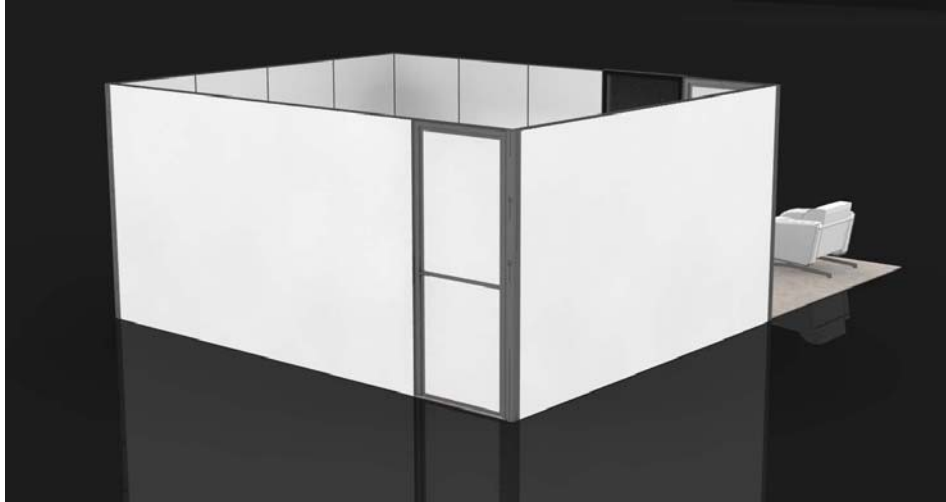
1 x Sockets

Reception Counter: 1 x counter

Private Meeting Room

Furniture: 1 x boardroom table
8 x executive chairs





Additional Branding/Enhancements

Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before **Monday 7th July 2014**.

Adjustments/Enhancements are only permitted to be made by the official contractor - Freeman. Please contact Freeman directly at +1 773 473-7080 to discuss further.

3-8 SELF BUILD MEETING CHALET FITTING - GENERAL INFORMATION

Self Build Meeting Chalet Regulations

Self Build Meeting Chalets should be closed on a minimum of 3 sides (side facing Networking Village can be open) however the closed sides can include a window or door.

Chalet construction should be from a solid wall system only – shell scheme will not be approved for Meeting Chalets.

Entrance into meeting hall is permissible via single door and/or window. This side of your chalet should not be open.

No music or entertainment is permitted due to the proximity to meeting hall.

No overhead rigging is permitted.

A private meeting room must be incorporated into all chalet designs for use during strategic meetings.

Chalet owners will be subject to same rules and regulations as any other free build stands and should refer to Section 5 of this manual for items such as flame retardant paints, ceiling coverings, fire extinguishers and/or sprinkler systems, and enclosed space restrictions. This also includes the supply and installation of their own carpet.

Chalet owners should be aware they are responsible for all utilities installations: water, electrical, waste should they require it.

Gangways

Exhibitors must ensure that the gangways adjoining the stands/chalets are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight.

Heights

Meeting Chalets must not exceed a height of 4 meters.

Exceptions may be considered upon application to the organiser and will be subject to a surcharge.

Chalet Design

Meeting Chalets should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

Incentives

Please note exhibitors are not permitted to sell any items from their chalets at Routes 2014.

3-9 HOSTED NETWORKING STANDS & SELF BUILD MEETING CHALETS

When the exhibitor signs his/her Hosted Networking Stand/Meeting Chalet contract, he/she agrees to abide to all the clauses contained in the Exhibitor Manual and to ensure that all Exhibitor Appointed Contractors (EAC's) abide by them. In order to avoid any dispute, you must submit the layout of your stand to our technical advisor, Chris Simpson from AbraxysGlobal Limited. The definitive set up of your stand/chalet must be in strict conformity with the approved submission and Abraxys Limited will check all stand/chalet installations and will reject those that do not conform to the exhibition regulations.

IMPORTANT:

- Please make sure you receive your stand/chalet approval **before** 15th August 2014
- Hosted Networking Stands/ Chalet (Self Builds) do not receive carpet and walls.
- Please return the Health & Safety form to Abraxys Limited.

Key Concepts:

Stand Plan Inspections – SPI's

Why do plans and documentation need to be submitted and inspected?

UBM Live have a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt-with prior to arrival at site. Therefore, Stand Plan Inspections (also known as **SPIs**) are required for each stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note that there is a fee for this service – please see below for more details.

Licence to start the construction process is indicated by you receiving a '**Permission to Commence Build**' certificate or **PCB**, dedicated to the stand in question. You should be aware that the required 'Permission to Commence Build' authorisation cannot be issued until all plans have been inspected for conformity and full payment of the SPI fee has been made (see below). Please note also, that receipt of a PCB is only an authorisation to *start* building the stand/chalet – regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

What do we need to submit?

You will need to submit stand/chalets plans in the required format.

Please remember that as well as plans and details of stand/chalet construction, you will also need to submit:

- The Health & Safety form.
- Risk Assessment
- Method statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s).
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury.

Complex and Non-Complex stand construction

Space only stands are categorised in 2 ways – ‘Non-Complex’ and ‘Complex’. Most stands will fall into the non-complex category, however more substantial designs will often fall into the ‘Complex’ category.

How do I know if my stand is complex or not complex?

When AbraxysGlobal Limited inspect your plans they will confirm whether the design is complex or non-complex. Many different elements may make it complex, however these are the most common reasons:

Non-Complex

- Under 4000mm or less in height
- Single storey
- No platform or stage
- Does not include ‘raked’ or ‘tiered’ seating
- Lightweight exhibits

Complex

- Over 4000mm (Build height must be approved by Routes before submission of plans)
- More than one storey (Build height must be approved by Routes before submission of plans)
- Includes platform or performance stage
- Includes ‘raked’ or ‘tiered’ seating
- Heavy exhibits (e.g. substantial or potentially hazardous working machinery)

If my stand is deemed ‘Complex’, what does this mean?

Due to the more substantial nature of the stand, further checks will need to be made, including a separate structural engineers’ report and inspection. AbraxysGlobal Limited will inform you of the process on submission of your plans, however if your proposed stand build contains elements shown in the Complex category above, you can be certain that it will be defined as complex for the SPI process.

What Rules and Regulations must I comply with?

All 'Hosted Networking Stand & Meeting Chalet (Self Build)' exhibitors must comply with the conditions set out by the:

- Health & Safety regulations
- Fire regulations
- Organiser regulations
- General information

As part of your contract to take a '**Hosted Networking Stand & Meeting Chalet (Self Build)**' at the event, you are required to submit the following documents before you will be allowed to commence build up. Proposed stands will fall into one of two categories: 'Non-complex' and 'Complex'.

Deadlines

Drawings of your stand in either .pdf or .dwg format must be submitted by:

Non-complex/ Single storey stands:	8th August 2014
Complex/ Double-storey stands (Approved by Routes):	1st August 2014

Who do we submit them to?

Digital: routes@abraxysglobal.com

Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please make contact as soon as is practical to discuss alternatives.

By Post:

Please note that we strongly encourage you to submit all documentation *digitally* as above, as postal delays may mean that deadlines are missed. Plans submitted electronically will be processed more swiftly and in addition, AbraxysGlobal Limited and UBM Live are committed to sustainable practices wherever practical. With this in mind, we aim to avoid and discourage printing of documents unless absolutely necessary. For postal submissions, please use:

AbraxysGlobal Limited
Barley Mow Centre
Barley Mow Passage
LONDON
W4 4PH
United Kingdom
Tel.: +44 (0) 208 747 2045
Fax: +44 (0) 208 747 2046

IMPORTANT: Please make sure you have received your stand/chalet approval from AbraxysGlobal Limited before the 15th August 2014.

Fees for Stand Plan Inspections (SPI):

Please note that there is a **mandatory** fee for submitting plans for inspection:

- **Prior to the Approval Deadline:**
- Standard rate: **135.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).
-
- **After the Approval Deadline:**
- Fast Track' service: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

Making Payments:

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

Please then follow the links to the show you are exhibiting at.

Alterations to plans submitted.

So long as there is not a substantial change to proposed plans (i.e. a complete re-design once it has been inspected and PCB issued), AbraxysGlobal Limited will re-assess changes at no additional charge and re-issue a PCB if appropriate.

All changes to stand designs of a material nature must be submitted to AbraxysGlobal Limited for assessment. Generally this will refer to changes to walling, supporting structures and other construction elements, but not to paint or colour finishes – if you are at all unsure, please email details across of consideration. Whether the changes are significant enough to warrant additional SPI fees, shall be entirely at the discretion of AbraxysGlobal Limited.

You should be aware that stands that have changed in the nature of their build and do not conform to the plans submitted and assessed, will be treated as if they had not submitted plans. This is likely to mean that the stand/chalet will not be allowed to be built.

The venue reserve the right to inspect any complex stand/chalet on site during the build phase, and ask to look at designs and supporting structural paperwork.

Please Note: If you have purchased a Hosted Networking Stand at Routes 2014 that is adjoining another (back-to-back) it will be your responsibility to ensure a partition wall is built between yourself and your neighbouring stand.

In cases where partition wall heights differ it will also be your responsibility to ensure the back of your wall is painted a neutral colour and is free from any exposed wiring. For further information please contact the Routes Operations Team.

Please ensure your appointed contractor is made aware of all building regulations in Section 5 and has received an up-to-date copy of the floor plan.

In addition, your stand should not exceed a height of 4 metres and should be single storey only.

3-9 STAND FITTING - GENERAL INFORMATION

Gangways

Exhibitors must ensure that the gangways adjoining the stands are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight. Exhibitors not adhering to this rule may be asked to move

Heights

If you are building your own stand you must not exceed a height of 4 meters.

Exceptions for double decker stands may be considered upon application to the organiser but will be subject to a surcharge and additional approval from both Routes and McCormick Place.

Please contact Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before **Friday 5TH June 2014** should you wish to apply for approval.

Stand Incentives

Please note exhibitors are **not** permitted to sell any items from their stands at Routes 2014.

Vehicles on Stands

If vehicles are to be displayed on your stand please advise the Routes Operation Team at least 6 weeks prior to the start of the event, details should be sent to Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com

Stand Design

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

4. ADDITIONAL SERVICES

Under this section you will find information on electrics, piped services and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharge. Please contact our Operations Team or the supplier involved for any advice or assistance you may require.

4-1 AUDIO VISUAL EQUIPMENT

AV equipment can be ordered using the AV Order Form upon its release should you require any specialist AV equipment then please contact the Routes Operations Team for assistance.

4-2 CATERING

McCormick Place (Savor) is the sole provider of food and beverages throughout the entire venue.

Please note **NO** outside food or alcohol may be brought into World Routes 2014 without permission from Savor. Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.

To order catering for your stand please complete and return the form at the rear of this manual to Savor: scantwell@mccormickplace.com

4-3 CLEANING

Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to the event, all others exhibitors should order cleaning directly from Freeman using the form in the rear of this manual.

4-4 ELECTRICITY

Electrical services are supplied exclusively through Freeman please complete and return the form in the rear of this manual to place on order.

4-5 FLORAL

Routes have appointed Organized Events as the official supplier of all floral display, to place an order please visit their website at www.organizedeventsfloral.com or complete and return the form in the rear of this manual.

