



J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

Exhibitor Service Manual

26th Annual Entrepreneurial Woman's Conference

Women's Business & Buyers Mart

Thursday, September 20, 2012

McCormick Place-West, Chicago, IL



Entrepreneurial
Woman's Conference
Women's Business
& Buyers Mart

CORPORATE & GOVERNMENT EXHIBITORS

The Women's Business & Buyers Mart is the oldest business opportunities fair for women business owners in the nation. Its purpose is to give women business owners the opportunity to introduce and market their products/services to corporate and government buyers. **If your purchasing department/buyers are unable to attend this event, we ask that you please make their contact information readily available to the Conference attendees.** If your organization has numerous buyers, we ask that you have a listing of what each buyer purchases and their contact information at your booth.

NAME BADGES & BREAKFAST/LUNCHEON TICKETS

Pre-Registration for exhibitors will be open on Wednesday, September 19, 2012 from 12:30 – 5:00 p.m. and is located outside the Skyline Ballroom. Name badges, tickets and registration materials may be picked-up at **Exhibitor Registration**. **If you wish to receive your meal tickets in advance, please contact Mia Delano directly at mdelano@wbdc.org to make arrangements.**

BADGES - PLEASE NOTE: Admission to the Mart will be by name badge only. In addition to your badge, you must also have tickets to attend the breakfast, luncheon and reception. **Please complete your Exhibitor Badge Registration Form and return to us no later than September 7, 2012.**

WOMEN'S BUSINESS & BUYERS MART HOURS OF OPERATION

The Women's Business & Buyers Mart is one-day and the hours of operation are as follows:

Thursday, September 20, 2012 9:30 a.m. – 11:45 a.m. & 1:45 p.m. – 5:00 p.m.

**Exhibitor dismantle and move-out is from 5:00 – 8:00 p.m.*

Please note the Mart will close for the 26th Annual Hall of Fame Awards Luncheon. You must possess a designated luncheon ticket to enter this session.

HOTEL INFORMATION

As the Official Hotel of this year's Conference the Hyatt Regency McCormick Place, 2233 S. Martin Luther King Drive, is offering a special rate of \$175 for attendees. September is one of the busiest convention months in Chicago; room rates are high and rooms downtown go fast. We encourage you to call early to reserve a room. **The deadline for this special rate is August 29, 2012 at 5:00 p.m.** or until the room block is full; please note, there are a limited number of rooms available at this rate and they will be given on a first come, first served basis. To book your reservation online, please visit our website at www.WBDC.org, or **click here** to go directly to the Hyatt booking site, **or to book by phone** call 888-421-1442 to make your reservation, and be sure to mention that you are with the **"Entrepreneurial Woman's Conference"** or the **"Women's Business Development Center/WBDC"** to receive this special rate. Directly connected to McCormick Place-West, this newly renovated chic hotel offers guests upscale contemporary amenities and beautiful views of the Chicago skyline and Lake Michigan making it the perfect location for our 2012 attendees. Please visit www.hyatt.com to view this beautiful property.

CONFERENCE TRANSPORTATION & PARKING

Due to the proximity of our host hotel for this year's event, shuttle transportation will not be provided. Please follow the directional signs from the Hyatt Regency McCormick Place, McCormick Place-West Parking Lot A, or the taxi drop-off area for McCormick Place-West (Gate 40, Indiana entrance) to the Skyline Ballroom for event registration.

Parking is also available at McCormick Place-West. Please follow the signs to Lot A parking; garage level 4 is equal to building level 3 which is where our event is located. At this time, there are no discounts on parking.

COAT & LUGGAGE CHECK

A complimentary coat and luggage check will be available for your use at the event; this will be located by registration outside of the Skyline Ballroom.

All facilities are handicapped accessible.

MANDATORY FORM

26th Annual Entrepreneurial Woman's Conference
September 20, 2012 at Chicago's McCormick Place-West

SPONSOR & EXHIBITOR BADGE REGISTRATION FORM

Please type or print below the names of all members of your organization attending the Conference that will be staffing your exhibit booth. **PLEASE RETURN THIS FORM ON OR BEFORE FRIDAY, SEPTEMBER 7, 2012 TO ENSURE THAT YOUR BADGES ARE AVAILABLE THE DAY OF THE EVENT.**

Please refer to your exhibitor confirmation letter for the number of breakfast and luncheon tickets included in your registration packet. All tickets can be picked-up at Exhibitor Registration at McCormick Place-West. ***Additional all-event tickets may be purchased by exhibitors at the special discounted rate of \$225 a piece. Please contact Jessica Murnane at the number or email below if you will need additional tickets.**

COMPANY NAME: _____

Contact: _____

Title: _____

Daytime Phone: _____ Cell Phone: _____ Fax: _____

E-Mail: _____

Please list the individuals from your company who will be attending the Conference and staffing your booth. Please also indicate the individuals that will use your breakfast and luncheon tickets by placing a check mark in the appropriate column(s).

NAME	BREAKFAST	LUNCHEON
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return this form one of the following ways to:

WBDC, C/O Hoopla Communications · Jessica Murnane · jessica@hooplagroupla.biz · Fax 773-486-6921
Please call 773-486-6920 with questions.

Welcome to 26th Annual Entrepreneurial Woman's Conference!