4-6 FURNITURE & CARPET

Freeman are the official supplier of all furniture and carpet. To place an order please complete and return the forms at the rear of this manual or contact +1 773 473-7080 or freemanchicagoes@freemanco.com.

Orders can also be placed online using Freeman's Concierge Elite service. To take advantage of this new time saving tools! Log on to www.freemanco.com from your Smartphone or PC. This will give you instant access to:

- Ask for service or assistance from anywhere
- View your orders

For a short demo of Concierge Elite, go to www.freemanco.com/cedemo to view its many features.

4-7 HOTEL ACCOMMODATION

To book hotel accommodation please visit <http://www.routesonline.com/events/170/world-routes-2014/why-attend/hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Sara Bowers: sara@eventsinfocus.net

4-8 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes. All exhibitors must have full indemnity insurance against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured.

Please contact Event Assured on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

4-9 WATER & PLUMBING SERVICES

Water and plumbing are supplied exclusively through Freeman. Please complete and return the form in the rear of this manual to place an order.

4-10 STAND STAFF/HOSTESSES

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to eventregistration@routesonline.com

4-11 COMMUNICATIONS & IT SERVICES

Communications and IT Services are supplied exclusively through McCormick Place. Please complete and return the order form in the rear of this manual or order online at www.mccormickplace.com.

5. MCCORMICK PLACE RULES & REGULATIONS

Please read this section carefully and pass on all information to your Exhibitor Appointed Contractor (EAC) should you have one, Routes will not do this for you.

Routes regularly updates the floor plan for World Routes, latest version can be found online at <http://www.routesonline.com/events/170/world-routes-2014/2014-exhibitors/> please ensure you or your EAC checks back regularly to ensure you are working to the most up-to-date plan.

5-1 GENERAL RULES

The above rules and regulations are that of McCormick Place and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that World Routes Exhibitors should adhere to please click on the link below and download a copy of 'The g-Guide'.

<http://www.theg-guide.org/>

Alcohol consumption is prohibited during move-in and move-out of all shows. Children under the age of 18 are not allowed into World Routes 2014 at any time.

5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to do any form of hot working. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only. Please email details of this work including a risk assessment to Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before **Friday 23rd May 2014**.

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to use any special effects (lasers, smoke machines, pyrotechnics, etc) Please email details of these items including manufactures' details, operators details and risk assessment to Erika Ferrigno, Operations Coordinator, Erika.Ferrigno@ubm.com before **Friday 23rd May 2014**.

In some instances, an on-site inspection may be carried out and certification from an independent specialist may be required. Any costs associated with this will be passed on to the exhibitor.

Lit candles or other naked flames are not permitted within the McCormick Place.

5-3 ELECTRICAL, WATER & GAS INSTALLATIONS

For safety reasons Freeman must carry out all “first fix” or below floor mains connections. Appropriate temporary supplies for build-up and breakdown should be ordered. Cables may not be plugged into venue sockets and / or trailed across gangways. It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls.

Freeman & Routes have a legal responsibility to ensure the integrity of electrical installations at the venue.

This includes monitoring contractors’ installations and connections made by exhibitors. Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

5-4 FIRE & ACCIDENT REGULATIONS

Fire

Fire regulations can be found in the Freeman Section of this manual.

Accident

McCormick Place Security staff is trained to handle emergency situations. The Security Office is operational 24 hours a day and becomes the communications center and command post in the event of an emergency.

To report an emergency, please **call 6060 from any house phone**, or **312-791-6060 from a cell phone**. Dialing 911 will delay the response of medical personnel who may not be able to find or get to the location of the emergency.

5-5 McCORMICK PLACE FOOD & BEVERAGE REGULATIONS

McCormick Place (Savor) is the sole provider of food and beverages throughout the entire venue. To order catering for your stand please complete and return the form at the rear of this manual to Savor: scantwell@mccormickplace.com

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval to do so directly to the McCormick Place/Savor using the form provided in the rear of this manual.

Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.

6.

MARKETING

6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall whilst at World Routes. Below are some ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter for your marketing literature
- Seating area
- Music, entertainment and refreshment facilities
- Give-aways
- Unique Prizes
- Plasma screens with promotional DVD's
- Colour, motion and bold graphics
- The latest technology for visual imagery
- Welcoming and smiling promotional staff
- 'At Event' offers and promotions

6-2 STAND PROMOTION

Private Meeting Area

With the pre-scheduled face-to-face meetings that can now take place on your Hosted Networking Stand; we advise you to enhance your package and incorporate a private meeting area in your stand design that can be used for the pre-scheduled meetings and any other face-to-face meetings you have organised by informal networking.

Extra Seating

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design. Remember comfortable lounge seating can be very appealing to exhausted Routes delegates visiting your stand whether informally or formally.

Coffee and Dessert

Specialty coffee/cold drinks and desserts are especially popular with delegates at World Routes and we would encourage you to offer this sort of hospitality to entice delegates to your stand as well as offering this service to delegates who are formally visiting you during the event. Please see Section 4-2 for details on stand catering/hospitality.

6-3 THE VISIT ME GUIDE

All delegates will be given a 'Visit Me' Guide at the event. This guide will highlight all the activities, promotions taking place on your stand. Your activities, promotions may include give-aways, a unique prize, refreshments, entertainment, games, seating and any other incentives that you choose to offer. We will contact you very soon with more detailed information on how you can promote your stand pre, during and post event.

In the meantime please contact Tom Atkinson, thomas.atkinson@routesonline.com or +44 161 234 2773 for more information about how we can help you promote your stand this year.

6-4 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcome and inviting experience. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend at no extra cost and are not included in your exhibitor places.

Also offering live entertainment on your stand attracts attention. Please ensure you contact Tom Atkinson, thomas.atkinson@routesonline.com or +44 161 234 2773 should you wish to do this, so that such activity can be promoted appropriately via the 'Visit Me' communication channels and also that it meets the event regulations.

***Due to the meetings and briefings taking place at World Routes there are sound volume and timing restrictions in the venue, please refer to Section 1-5.**

6-5 ROUTES DIRECTORY

The World Routes Delegate Directory is **THE** official day-to-day guide for the World Route Development Forum. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year.

This makes The World Routes Delegate Directory an extremely popular publication with all exhibitors, as it is an opportunity to advertise your stand location, company, and region thereby drawing key delegate traffic to your stand.

The publishers of this year's Delegate Directory and Routes News are Aviation Media. Please contact Rebecca Randall on +44 208 831 7513 or rebecca.randall@routes-news.com

6-6 EXHIBITOR PROFILE

Hosted Networking Stands are entitled to a logo and '200 word' profile in the Routes Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an **EPS**

and JPEG format and your 200 word profile to Tom: thomas.atkinson@routesonline.com by 1st September 2014.

It is important that you update your Route Exchange profile and connect with all other airports and airlines who are attending World Routes. Please visit www.routesonline.com and join the route development industry online.

6-7 PROMOTIONAL & SPONSORSHIP OPPORTUNITIES

To advertise and add stories to the official publications at World Routes, please contact: natasha.peck@routesonline.com

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Kirsty Studholme: Kirsty.studholme@routesonline.com

7.

ORDER FORMS

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

FORM NO.	DETAILS	VENDOR	EXHIBITOR TYPE	DEADLINE	SENT
1	Exhibitor Appointed Contractor Install/Dismantle	Routes	All	01/08/14	<input type="checkbox"/>
2	Freight, Lifting and Storage Order Form	CEVA	All	05/09/14	<input type="checkbox"/>
3	Plant and Flower Order Form	Organized Events	All	18/08/14	<input type="checkbox"/>
4	Internet Order Form	McCormick Place	All	03/09/14	<input type="checkbox"/>
5	Exhibitor Catering Order Form	Savor	All	15/09/14	<input type="checkbox"/>
6	External Food Approval Form	Savor	All	18/08/14	<input type="checkbox"/>
7	Freeman Discount Price Deadline	Freeman	All	27/08/14	<input type="checkbox"/>



To: McCormick Place Registered Contractors

Re: Exhibitor Rights do not apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows "Full Time Exhibitor Personnel" to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of "Right of Entry" agreement. It is the contractor's responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website: www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mccormickplace.com	312-791-6551
Alichia Johnson	ajohnson@mccormickplace.com	312-791-7186



McCORMICK PLACE®
C H I C A G O
An  Managed Facility

EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program, and to register, visit the Exhibitor section of the McCormick Place website:
www.mccormickplace.com.

Please call **312-791-7299**, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

Your call will be promptly returned between the hours of
7:00 a.m.—6:30 p.m.

EXHIBITOR APPOINTED CONTRACTOR NOTICE

If your company plans to use a contractor other than an official contractor, please complete this form and return it to the address below by 1ST August, 2014. Failure to do so will result in the inability of the contractor to serve your exhibit. In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation valid in the State of Illinois. The certificate must name UBM LLC, World Routes 2014, McCormick Place, and Freeman Decorating Services as additionally insured.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

Company 1

Exhibiting Company _____ Stand Number _____

Exhibitor Contact _____ Job Title _____

Telephone _____ Email Address _____

Authorized Signature _____ Date _____

Company 2

Exhibiting Company _____ Stand Number _____

Exhibitor Contact _____ Job Title _____

Telephone _____ Email Address _____

Authorized Signature _____ Date _____

Company 3

Exhibiting Company _____ Stand Number _____

Exhibitor Contact _____ Job Title _____

Telephone _____ Email Address _____

Authorized Signature _____ Date _____

Type of Work to be Performed _____

Submit this form by 1st August 2014 to Erika Ferrigno at erika.ferrigno@ubm.com.

**THIS FORM SHOULD BE RETURNED ALONG WITH ANY STAND PLANS BY
1ST AUGUST 2014**



ABRAXYSGLOE
"SUPPORTING ORGANISERS WORLD"



AIISPACE ONLY EXHIBITORS MUST COMPLETE THIS FORM

THIS FORM DOES **NOT** NEED TO BE COMPLETED BY SHELL SCHEME EXHIBITORS

Contact Name:	Stand Number:
Company (as on contract):	
Email Address:	Phone Number:

Signed: Date:...../...../.....

Details of Construction:
Responsible Person
Stand Details & Locations
Access
Erection & Timetable
Stability
Lifting
Scaffolding
COSHH
Environment
Services
Safety Features
Exhibits



Guidelines: DO NOT PHOTOCOPY THIS FORM

Details of Construction:	
Responsible Person	The employee who will be responsible for the construction and breakdown of your stand.
Stand Details & Locations	The loadings, dimensions, location, unusual stand features.
Access	Details of the entry point into the halls and the route to the final position
Erection & Timetable	The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections etc.
Stability	Method of ensuring adequate support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.
Lifting	Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate of Competence; check machines inspection certificate or maintenance record.
Scaffolding	Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out
COSHH	Any proposed use of hazardous and toxic substances must be advised to the organiser and venue. Outline the protection provided for employees and workers on adjacent stands.
Environment	Consider any abnormal noise that may be present, or work which may create dust or fumes. What ventilation and other control measures will be provided?
Services	Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site.
Safety Features	Identify the safety equipment and precautions that you will be providing on-site, including protective measures that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment.
Exhibits	Provide the organiser with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered on to your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?



Routes World Forum

20 – 23 September 2014
Chicago

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





All pre-alerts should be sent to:

Contact: Martyn White
E mail: martyn.white@cevalogistics.com
Telephone: +44 (0) 1322 312058
Fax: +44 (0) 1322 312057

Airfreight

All consignments should be sent freight prepaid , MAWB only, to Chicago (ORD) International Airport and consigned to:

Consignee:

C-AIR International Inc
of Exhibitor)
World Routes 2014
McCormick Place Convention Center
2301 South Lake Shore Drive
Chicago, IL 60616

Notify:

TWI Import Services (Name
c/o C-AIR International
Import Department
181 South Franklin Avenue
Valley Stream, NY 11585
Tel: 702/691 9000 Fax: 516 394 0476

All Air waybills should be e-mailed as soon as they are available, together with a copy of the commercial invoice, onsite contact name / telephone number and the required delivery date to the stand. If you know the goods will be returning after the show please indicate this on the commercial invoice. **Shipments must not be sent DDU or DDP, but pre-paid up to arrival at this airport only.**

All documents MUST be attached to the MAWB and pre-alerts MUST be received 3 days prior to arrival.

Seafreight

All Bills of Lading should be sent freight prepaid to Chicago (CHI) Port and consigned to:

Consignee:

TWI Import Services
c/o C-AIR International Inc
181 South Franklin Avenue
Valley Stream, NY 11585
Tel: 702 691 9000
Fax: 516 394 0476

Notify:

C-AIR International Inc
For: TWI Import Services (Name of Exhibitor)
World Routes 2014
McCormick Place Convention Centre
2301 South Lake Shore Drive
Chicago, IL 60616

All Bills of Lading should be e-mailed as soon as they are available, together with a copy of the commercial invoice, onsite contact name / telephone number and the required delivery date to the stand. If you know the goods will be returning after the show please indicate this on the commercial invoice. **Shipments must not be sent DDU or DDP, but pre-paid up to arrival at this port only.**

Documentation

The required documents must be forwarded by courier to reach us, not later than 7 days prior to the arrival of shipment. All ATA Carnet must have original signature. Please attach original documentation to the OBL / MAWB.

- Airfreight 1 original & 3 copies of Invoice / Packing List or ATA Carnet
- Seafreight 2 original & 2 copies of Bill of Lading or 1 original & 3 copies of Invoice / Packing List or ATA Carnet

Mandatory documents must be received seven (7) days prior to the vessel's departure. Importer Security Filing (ISF) requires ten (10) elements to be submitted 72 hours prior to tendering to carrier. DO NOT tender shipments to the carrier without prior approval from CEVA Showfreight. You will receive an ISF transaction number.



Temporary Import

This covers all items that will be exported after exhibition, we can accept goods under ATA Carnet or commercial invoice. Commercial invoice items must be covered by a Temporary Import Bond. Items imported under this method cannot be disposed of ie. sold, donated or destroyed without prior permission of US customs. A realistic CIF value in USD must be shown on invoices. US Customs are thorough in their examination. We strongly recommend that at the time of preparing documentation you ensure that the invoice / packing list ties up with the contents of your packed cases.

Permanent Import

This will apply to all items that will remain in Chicago whether consumed, destroyed, given away or donated, display material, stand fitting material, posters etc. There is no customs exception for exhibitions and all goods in this category will be imported duty and taxes paid, which will be debited to you. A realistic CIF value in USD must be shown on invoices.

Shipping deadlines

Airfreight at Chicago Airport (ORD)	05 September 2014
Seafreight LCL at Chicago (CHI) Port	22 August 2014
Seafreight FCL at Chicago (CHI) Port	29 August 2014

Surcharges will apply after these deadlines.

Courier Shipments

We discourage the use of Courier Services for the despatch of your material to the exhibition. Should you decide to use a courier service for your shipment, please ensure that the shipment is sent 'DDP' ensuring that all US customs formalities are dealt with by your chosen courier and the charges are billed back through your courier account. Shipments should be consigned directly to your stand at the venue address. Drayage charges will apply to courier shipment as per our tariff. CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

Road Freight Deliveries

Deliveries direct to the Exhibition Venue for unloading should be addressed as follows:

Exhibitor's Name / Hall / Stand Number
c/o CEVA Showfreight
WORLD ROUTE DEVELOPMENT FORUM 2014
McCormick Place Convention Centre
2301 South Lake Shore Drive, Chicago, IL 60616

Deliveries should arrive at the venue on the day that they are required on the stand. Deliveries will be unloaded direct to the stand unless specifically instructed otherwise. Deliveries arriving prior to tenancy for Routes will be turned away.

Marks & Packing

Stand materials, literature and giveaways require filing of consumption entries with taxes & duties being payable. These items MUST be packed separately, on separate commercial invoices, and sent under separate Airway bills from samples (not for sale) which may be entered as temporary imports. Failure to separate items, along with not providing separate invoices and airway bills will cause delays which may result in not attending the show and additional expenses for your shipment. All cases, crates and cartons MUST be clearly marked on two (2) sides as shown below. Palletised or containerised cargo should be individually labelled with these same marks. Shipping labels should appear as follows:

WORLD ROUTE DEVELOPMENT FORUM 2014
McCormick Place Convention Centre
2301 South Lake Shore Drive, Chicago, IL 60616
For:.....(name of exhibitor)
Package No:.....of.....
Gross Weight:.....kgs



Lacey Act – Wood Products

The Lacey Act bans commerce in illegally sourced plants and their products, including timber, wood and paper products. The Lacey Act is enforced by US Customs and APHIS (Department of Agriculture Inspection Services). It is your responsibility to check that the materials and products you are sending conform to the Lacey Act. Violation can result in forfeiture of goods and extreme financial penalties.

Wooden Packaging Materials without acceptable certificates or markings will be destroyed or rejected for compulsory re-export without entry into the United States of America.

Should you require clarification of these restrictions please contact us directly.

Fumigation Requirements

With effect from 01 January 2006, fumigation must be arranged in the country of origin prior to shipment to the USA for all wooden packaging material (WPM). This includes wooden block cases and crates, wooden pallets, wooden frames wooden drums and chocks etc.

To ensure the WPM is properly treated either by heat treatment (HT) or Methyl Bromide (MB), the following information MUST be marked or stamped on the outside packing – for example:

1. IPPC Logo
2. ISO Country Code (XX)
3. Unique number assigned to the company by the national plant protection organization (000)
4. Fumigation method either HT or MB (YY)



Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP
Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L

Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

Transit Insurance can be provided upon request, please contact the CEVA employee noted as contact on this document for a competitive quotation.



Tariff

Customs

Temporary Import Customs Clearance	£195.00 per entry / consignment
Permanent / Consumption Customs Clearance	£160.00 per entry / consignment
ATA Carnet Entry	£150.00 per consignment
Temporary Import Bond Fee	2% of CIF value (minimum charge £65.00 min)
Consumption Entry Bond Fee	1% of shipment value (Min £50.00-Max £1750.00)
Customs Examination	£60.00 per consignment
Additional Tariff Headings per Entry – 3 Included	£8.00 per heading
Government Agency Approval – FCC/FDA/USDA/DOT/TSCA	£50.00 per Agency
ISF Filing Service – includes 3 free lines	£70.00 per Entry
ISF Filing Service – additional lines	£5.00 per Line
Duty / VAT	At cost plus 15% disbursement fee

Airfreight

From free arrival Chicago (ORD) International Airport to delivery at advanced warehouse or show site dock. Excludes Airline handling, transfer docs, airport storage and drayage.

Price per kg	£0.70 per kg (min 300kg)
US Fuel Surcharge – currently 32%	At Cost
Waiting time	At Cost
Airline Handling	£0.30 per kg (min 300 kg)
Airport Warehouse Handling	£0.30 per kg (min 300 kg)
Field Transfer Fee	£0.30 per kg (min 300 kgs)
Airline Arrival Fees and/or Airline Storage Fees	At cost plus 15% disbursement fee

Ocean Freight

From arrival Chicago (CHI) Port to delivery at advanced warehouse or show site dock. Excludes port handling, transfer docs, consolidator charges and drayage

LCL Freight	Minimum £230.00
1 – 500 kgs	£0.76 per kg W/M
501 – 1000 kgs	£0.66 per kg W/M
1001 - 3500 kgs	£0.62 per kg W/M
FCL 20ft	£60.00 per 1000kg or cbm (min 22cbm)
FCL 40ft	£60.00 per 1000kg or cbm (min 44cbm)
US Fuel Surcharge – currently 32%	At Cost
Waiting Time	At Cost
Port Pass & Chassis Fee - 40ft	£295.00 – per container
Port Pass & Chassis Fee – 20 ft	£210.00 – per container
Co-ordinating Steamship Line Deliveries	£180.00 – per container
Terminal handling LCL/FCL	At cost plus 10% disbursement fee
Container Prepull/Demurrage/Quay Rent	At cost plus 15% disbursement fee

Material Handling

Advanced Warehouse Handling (Drayage)	£85.50 per 45 kgs (min 90 kg)
Unloading / reloading / delivery to / from stand	£76.00 per 45 kgs (min 90 kg)
Labour to assist (unskilled)	£60.00 per man hour (minimum 2 hours)
Collection / storage / redelivery of empties / full goods	£35.00 per cubic metre (minimum 3 cbm)
Courier Shipments / receiving and onward delivery to stand	Charged as per Tariff

Export Customs

Cancellation of Temporary Import Bond	£125.00 per consignment
ATA Carnet Sign Out	£150.00 per consignment
Re-export customs clearance	£175.00 per consignment
Export Customs Examination	£75.00 per consignment
Ocean Bill of Lading Fee	£125.00 per consignment
Airway Bill Fee	£75.00 per consignment

Agency & Intervention fee / Communication costs £130.00 per consignment (All orders)

Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1600 on weekdays, or on weekends.
All bookings received after 05 September 2014 will incur a 25% surcharge

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For Airfreight purposes 167 kgs is equal to 1 cubic metre.
Tariff is based on a currency conversion as of 1/1/14 of £1 = \$1.57

MAKING BUSINESS FLOW



CEVA Showfreight

TERMS AND CONDITIONS

1. **DEFINITIONS:**

In these Terms and Conditions:

 - "Company" means CEVA Logistics Limited trading as CEVA Showfreight.
 - "Consignment" means the goods whether in bulk or in one or more packages accepted by the Company or transportation from one address to another address.
 - "Customer" means the party requesting the Company to provide the Services.
 - "Conditions" means these standard terms and conditions.
 - "Contract" means this contract for the provision of the Services.
 - "Exhibition" means an exhibition or other event in respect of which Services are to be provided.
 - "Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.
 - "Services" means the services to be provided to the Customer by the Company.
 - "Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.
 2. **BASIS OF THE CONTRACT**
 - 2.1 The parties contract for the provision of the Services only under these Conditions
 - 2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer
 - 2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services
 - 2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing
 - 2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any
 3. **PROVISION OF THE SERVICES**
 - 3.1 The Company may operate at its absolute discretion as freight forwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract
 - 3.2 The Company shall only be deemed to operate as the principal contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party
 4. **THE COMPANY ACTING AS AGENT FOR THE CUSTOMER**

Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:-

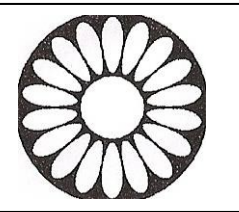
 - 4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects
 - 4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Customer
 5. **CUSTOMER'S WARRANTIES**

The Customer warrants and represents that:

 - 5.1 It is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf
 - 5.2 It is providing in the Specification that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:-
 - 5.2.1 It shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly
 - 5.2.2 The facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification
 - 5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:-
 - 5.3.1 The Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored and comply with all statutory or other regulations for carriage by road, air or sea and for mechanical handling and sorting as maybe in force from time to time
 - 5.3.2 It shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods
 - 5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination
 - 5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person
 - 5.6 The Company is not responsible for the packaging of any consignment but if in any individual case the company agrees to provide suitable packaging this will be provided at the cost of the Customer
 - 5.7 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts
 - 5.8 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods whether or not the Consignment is declared as such
 - 5.9 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained
 - 5.10 It is the Customer's responsibility to provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or Agents. Notwithstanding the foregoing, the Company may at the Customer's request provide plant power or labour at an additional cost.
 - 5.11 The customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and in accordance with all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements
 - 5.12 It is the responsibility of the Customer to ensure the company are given full details of any items that may be subject to export licence at the time of booking. The Customer must supply supporting documents and/or licences prior to movement of the freight.
 6. **INSPECTION OF CONSIGNMENT BY THE COMPANY**
 - 6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray
 - 6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement
 7. **PRICE AND PAYMENT**
 - 7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise on immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set off. Import duties (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.
 - 7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:
 - 7.2.1 suspend the provision of any further Services to the Customer
 - 7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full
 - 7.3 In the event that the Company is delayed at any premises at which it is to provide any of the Services in excess of 3 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay
 - 7.4 The Company's charges are calculated in pounds sterling. Accordingly, services invoiced in a foreign currency at the client's request are based on exchange rates in force at the time of invoice and are liable to surcharge in the event of fluctuation
 - 7.5 The Customer is responsible for the payment of all duties and taxes payable in respect of the Consignment or any part thereof and accordingly shall indemnify and keep indemnified the Company from and against any claims in respect of the same, including in respect of any fines or interest payable
 8. **LIMITATION OF LIABILITY**
 - 8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever
 - 8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion
 - 8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control:
 - 8.3.1 any act of God including adverse weather conditions
 - 8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war
 - 8.3.3 any act of terrorism
 - 8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority
 - 8.3.5 any seizure under legal process
 - 8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either
 - 8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods
 - 8.3.8 the inadequate or improper packing of the whole or part of the Consignment
 - 8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer
 - 8.4 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk.
 - 8.5 The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance
 - 8.7 The Customer shall be responsible at all times for the security of the Consignment including at an Exhibition. Accordingly, the Company shall have no responsibility or liability for any Consignments left unattended at an Exhibition.
 9. **MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER**
 - 9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:
 - (i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable
 - (ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of goods by Road (CMR) as amended 1956
 - (iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively
 - (iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980Where none of the above Conventions apply compulsorily to the Services by the company such services shall be performed subject to British International Freight Association (BIFA) Standard Trading Conditions 2004
10. **COMPANY ACTING AS A BOOKING AGENT OF THE CUSTOMER**
 - 10.1 If the Company as agent of the Customer makes any bookings for courier services, the Company shall have no liability in respect of the same and the Customer acknowledges that its sole recourse is to the courier company concerned
11. **UNDELIVERED OR UNCLAIMED GOODS**
 - 11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected
 - 11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unencumbered title to the purchaser
 - 11.3 The Company shall be entitled to deduct from the proceeds of sale:
 - 11.3.1 any outstanding costs incurred by the Company in providing the Services
 - 11.3.2 any interest accrued on the outstanding costs of Services
 - 11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)
 - 11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods
 - 11.3.5 VAT, where applicable
 - 11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale
12. **GENERAL**
 - 12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion
 - 12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof
 - 12.3 Any notice to be given under this Contract shall be given in writing and sent by first class pre-paid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting
 - 12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time
 - 12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive Jurisdiction of the English Courts

MAKING BUSINESS FLOW





F L O R I S T

ORGANIZED EVENTS

PLANT & FLORAL

340 Pine Ridge Road

Chattanooga, TN 37405

Phone 423-756-9835

Fax 423-756-4743

Email organizedevents@comcast.net

organizedeventsfloral.com



DESCRIPTION FOR RENTAL	COST EACH	QUANTITY	TOTAL COST
Table Top Green Plant	25.00		
2-3 Foot Green Plant	40. 00		
4 Foot Green Plant	50. 00		
5 Foot Green Plant	60.00		
6 Foot Green Plant	70.00		
7-8 Foot Green Plant	80.00		
Over 8' Green Plant = \$15 per foot			
Mums: Wh __ Yel __ Lav __ Bnz __	30.00		
Azaleas: Wh __ Red __ Pink __	35.00		
Bromeliads	35.00		
Fern - Large	35.00		
Ivy	32.00		
Bubble Bowl (bus.card, candy etc.)	25.00		
Cut Flower Arrangements(Small) (Shape _____ Color _____)	55.00		
Cut Flower Arrangements (Medium) (Shape _____ Color _____)	65.00		
Cut Flower Arrangements (Large) (Shape _____ Color _____)	75.00 +		
CONTAINER COLOR (BLACK OR WHITE).....			
SUBTOTAL.....			
DELIVERY, MAINTENANCE AND REMOVAL CHARGE 5% OF TOTAL			
TOTAL			<input type="text"/>

IF ORDER IS NOT MAILED 30 DAYS PRIOR TO SHOW, PLEASE FAX ORDER.

BLACK OR WHITE CONTAINER INCLUDED IN THE PRICE.

OUR DESIGNERS WILL BE GLAD TO MAKE SUGGESTIONS FOR YOUR EXHIBIT AT NO EXTRA CHARGE.

SPECIAL REQUESTS FOR PLANTS AND FLOWERS ARE NO PROBLEM WITH ADVANCE NOTICE.

Company _____ Booth # _____

Address _____

City _____ State _____ Zip _____ - _____

Phone (____) _____ Fax (____) _____ e-mail _____

Check MC Visa AMEX (circle one) Card _____ - _____ - _____ Exp. Date ____/____/____

Print Name on Card _____ Security Code(visa, mc, 3#s AX 4 #) _____

RETURN COPY WITH PAYMENT TO ORGANIZED EVENTS



McCORMICK PLACE[®]
C H I C A G O



TECHNOLOGY SERVICES

World Routes 2014

Deadline Date:

SEPTEMBER 3, 2014

Please note:

Complimentary Wi-Fi is no longer available on the exhibit floors.

Please see page 4 for details.

Please contact us if you need assistance.

**(312) 791-6113 (Call Center) (312) 791-
6159 (Fax)**

technology@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At www.mccormickplace.com

\$\$ SAVING TIPS \$\$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours	& DT Only After Eight Hours	
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

ST- Straight Time / OT- Overtime / DT- Double Time

- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.

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PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICE

We also offer a full menu of Wired and Wireless Internet to meet a wide range of needs and budgets. All services include 24 hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise and not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased. Includes one (1) complimentary VIP Wireless Service.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps			Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com.
VIP Wireless Service	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz. For users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. Provides access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	

CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor or in space used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F, and in 1 Hotspot area per exhibit hall (A-F), the location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
 - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
 - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
 - Any approved access points must be capable of manual power output and channel selection adjustments.
 - The exhibitor must configure the approved access point to the requirements specified by the facility.
 - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
 - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
 - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - 1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - 2) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - B. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
 - C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - D. Customer agrees not to use the Authority's services to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchantability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

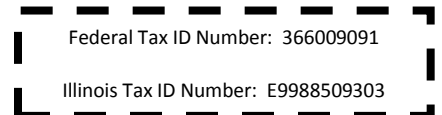
LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:
"MCCORMICK PLACE / SMG"**

1. Online: www.mccormickplace.com
2. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616
3. Fax: (312) 791-6159
You may fax your complete order information. The Technology Services department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 937524601 • Attn: SMG McCormick Place Depository
All wire transfers should include the following information:
 - Your company name • The event/show name • Your booth/space number



ORDER AND PAYMENT SUMMARY FORM

COMPANY NAME:	BOOTH #:	SQ. FT.:
ADDRESS:	PHONE #:	
CITY: STATE:	ZIP:	FAX #:
TODAY'S DATE:		
ON-SITE CONTACT NAME:	CELL #:	
EMAIL ADDRESS:	SUBMITTED BY:	

EVENT NAME:	World Routes 2014
EVENT CODE:	25813
DEADLINE DATE:	SEPTEMBER 3, 2014
EVENT DATES:	September 20-23, 2014

DATE RECEIVED: <i>FOR OFFICE USE ONLY</i>	
ORDER #:	
CUST #:	CK AMT \$:
BATCH #:	CK#:

**WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
 REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.**

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ WIRE TRANSFER CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

Telephone	\$
Cable TV	\$
Internet	\$
*Tel/Internet tax	\$
GRAND TOTAL	\$

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
 Order and Full Payment Must Be Received By Deadline Date
 for Advance Rate

Labor Not Included

FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:

WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.

Signature:

Please contact us if you need assistance:
 (312) 791-6113 (Call Center) (312) 791-6159 (Fax)
 technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line At:
 www.mccormickplace.com

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: World Routes 2014	EVENT DATES: September 20-23, 2014
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404	1.54 mbps Service		\$3,510.00	\$4,390.00	
3405	3.0 mbps Service		\$5,700.00	\$7,125.00	
3406	6.0 mbps Service		\$8,700.00	\$10,875.00	

Dedicated Services Greater than 6.0 Mbps
Please call us at (312) 791-6113

3354	Additional TCP/IP Address		\$125.00	\$160.00	
3358	Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.		\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367	Firewall Rental – We offer Cisco Pix [®] firewalls. Includes basic programming.		\$625.00	\$780.00	

WIRELESS INTERNET SERVICES

3410	VIP Wireless Service - Contact us for multi-user pricing.		\$300.00	\$375.00	
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SUB-TOTAL

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. * One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

**LABOR RATES ARE EFFECTIVE:
June 1, 2014 – May 31, 2015**

Straight Time	\$88.00
Overtime	\$129.00
Double Time	\$171.00

TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **SEPTEMBER 3, 2014** to receive the Advanced Rate.

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: World Routes 2014	EVENT DATES: September 20-23, 2014
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY SEPTEMBER 3, 2014.

1. Have you ordered Internet Services? Yes

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? (must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)

3. Is your access point capable of manual power output and channel selection adjustments? Yes No

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel: _____

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: _____

Printed Name: _____

Date: _____

Please contact us for assistance.
 (312) 791-6113 (Call Center)
 (312) 791-6159 (Fax)
technology@mccormickplace.com (E-Mail)
 Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	World Routes 2014	EVENT DATES:	September 20-23, 2014
COMPANY NAME:	BOOTH #:	DATE:	
PHONE #:	EMAIL ADDRESS:		

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
				SUB-TOTAL	

Do you want your telephone number published in the Event Directory? Yes No

If yes, please print how your company's name should appear : _____

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$32.00	\$47.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
				SUB-TOTAL	

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

- Unlimited Free Toll-free calls
- Unlimited Local (Chicago Metro Area) Calls
- Up to 100 minutes of Domestic Long Distance calls at no charge.

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **SEPTEMBER 3, 2014** to receive the Advanced
Rate.

We will continue to charge for all international calls



COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

EVENT NAME: <u>World Routes 2014</u>	EVENT DATES: <u>September 20-23, 2014</u>
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING : <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
THE LINE BELOW IS FOR INTERNAL USE	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'S :

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

Fanning out network (Internet/fiber/etc.) drops inside booth

Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$88.00	Overtime Hours Code 3940 @ \$129.00	Double time Hours Code 3950 @ \$171.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____

Date: _____

Technology Services Routing Instructions

Original: Keep in show site folder

Copy: fax copy to the telephone equipment room.

Total Amount \$

Please call us if you would like assistance completing this form (312) 791-6113.

FLOOR PLAN TEMPLATE

Event Name: <u>World Routes 2014</u>	Event Dates: <u>September 20-23, 2014</u>
Deadline Date: <u>SEPTEMBER 3, 2014</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

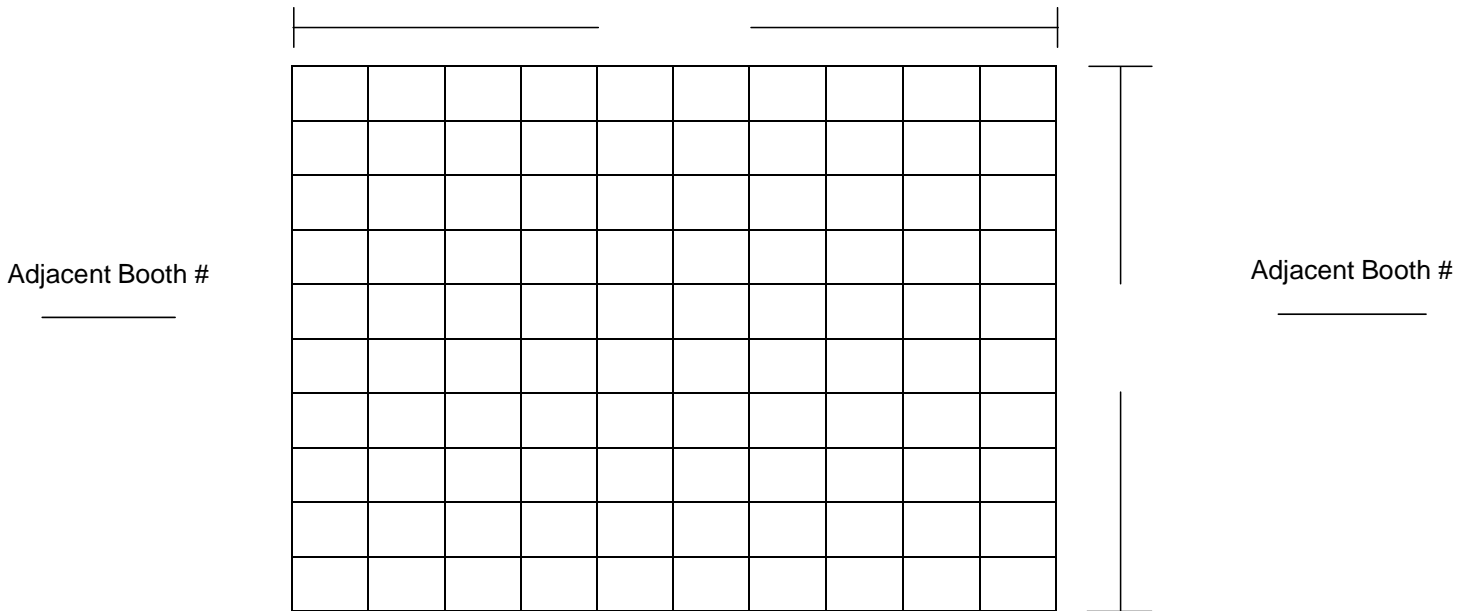
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

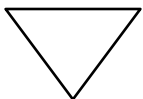
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

Please contact us if you need assistance.

(312) 791-6113 (Call Center) (312) 791-
6159 (Fax)

technology@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At www.mccormickplace.com

SAVOR...

WELCOME TO SAVOR...
at McCormick Place

EXHIBITOR MENU
“Show Floor”

Please submit all orders by:

Catering Representative:

ENJOY AND SAVOR...Chicago!



Menu and pricing are specific to exhibit floor catering.
Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

SAVOR...Chicago is the exclusive food and beverage provider for McCormick Place Convention Center. Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

Pricing - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

Contracts - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum and specific function sheets constitute the entire agreement between the client and SAVOR. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

Cancellations - in the event of Cancellation, a deposit will be fully refunded only if made 21 days prior to the event. Cancellations made less than 21 days (under \$2,000.00) or 30 days (\$2,000.00 and over) prior to the event are subject to 25% retention of the deposit as a cancellation fee. Please note, for specialty menus or items, a longer window of cancellation may be necessary, this is determined on an event by event basis and client is responsible for all charges associated with the items if we have already received the product or are unable to cancel the order.

Payment/Deposit - An initial deposit in the amount noted on the Catering Contract is payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the guarantee, is payable 30 days prior to the event. Payment can be made in cash or certified check. A 2.5% fee will be added to all credit card payments over \$1,000.00. A major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the show/function.

- **Exhibit Floor Catering is a drop off service only and is not responsible for trash removal.**
- **Orders are served on disposableware. China service is available for an additional cost.**
- **Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). On site POP UP orders have a 2 hour delivery window.**
- **SAVOR...Chicago is NOT responsible for supplying tables on the show floor for catering services and/or bar set-up. The client needs to provide a table whether it is existing counter space in their booth or rented from the show decorator. For electric needs contact your show decorator as well.**
- **Staffing and upgrades are available. Consult your catering team for details.**

BREAKFAST

Increases and/or new orders made within 3 business days of the Event will be subject to a 20% additional fee based on the menu price (F&B). All selections are served with disposable plates, service items and condiments.

Minimum order of \$50.00 food and beverage is required for all booth deliveries



Breakfast Burrito

Scrambled Eggs, Chorizo Sausage, Peppers, Spinach and Jack Cheese

\$84.00 for 12

Bacon, Egg and Cheese Biscuit

Bakery Fresh Biscuit with Scrambled Eggs, Cheese and Bacon

\$84.00 for 12

Croissant Sandwich

Freshly Scrambled Eggs, Country Ham and Cheddar Cheese

\$84.00 for 12

English Muffin Sandwich

Freshly Scrambled Eggs with Cheddar Cheese and your choice of Sausage, Bacon or Ham

\$84.00 for 12 of one kind

Breakfast Wrap

Whole Wheat Tortilla filled with Freshly Scrambled Eggs, Spinach, Broccoli, Green Onion and Jack Cheese

\$84.00 for 12

Seasonal Fruit Parfait

Fresh Seasonal Fruit layered with Granola and Low-Fat Yogurt

\$72.00 for 12

Breakfast Quesadillas

Freshly Scrambled Eggs, Grilled Vegetables, Chihuahua Cheese and Salsa Fresca

\$64.00 for 12



Menu and pricing are specific to exhibit floor catering.

Services are drop off only. Staffing and upgrades are available. Consult your catering team for details.

MORNING SNACKS

Gluten Free ^{GF} options available

Assorted Sweet Breakfast Breads

\$36.00 per dozen

Croissants

\$42.00 per dozen

Bagels and Cream Cheese

\$36.00 per dozen

Assorted Danish

\$36.00 per dozen



Assorted Donuts

\$30.00 per dozen

Pecan Sticky Rolls

\$40.00 per dozen

Assorted Muffins

\$36.00 per dozen

Assorted Yogurts ^{GF}

\$44.00 per dozen

BEVERAGES

Includes cups, napkins and appropriate condiments

Starbucks Regular, Decaffeinated or Tazo Hot Teas

\$55.00 per gallon – minimum 3 gallons of one kind

Coffee, Decaffeinated Coffee or Hot Tea

\$42.00 per gallon – minimum 3 gallons of one kind

Iced Tea or Lemonade

\$42.00 per gallon – minimum 3 gallons of one kind

Aquafina Bottled Waters (20oz)

\$75.00 per case of 24

Aquafina Bottled Waters (12oz)

\$57.00 per case of 24

Sparkling Bottled Water (11oz)

\$89.25 per case of 24

Pepsi Soft Drinks (12oz)

\$54.00 per case of 24

Assorted Bottled Juice (10oz)

Orange, Apple, Cranberry or Grapefruit

\$67.00 per case of 24



Energy Drink (16oz)

\$76.00 per case of 12

Gatorade (20oz)

\$95.50 per case of 24

Bottled Iced Tea (16oz)

\$91.00 per case of 24

Starbucks Frappuccino (8.5oz)

\$78.00 per case of 12

BEVERAGES OPTIONS

MORNING COFFEE PACKAGE

This package comes with three gallons of regular coffee, two gallons of decaffeinated coffee and one gallon of herbal tea. It is delivered in disposable to-go coffee containers with disposable cups.
\$225.00 per package

WATER COOLER SERVICE STATION

50 Degree Water Cooler
\$100.00/first day \$35.00 each additional day

Hot & Cold Water Cooler
\$125.00/first day \$35.00 each additional day

5 Gallon Water Jug
Includes 100 flat-bottom cold cups
\$35.00 per bottle



Client is responsible for supplying:
110 v / 15 amp circuit of power at the location
Advance order is required—subject to availability

ANYTIME SNACKS

Gluten Free ^{GF} options available

Chocolate Dipped Strawberries

\$38.00 per dozen

Assorted Freshly Baked Cookies

\$28.00 per dozen

Rice Krispy Treats

\$36.00 per dozen

Fudge Brownies

\$36.00 per dozen

Lemon Bars

\$37.50 per dozen

Blondies

\$36.00 per dozen

Assorted Miniature Hershey Chocolates ^{GF}

\$24.00 per dozen

Potato Chips and French Onion Dip

\$21.50 serves 8-10

Premium Mixed Nuts ^{GF}

\$26.00 per pound

Whole Fresh Fruit ^{GF}

\$28.00 per dozen

Pita Chips and Hummus

\$28.00 serves 8-10

Individual Bags of Pretzels

\$40.00 per dozen



Individual Bags of Assorted Chips

\$42.00 per dozen

Assorted Hard Candies ^{GF}

\$15.00 per pound

Quaker Oats Granola Bars

\$19.50 per box of 8

Assorted Energy Bars

\$42.00 per dozen

Honey Roasted Peanuts ^{GF}

\$20.00 per pound

Tortilla Chips and Salsa

\$23.00 serves 8-10

Assorted Biscotti

\$30.50 per dozen

PLATTERS

*The crackers served with the platters are not Gluten Free ^{GF}
Gluten Free ^{GF} options available*

Deluxe Imported and Domestic Cheese Platter ^{GF}

Chef's Selection of Imported and Domestic Cheese garnished with Seasonal Fresh Fruit, Almonds, Dried Apricots, Sliced Sourdough Baguette and Assorted Crackers
Small Platter Serves 12 - \$89.00
Medium Platter Serves 25 - \$175.00
Large Platter Serves 50 - \$350.00



Sliced Seasonal Fruit Platter ^{GF}

A Selection of Seasonal Fresh Fruit and Berries
Small Platter Serves 12 - \$82.00
Medium Platter Serves 25 - \$164.00
Large Platter Serves 50 - \$328.00

Deluxe Crudité's and Dip Platter ^{GF}

Chef's Selection of Seasonal Fresh Vegetables served with White Bean Garlic Dip and Traditional Ranch Dressing
Small Platter Serves 12 - \$70.00
Medium Platter Serves 25 - \$140.00
Large Platter Serves 50 - \$280.00

European Charcuterie Board ^{GF}

Thinly Sliced Cured and Smoked Meats, Imported Cheese, Pate, Cornichons served with Sliced French Baguette
Small Platter Serves 12 - \$95.00
Medium Platter Serves 25 - \$190.00
Large Platter Serves 50 - \$380.00

Smoked Salmon Platter ^{GF}

Hardboiled Eggs, Diced Red Onion, Chopped Tomatoes, Capers, Cream Cheese served with Costini's
Small Platter Serves 12 - \$100.00
Medium Platter Serves 25 - \$200.00
Large Platter Serves 50 - \$400.00

Antipasto Platter ^{GF}

Dry Italian Salami, Provolone Cheese, Roasted Peppers, Marinated Bocconcini, Grilled Eggplant, Mushrooms, Squash, Assorted Olives, Giardiniera, Cherry Peppers and Marinated Artichoke Hearts
Small Platter Serves 12 - \$100.00
Medium Platter Serves 25 - \$200.00
Large Platter Serves 50 - \$400.00

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments

Platters serve approximately 6 people

Chef's Delicatessen Platter

Make-your-own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss and Cheddar Cheeses
Lettuce, Tomato and Fresh Breads
\$100.00 per platter

Sandwich Combo Platter

Option 1: Mesquite Turkey, Roast Beef and Mushroom Sandwich Combination
\$79.00 per platter

Option 2: Ham and Cheese, Chicken Breast and Vegetarian Waldorf
\$79.00 per platter

Tuna Sandwich Platter

Our Special Recipe Tuna Salad, Lettuce, Tomatoes and Red Onion with Salt and Pepper on Brioche Bun
\$79.00 per platter

Mini Wrap Platter

12 sandwiches on platter

Pre-made Mini Deli Wraps with a variety of Turkey, Ham and Roast Beef
\$79.00 per platter


Mesquite Turkey with Smoked Bacon Sandwich Platter

Mesquite Turkey, Smoked Bacon, Sharp Cheddar and Basil Aioli on Whole Wheat Ciabatta
\$79.00 per platter

Ham & Cheese Sandwich Platter

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll
\$79.00 per platter



**Gluten Free  bread also available for all sandwiches.
Must be ordered in advance.**

LUNCH PLATTER CHOICES

All sandwiches served with individual bags of potato chips and appropriate condiments

All salads are served with individual bags of pita chips and appropriate condiments

Platters serve approximately 6 people

Roast Beef Sandwich Platter

Slow Roasted Beef, Crumbled Blue Cheese and Balsamic Onion Jam on a Brioche Bun
\$79.00 per platter

Italian Club Platter

Italian Salami, Capicola, Arugula, Pesto, Provolone, Tomato and Lettuce on Herb Focaccia
\$79.00 per platter

Grilled Chicken Breast Sandwich Platter

Grilled Chicken Breast, Sun Dried Tomato Aioli, Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia
\$79.00 per platter

Balsamic King Mushroom Sandwich Platter

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Peppers and Spinach Spread on Whole Grain Bread
\$79.00 per platter

Greek Vegetable Salad Platter

Mixed Greens, Hummus, Cucumbers, Roasted Peppers, Feta Cheese, Oregano, Red Onion and Greek Dressing served with Pita Bread
\$65.00 per platter

Classic Caesar Salad Platter


Hearts of Romaine, Garlic Croutons and Caesar Dressing, served with Dinner Rolls and Butter
\$60.00 per platter

Optional:

Herb Roasted Chicken Breast add \$24.00 to existing platter price

Garlic Seared Steak add \$30.00 to existing platter price



Gluten Free  bread also available for all sandwiches.
Must be ordered in advance.

HOT STUFF

4 or more boxes will be served unwrapped in a chafing dish
Served in boxes of 6 unless otherwise noted

Fiesta Chicken Quesadillas

Cheese and Fiesta Seasoned Chicken Quesadillas
with Salsa
\$48.00 per box of 6

Famous Vienna Foot Long Hot Dog

All Beef Hot Dog on a Steamed Bun individually
wrapped with appropriate condiments
\$42.00 per box of 6

Famous Kielbasa Sausage

Smoked Kielbasa with Grilled Onions and Peppers
on a Soft Roll individually wrapped with
appropriate condiments
\$39.00 per box of 6



Chicago Deep Dish Style Pizza

Cheese, Sausage, Pepperoni or Vegetable
(12 slices per pizza)
\$50.00 per pizza

SIDE SALAD CHOICES

Gluten Free ^{GF}options available

Salads serve approximately 6 people

Pasta Salad

Sun Dried Tomatoes, Kalamata Olives and Basil
\$23.00 per platter

Red Bliss Potato Salad

Celery, Parsley and Whole Grain Mustard
\$22.50 per platter

Seasonal Fresh Fruit Salad ^{GF}

with Fresh Mint
\$25.50 per platter

Black Bean Salad ^{GF}

Cilantro, Corn, Peppers and Chipotle
\$22.50 per platter

Mixed Greens Salad ^{GF}

Cucumber, Tomatoes and Herb Vinaigrette
\$20.75 per platter

BOXED LUNCH SANDWICH OPTIONS

All sandwiches come with an apple, a bag of chips and a cookie

Gluten Free ^{GF} options available

Maximum of 2 selections per orders of 6 boxed lunches or less

Maximum of 3 selections per order for orders over 6 boxed lunches

Mesquite Turkey with Smoked Bacon Sandwich

Mesquite Turkey, Smoked Bacon, Sharp Cheddar, Basil Aioli, Lettuce and Tomato on Whole Wheat Ciabatta

\$23.00 per box

Ham and Cheese Sandwich

Thinly Sliced Honey Baked Ham, Swiss Cheese, Honey Mustard, Lettuce and Tomato on a Pretzel Roll

\$23.00 per box

Roast Beef Sandwich

Slow Roasted Beef, Crumbled Blue Cheese, Balsamic Onion Jam, Lettuce and Tomato on a Brioche Bun

\$23.00 per box

Italian Club Sandwich

Italian Salami, Capicola, Arugula, Pesto, Provolone Cheese, Tomato and Lettuce on Herb Focaccia

\$23.00 per box

Grilled Chicken Breast Sandwich

Herb Marinated Chicken Breast, Sun Dried Tomato Aioli, Monterey Jack Cheese, Roasted Onions, Lettuce and Tomato on Focaccia

\$23.00 per box

Vegetarian Waldorf Salad Sandwich

Crunchy Waldorf Salad, Tofu, Grapes, Celery Root and Walnuts on Whole Grain Bread

\$23.00 per box

Balsamic King Mushroom Sandwich

Grilled King Mushrooms, Zucchini, Yellow Squash, Carrots, Roasted Red Peppers and Roasted Spinach Spread on Whole Grain Bread

\$23.00 per box

Gluten Free Sandwich ^{GF}

Gluten Free bread is also available for all Sandwiches. Must be ordered in advance.

\$23.00 per box

Low Carb Lettuce Wrap

Low-Fat Turkey, Swiss Cheese, Honey Mustard, Lettuce and Tomato in a Lettuce Wrap

\$23.00 per box



BOXED LUNCH SALAD OPTIONS

All salads come with an apple, a bag of pita chips and a cookie

Gluten Free  options available

Maximum of 2 selections per orders of 6 boxed lunches or less

Maximum of 3 selections per order for orders over 6 boxed lunches

Florentine Chicken and Roasted Shiitake Mushroom Salad

Baby Spinach, Chicken Breast, Roasted Shiitake Mushrooms, Sweet Red Pepper, Monterey Jack Cheese served with Palm Sugar Raspberry Vinaigrette
\$26.00

Greek Chicken Vegetable Salad

Mixed Greens, Grilled Chicken, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese served with Aged Red Wine Vinaigrette
\$26.00

Thai Beef Salad

Thai Spiced Marinated Seared Beef with Thai Basil, Bean Sprouts, Carrot, Cucumbers served with Lemon Grass-Ginger Vinaigrette
\$26.00

Cobb Salad

Herb-Roasted Chicken, Chopped Bacon, Hard Boiled Egg, Tomato and Crumbled Blue Cheese served with Ranch Dressing
\$26.00

Greek Vegetable Salad

Mixed Greens, Hummus, Cucumbers, Tri-Colored Peppers, Feta Cheese, Oregano and Red Onion served with Aged Red Wine Vinaigrette
\$23.00

Caesar Salad

Hearts of Romaine and Garlic Croutons served with Classic Caesar Dressing
\$23.00

Add Chicken additional \$3.00 to existing boxed lunch price

Add Salmon additional \$4.00 to existing boxed lunch price



COLD HORS D'OEUVRES

Gluten Free ^{GF} options available

Assorted Filled Cucumber Cups

Mini Chickpeas and Roasted Peppers with Mint ^{GF}

\$200.00 for 50

Mint Herbed Goat Cheese with Lemon Zest

\$200.00 for 50

Curried Chicken with Currants

\$212.50 for 50

Belgian Endive Spears

Roquefort Cheese and Glazed Walnuts

\$200.00 for 50

Chicken Caesar with Shaved Parmesan

\$212.50 for 50

Grilled Shrimp and Fennel Aioli ^{GF}

\$212.50 for 50

Assorted Open-Faced Tea Sandwiches

Please select one of the following:

Honey Ham, Grainy Mustard and Golden Pineapple

French Brie and Toasted Walnut

Roasted Beef with Stilton and Onion Jam

\$275.00 for 50 of one kind

Crostini's

Please select one of the following:

Roasted Lamb, Goat Cheese and Fig Jam

\$212.50 for 50 of one kind

Smoked Duck Breast and Pistachio

\$225.00 for 50 of one kind

Fresh Mini Asian Spring Rolls

Please select one of the following:

Duck, Papaya and Cress with Plum Sauce

Vegetable Jardinière

\$225.00 for 50

La Quercia Prosciutto

with Seasonal Fruit and Olive Oil

\$212.50 for 50



Smoked Salmon Cornet

with Crème Fraiche and Caviar on a Blini

\$325.00 for 50

Deviled Eggs ^{GF}

with Micro Tarragon

\$200.00 for 50

Petite 6" Fresh Fruit Kabob ^{GF}

Seasonal Melon, Pineapple and Strawberry

\$200.00 for 50

Grilled Shrimp Lollipop ^{GF}

with Baby Lettuce and Mustard Aioli

\$225.00 for 50

Seared Ahi Tuna Canapé

on Seaweed Sheets

\$225.00 for 50

Grilled Basil Scallop and Tomato Confit

served on a Herb Crouton

\$225.00 for 50

Goat Cheese Canapé

Roasted Tomato, Truffle Oil and Micro Greens

\$200.00 for 50

HOT HORS D'OEUVRES

Applewood Smoked Bacon Wrapped Scallop

Citrus Beurre Blanc
\$225.00 for 50

Filled Filo Dough

Chicken, Feta and Green Apple
\$200.00 for 50

Blue Crab Cakes

Spicy Rémoûlade Sauce
\$225.00 for 50

Mini Quiche

Mozzarella, Tomato and Basil
\$187.50 for 50

Fig and Caramelized Puffs

Goat and Cream Cheese in a Puff Pastry
\$200.00 for 50

Pot Sticker

Chinese Vegetarian Dumpling
Rice Wine Vinegar
\$212.50 for 50

Puff Pastry

French Brie and Sun Dried Cranberries
\$200.00 for 50

Artichoke and Parmesan Fritter

Baby Artichoke Hearts in a Parmesan Crust
\$212.50 for 50

Big Fork Sausage Flight

Maple and Brown Sugar
Stone Ground Mustard with Bamboo Picks
\$165.00 for 50

Chicago Mini Hot Dog

served with a Bun and all of the Chicago Condiments
\$250.00 for 50

Crispy Spring Rolls

Vegetarian Spring Rolls with Sweet and Sour Sauce
\$212.50 for 50

Mini Sandwiches

Wisconsin Cheddar Slider on Mini Brioche
\$225.00 for 50
Pulled Pork Slider
Slow Cooked BBQ Pork with Slaw on a Mini Roll
\$225.00 for 50
Italian Beef on a Petite Rustic Roll
with Mild Pepper Giardiniera
\$250.00 for 50

Assorted Kabobs

Chicken Kabob with Garlic, Ginger, Spices and Lime
\$212.50 for 50
Szechwan Beef Kabob with Garlic, Ginger and Teriyaki
\$212.50 for 50
Shrimp and Andouille Sausage Kabob with
Red and Green Peppers
\$212.50 for 50

Hand-Made Quesadilla

Roasted Corn and Zucchini
\$200.00 for 50



BAR

Exhibitors must order a draped table from the convention service General Service Contractor or must supply counter space

Bartenders are required for all bars, kegs or a la carte alcohol orders of \$500.00 or more

Prestige Bar

Ketel One, Tanqueray, Captain Morgan, Cuervo Gold, Chivas Regal, Maker's Mark, Crown Royal, Hennessy Variety of Woodbridge Wines, Domestic & Imported Beer and Pepsi Products
\$25.50 per person / first two hours
\$9.75 each additional hour

Premium Bar

Svedka, Beefeater, Bacardi, Cuervo Gold, Dewars, Jack Daniels, Seagrams 7, Korbel Brandy Variety of Woodbridge Wines, Domestic & Imported Beer and Pepsi Products
\$22.50 per person / first two hours
\$9.00 each additional hour

House Wine

Woodbridge by Robert Mondavi
Chardonnay, Cabernet, Malbec, Sauvignon Blanc, Pinot Grigio and Pinot Noir
\$32.00 per bottle

Sparkling Wine

Korbel Brut Sparkling Wine
\$35.00 per bottle

PLEASE ASK YOUR CATERING MANAGER ABOUT CONSUMPTION BAR PRICING



SPECIALTY BAR PACKAGES

Wrist bands are required for bar packages and will be provided by your sales manager for the amount purchased

Morning Bar Package

Loaded Bloody Mary Bar and Mimosas with Plain and Stuffed Olives, Pickles, Celery, Lemons and Limes
\$8.00 per drink on consumption

Tequila Bar Package

Classic Margarita, Strawberry Margarita and Tequila Sunrise
\$5.00 per person added to above bar per hour
\$8.00 per drink on consumption

Cordial Bar Package

Bailey's, Kahlua, Grand Marnier, Amaretto, Disaronno and Hennessy
\$3.00 per person added to above bar per hour
\$8.00 per drink on consumption

Martini Bar Package

Ketel One, Ketel One Citron, Svedka Raspberry, Tanqueray, Makers Mark and Chambord
\$5.00 per person added to above bar per hour
\$9.00 per drink on consumption

BAR OPTIONS

Exhibitors must order a draped table from the convention service General Service Contractor or must supply counter space

Bartenders are required for all bars, kegs or a la carte alcohol orders of \$500.00 or more

Domestic Beer

Miller Genuine Draft, Miller Lite, Coors Light and O'Doul's (non-alcoholic)
 \$395.00/keg (bartender required) \$120.00/case of 24 bottles

Imported Beer

Heineken, Beck's, Amstel Light, Corona and Clausthaler (non-alcoholic)
 \$485.00/keg (bartender required) \$160.00/case of 24 bottles

Local Craft Beer

Limited Supply Available. Orders should be placed as soon as possible.

Chi-Town



Windy City Wheat



Pier Pale Ale



Lake Shore Lager

Half Acre



Daisy Cutter Pale Ale



Gossamer



Over Ale

Revolution



Anti-Hero



Eugene Porter



Bottom Up Wit

\$525.00/keg (bartender required)

\$180.00/case of 24 bottles

BAGGED ICE

22 lb Cubed

\$18.00 per bag

LABOR

Bar Labor: Bartenders are required for all bars, kegs or a la carte alcohol orders of \$500.00 or more
 \$265.00 per four hour shift - \$75.00 for each additional hour

Booth Labor: Server Booth Attendant is available per your request
 \$265.00 per four hour shift

BOOTH TRAFFIC BUILDERS

*SAVOR... provided specialty services to help promote traffic at your booth
Exhibitors must order a 4 or 6 foot table, electricity and trash service from the conventions
General Service Contractor*

CAPPUCCINO/LATTE SERVICE

The finest quality, fresh roasted espresso for your beverages — a custom blend of Colombian, Costa Rican, Java Robust and Brazilian beans produced by an award-winning roaster.

Convention service for up to 8 hours

One time set-up fee of \$200.00 (not included in price below)

One professionally attired barista

Decorative or non-decorative cappuccino machine

Includes 400 espresso based beverages served in disposable cups
(Additional cups may be purchased when placing initial order)

Espresso based beverages including Americano, Cappuccino,

Latte and Espresso

\$1,650.00 per day

Upgraded Drinks

Vanilla Lattes, Mochas and Hot Chocolate
\$185.00 per day

Additional Items

Cups (order in increments of 100) for \$210.00

On-site cups (order in increments of 100) for \$310.00

Additional hours (beyond first 8 hours) \$150.00 per hour

Machines are subject to availability.

Optional Items

Client may choose a decorated or non-decorated machine

Please specify when ordering



Non-Decorated Machine

Dimensions: 21"l x 18"d x 18"h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up



Decorated Machine

Dimensions: 32"l x 20"d x 45"h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location
Countertop for service, trash removal and clean up

SMOOTHIE SERVICE

We use only 100% all natural fruit in our smoothies. All flavors can be blended independently or combined together to create a custom flavor. This service features a high-volume ice blending machine.

Convention service for 1-4 hours

One time set-up fee \$200.00 (not included in price below)
One professionally attired barista
Service includes 300 smoothies served in clear disposable cups
\$1,185.00 per day

Convention service for 4-8 hours

One time set-up fee \$200.00 (not included in price below)
One professionally attired barista
Service includes 600 smoothies served in clear disposable cups
\$1,885.00 per day

Choose 2 flavors (duration of show dates)

Mango Tropic • Strawberry • Pineapple Paradise

Additional Items

Cups (order in increments of 100) for \$210.00
On-site cups (order in increments of 100) for \$310.00
Additional hours (beyond first 8 hours) \$150.00 per hour
Additional flavor \$150.00



Machine Dimensions:

14" l x 17" d x 30" h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location Countertop for service, trash removal and clean up

FRESH BAKED COOKIE SERVICE

Who can resist the temptation brought on by the aroma of Fresh Oven-Baked Cookies?

Offer your guests a special treat with a choice of the following flavors:

Chocolate Chip • Sugar • White Chocolate Cherry
Oatmeal Raisin • Peanut Butter • White Chocolate Macadamia

Convention service for 1-4 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 4 hours to bake and serve the cookies
Service includes 165 cookies (1 case/1 flavor)
\$635.00 per day

Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Convection Cookie Oven Rental - Cooking time: 18 minutes (1 1/2 dozen cookies)
One attendant for up to 8 hours to bake and serve the cookies
Service includes 330 cookies (2 cases/2 flavors)
\$1,095.00 per day

Additional Items

Additional case of cookies
\$210.00 per case of 165 cookies.
One flavor per case; cases cannot be divided



Machine Dimensions

19.25" l x 20" d x 9.75" h

Client is responsible for supplying:

120 v / 20 amp dedicated circuits of power at the location Countertop for service, trash removal and clean up

Menu and pricing are specific to show floor catering.

Services are drop-off only. Staffing and upgrades are available. Consult your catering team for details.

FRESH POPCORN SERVICE

Convention service for 1-4 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Antique Popcorn Machine Rental
One attendant for up to 4 hours to pop and serve the popcorn
Service includes approximately (100) 4oz bags (1 case)
Each case includes plain, white bags for the popcorn
\$670.00 per day

Convention service for 4-8 hours

One time set-up fee \$50.00 and one time pick up fee of \$50.00
Antique Popcorn Machine Rental
One attendant for up to 8 hours to pop and serve the popcorn
Service includes approximately (200) 4oz bags (2 cases)
Each case includes plain, white bags for the popcorn
\$1,095.00 per day

Additional Items

Case of popcorn with approximately 100 4oz servings
\$225.00
Logo Popcorn Bags: *4 week lead time*
Price based off of artwork

GARRETT'S POPCORN

A Chicago Favorite!
\$525.00 per 100 16oz bags

CHICAGO BREAK Individual

Bags of Chicago Mix Popcorn Includes
attendant for four hours of service
\$600.00 per order of 50 servings

CINEMA BREAK

Freshly Popped Popcorn, Assorted Candies and Fresh Lemonade
Includes attendant for four hours of service
\$500.00 per order of 50 servings

MAKE YOUR OWN TRAIL MIX

House Made Granola, Honey Roasted Peanuts, Banana Chips,
M&M's, Goldfish, Mini Pretzels and Dried Fruit
\$1,000.00 per order of 250 servings



Machine Dimensions:

3' l x 2'd x 6' h

Client is responsible for supplying:
120 v / 12 amp dedicated circuits of
power at the location
Countertop for service, trash removal
and clean up



HOT SOFT PRETZEL SERVICE

Pretzel Warmer Rental Fee \$125.00 per day
One time set-up fee of \$50.00 and one time pick-up fee of \$50.00

Traditional Pretzels
Served with Mustard Packets
\$165.00 per 50 Pretzels

Traditional Pretzels with Cheese Dip
Served with Individual Containers of Nacho Cheese
\$190.00 per 50 Pretzels

Specialty Flavored Pretzels
\$215.00 per 50 Pretzels
Served with Choice of Apple Cinnamon, Pizza, Jalapeno or Cheese



Client is responsible for supplying:
110 v / 15 amp dedicated circuits of power at the location Countertop for service, trash removal and clean up

SUNDAE BAR

Soft Serve Ice Cream or Non-Fat Frozen Yogurt served by a Specialty Service Associate
Flavors; Chocolate or Vanilla in a Classic Cone or Cup
Topping to include Sprinkles, Sliced Strawberries, Oreo Cookie Crumbles,
Chopped Nuts, Whipped Cream, Caramel and Chocolate Sauces

Convention service for up to 8 hours

Package includes approximately 380 4oz servings with napkins and spoons
Soft Serve machine rental
Specialty Service Associate for an 8 hour minimum shift
\$1,730.00

Additional Package

with approximately 380 4oz servings and Toppings
\$550.00



ICE CREAM BAR CART

Ice Cream Cart Rental \$125.00 per day
One time set-up \$50.00 and one time pick-up fee \$50.00

Good Humor Ice Cream Cart
Classic Vanilla • Ice Cream Sandwiches • Strawberry Shortcake
\$175.00 per 50 Bars

Ben & Jerry's Ice Cream Cart
Vanilla • Cherry Garcia® • Half Baked®
\$290.00 per 50 Bars

Dove Ice Cream Bar
Vanilla • Chocolate
\$290.00 per 50 Bars



Client is responsible for supplying:
115 v / 8 amp dedicated circuits of power at the location
(24 hour electric service required)
Countertop for service, trash removal and clean up

ROOT BEER FLOAT BAR

Featuring Goose Island Root Beer with Soft Serve Ice Cream

Convention service for up to 8 hours

Package includes approximately 430 10oz servings with clear cups, straws, napkins and spoons

Soft Serve machine rental

Specialty Service Associate for an 8 hour minimum shift

\$1,630.00

Additional Package

with approximately 430 10oz servings and Toppings

\$530.00



WARM ROASTED NUTS

Featuring your choice of Roasted Peanuts, Almonds or Pistachios

Convention service for up to 8 hours

Package includes approximately 160 2oz servings with paper cones and napkins

Nut Roaster machine rental

Specialty Service Associate for an 8 hour minimum shift

- \$1,310 for Honey Roasted Peanuts
- \$1,480 for Roasted Almonds with Sambal Brown Sugar and EVOO
- \$1,620 for Cinnamon & Chipotle Pistachios

Additional Packages

- \$65.00 for approximately 80 2oz servings of Honey Roasted Peanuts
- \$75.00 for approximately 40 2oz servings of Roasted Almonds with Sambal Brown Sugar and EVOO
- \$110.00 for approximately 40 2oz servings of Cinnamon & Chipotle Pistachios



SPECIALTY SWEETS

Cake Pops, unwrapped

\$33.00 per dozen

Mini Cupcakes, assorted flavors

\$21.00 per dozen

Chocolate Dipped Graham Crackers, Individually bagged

\$36.00 per dozen

Chocolate Dipped Pretzel Rod, Individually bagged

\$21.00 per dozen



PLEASE CONTACT YOUR CATERING SALES MANAGER FOR ADDITIONAL ITEMS AND PERSONALIZATION OPTIONS

SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

SAMPLING AUTHORIZATION REQUEST – NON FOOD SHOWS

Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages not purchased through SAVOR...Chicago, the exclusive food and beverage provider at McCormick Place Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

General Information for Non-Food Industry Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR...Chicago. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact SAVOR...Chicago and we will be happy to help you arrange these catering services.
2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:
 - Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - Food items are limited to “bite size”, not to **exceed 2oz.** portions
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:
 - A charge of \$500.00 per day, per distribution location will be paid to SAVOR...Chicago in full prior to show/event. This fee is non-negotiable and non-refundable
 - Vendors MUST submit proof of having \$1,000,000.00 liability insurance naming SAVOR...Chicago, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - Sample portions must be under the following limits:
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR...Chicago in compliance with Illinois Liquor Laws.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.



SAVOR...Chicago

at McCormick Place

Catering • Concessions • Special Events

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the the following charges may be assessed:

- o \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- o \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- o \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- o \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- o Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR...Chicago unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Name	Booth # and Hall
------	------------------

Contact Information

Name	Telephone	Email address
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Address	City	Zip
---------	------	-----

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

Approved by:

Date:

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless SAVOR...Chicago and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO: CATERING OFFICE - SAVOR...Chicago
SAVOR...Chicago at McCormick Place
2301 South Lake Shore Drive Chicago, IL 60616
Telephone (312) 791-7250 Fax (312) 791-7280



EXHIBITOR APPOINTED CONTRACTOR WRISTBANDS

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS PART 1 FOR ALL SUB CONTRACTORS & ANY EXHIBITOR APPOINTED CONTRACTORS WORKING ON YOUR STAND.

Please return your completed form to Erika Ferrigno, Operations Coordinator at Erika.Ferrigno@ubm.com by 1st August 2014

Part 1–Build Up/Breakdown Passes for Contractors

CONTRACTOR 1

Contractors Company Name.....

Contractors Contact Name.....

Address.....

Country..... Post Code.....

Telephone.....Fax.....

Mobile.....Email.....

CONTRACTOR 2

Contractors Company Name.....

Contractors Contact Name.....

Address.....

Country.....Post Code.....

Telephone.....Fax.....

Mobile.....Email.....

Please provide me with _____ Wristbands for Contractors to allow them access on Build Up And Breakdown Days Only

Please enter the number of passes you require in the box above.

Passes can be collected on site from the Security Desk from 10.00 on Thursday 3rd October 2013. Access to the Halls will not be permitted without a valid pass.

I do not require Contract Wristbands as I will be using the Routes Official Contractor (Freeman)

THIS FORM SHOULD BE RETURNED ALONG WITH ANY STAND PLANS BY 1ST AUGUST 2014



staffing for the meeting and hospitality industry

chicago – atlanta
500 n. dearborn street suite 1028 chicago, illinois 60654
phone: 312-836-0200 fax: 312-836-1851
www.conventionconnection.com

EXHIBITOR STAFFING FORMS

EXHIBITOR NAME & COMPANY:

NUMBER OF STAFF NEEDED:

DATES & HOURS FOR STAFF:

POSITION DESCRIPTION:

*** Please note: Early Order deadline is September 5th**



Exhibiting Company Name:	Booth #
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Flat Panel Displays	QTY.	Early Order	Show Rate	Total
Please call for pricing on LED and LCD Video Wall Options		<i>Please call for pricing!</i>		
24" Flat Screen (16:9, HD) with Dell Sound Bar		\$375.00	\$487.50	
32" Flat Screen (16:9, HD) with Internal Speakers		\$675.00	\$877.50	
42" Flat Screen (16:9, HD) with Internal Speakers		\$795.00	\$1,033.50	
46" Flat Screen (16:9, HD) with Internal Speakers		\$990.00	\$1,287.00	
55" Flat Screen (16:9, HD) with Internal Speakers		\$1,200.00	\$1,560.00	
60" Flat Screen (16:9, HD) with Internal Speakers		\$1,680.00	\$2,184.00	
70" Flat Screen (16:9, HD) with Internal Speakers		\$1,800.00	\$2,340.00	
80" Flat Screen (16:9, HD) with Internal Speakers		\$2,800.00	\$3,640.00	
90" Flat Screen (16:9, HD) with Internal Speakers		\$4,000.00	\$5,200.00	
103" Flat Screen (16:9, HD), no speakers		\$7,600.00	\$9,880.00	
Mounting Bracket for 32-65" - (Labor for mounting not included)		\$150.00	\$195.00	
Single Post Stand - (up to 24" screen, Labor for mounting not included)		\$150.00	\$195.00	
Dual Post Stand - (32"-65" Screen, Labor for mounting not included)		\$225.00	\$292.50	



Popular Audio Visual Packages	QTY.	Early Order	Show Rate	Total
24" Flat Screen with Speakers (16:9, HD) with Single Post Stand		\$525.00	\$682.50	
32" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		\$900.00	\$1,170.00	
42" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		\$1,020.00	\$1,326.00	
46" Flat Screen with Speakers (16:9, HD) with Dual Post Stand		\$1,215.00	\$1,579.50	



Touch Screen and SMART Displays	QTY.	Early Order	Show Rate	Total
32" Touchscreen		\$1,200.00	\$1,560.00	
46" Touchscreen		\$1,950.00	\$2,535.00	
65" Touchscreen		<i>Please call for pricing!</i>		
SMART Monitors		<i>Please call for pricing!</i>		



Computing	QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)		\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)		\$325.00	\$422.50	
All-in-One PC (HP TouchSmart)		\$500.00	\$650.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)		\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)		\$550.00	\$715.00	



Additional Audio Visual Equipment	QTY.	Early Order	Show Rate	Total
Specialty Lighting Options		<i>Please call for pricing!</i>		
DVD player with Auto Repeat		\$120.00	\$156.00	
Blu-ray DVD Player with auto repeat		\$150.00	\$195.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)		\$330.00	\$429.00	
Wireless Microphone		\$240.00	\$312.00	



Quoted Additional Equipment	QTY.	Early Order	Show Rate	Total

Daily rate subject to a 30% increase when ordering equipment after September 5, 2014.



Contact Your Freeman Representative	Total Your Order
Valeria Scaccia Valeria.Scaccia@freemanco.com Phone: 708-255-7167 Fax: 469-621-5603 Online at www.freemanco.com	Equipment Sub-Total:
	Add Equipment Rental Tax: (8%)
	Handling & On Site Freeman Audio Visual Supervision:
	If Your Equipment Subtotal is: Less then \$430, Add \$125
	\$430-\$2,999, Add \$175. Please call for quote if order is \$3,000 +
Don't see what you are looking for? Please Call to Discuss the Options!	Total Charge: *A Freeman Representative will provide a labor estimate for delivery, set-up and dismantle your audio visual order. Please visit www.freemanco.com for a labor estimate.



Please Fill in All Information Below Before Submitting Your Order!

Your Name:		
Booth Number:		
Exhibiting Company Name:		
Third Party (if applicable):		
Company Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		
Signature:		
<i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up.</i>		
On Site Contact Person:		Cell Phone:
What is your preferred date and time of delivery (choose one):		
Friday, Sept. 19th:	<input type="checkbox"/> 8am-11:30pm	<input type="checkbox"/> 12:30pm-4:30pm
Saturday, Sept. 20th:	<input type="checkbox"/> 8am-11:30pm	<input type="checkbox"/> 12:30pm-4:30pm
Other:		
Payment Information		
Method of Payment (choose one):		
<input type="checkbox"/> Master Card	<input type="checkbox"/> Check (in US Funds)	
<input type="checkbox"/> Visa	<input type="checkbox"/> Bank Transfer (please call for details)	
<input type="checkbox"/> American Express	<input type="checkbox"/> Key Account	
Credit Card Number:		
Expiration Date:		
Card Holder Name (Please Print):		
Signature:		

**** For your convenience, we will use your authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.**
**** All payments must be made in advance in US funds**

Cancellation Policy: Any cancellation must be received within 7 days of show open to avoid being charged one day's rate. Cancellations after delivery will result in a day's charge and labor incurred.

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.