J&J Exhibitors Service, Inc. is proud to have been chosen as the Official General Service Contractor for the Entrepreneurial Woman's Conference. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to facilitate your planning process for the Entrepreneurial Woman's Conference. We urge you to take a few moments, **NOW**, to review the Manual in detail. Here are some tips to maximize your use of the Exhibitor Service Manual:

Read the Manual! Familiarize yourself with this manual. We guarantee it will be to your benefit to read through the entire Manual in detail.

Order Early! Take advantage of advance discount savings! Meeting deadlines and placing orders in advance will save money and will assure that you receive prompt, on-site services. To secure your discounted rate, orders must be received on or before the discount deadline referenced in the Exhibitor Service Manual. Our policy requires payment in full at the time of order.

Keep copies of all orders! Be sure to keep copies of the orders, payments and shipping documents. Bring them to the show! If the person who has provided all the pre-show planning will not be on-site, be sure and share all this information with those representatives managing your exhibit.

We are confident that you will find the Exhibitor Service Manual to be a useful tool in planning for a successful show. Please feel free to contact us if you have any questions or need any assistance in planning for the Entrepreneurial Woman's Conference. J&J Exhibitors Service is here to help and we look forward to working with you.

Thank you for your continued support of the 26th Annual Entrepreneurial Woman's Conference!

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ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom
September 20, 2012

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GENERAL SHOW INFORMATION



ENTREPRENEURIAL WOMAN'S CONFERENCE

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GENERAL SHOW INFORMATION

Booth Includes 10' Wide by 10' Deep Pipe and Drape Booth
1 – 7" x 44" Company ID Sign
1 Draped Table
2 Side Chairs
1 Wastebasket

Show Colors Plum and Silver

Carpet Exhibit hall is carpeted

Schedule

Wednesday, September 19, 2012

12:30 p.m. – 4:30 p.m. Exhibitor Move-In and Installation

Thursday, September 20, 2012

7:30 a.m. Registration Open (Outside Skyline Ballroom)
8:00 a.m. – 9:30 a.m. 26th Annual Women's Forum Breakfast (Skyline Ballroom A-C)
9:30 a.m. – 11:45 a.m. Women's Business & Buyers Mart (Skyline Ballroom D&E)
9:45 a.m. – 11:45 a.m. Contract Connections (Skyline Ballroom D&E)
**By Appointment Only*
9:45 a.m. – 11:45 p.m. Launching Your Own Business: From Dream to Reality
**Workshop for start ups (Breakout Room 180)*
Noon – 1:45 p.m. 26th Annual Hall of Fame Awards Luncheon (Skyline Ballroom A-C)
1:45 p.m. – 5:00 p.m. Women's Business & Buyers Mart (Skyline Ballroom D&E)
2:00 p.m. – 5:00 p.m. Contract Connections (Skyline Ballroom D&E)
**By Appointment Only*
2:00 p.m. – 4:00 p.m. Ask the Experts: Solutions for Your Business
**For business owners of all levels (Breakout Room 181A)*
5:00 p.m. – 7:00 p.m. Get Down to Business Networking Reception (Skyline Ballroom Terrace)
5:00 p.m. – 8:00 p.m. Exhibitor Dismantle and Move-Out*

**All exhibit materials must be dismantled and packed prior to 7:00 p.m. on Thursday, September 20, 2012.
Please notify your carrier to check in at our Service Desk prior to 7:00 PM.*

Official Contractor J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Telephone Number: (312) 225-3323
Fax Number: (312) 225-9873

J&J Show Coordinator Peggy Strocchia
MaryKay Kinnerk

METHOD OF PAYMENT ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

EXHIBITOR INFORMATION

COMPANY NAME

BOOTH NUMBER

CONTACT NAME

TITLE

ADDRESS

CITY/STATE/ZIP

PHONE

FAX

METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**

Check Number _____ Please make one check payable to: **J&J EXHIBITORS SERVICE, INC.**

☐ **CREDIT CARD CHARGE AUTHORIZATION**

For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representatives. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTERCARD**

☐ **VISA**

CREDIT CARD ACCOUNT NUMBER

EXPIRATION DATE

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME (PLEASE PRINT)

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP

CALCULATION OF ORDERS

BOOTH ACCESSORIES

CARPET

DISPLAY RENTAL

CUSTOM SIGNS

FLORAL SERVICE

LABOR

MATERIAL HANDLING

OTHER

TOTAL FROM EACH ORDER FORM

\$

\$

\$

\$

\$

\$

\$

\$

TOTAL PAYMENT DUE

\$

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

I have read, understand and agree to all terms as described and have advised our show site representatives accordingly.

EXHIBITOR SIGNATURE:

BOOTH NUMBER:

COMPANY NAME:

DATE:

PAYMENT POLICY

We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.

Payment for Services – J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

Discount Prices – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment – J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks and a \$25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

Third Party Billing – Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

Tax Exempt – If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

THIRD PARTY AUTHORIZATION FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

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September 20, 2012

EXHIBITOR APPOINTED CONTRACTOR

You may arrange for a third party to handle your display and be charged for services. J&J will agree to this arrangement if the third party has a satisfactory payment record with J&J and a credit card on file. **BOTH FIRMS** must complete this form, including **THIRD PARTY CREDIT CARD CHARGE AUTHORIZATION BELOW**. Return form by the deadline date.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. 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 back to the exhibiting company. All invoices are due and payable upon receipt, by either party."

EXHIBITOR'S SIGNATURE _____ DATE _____

***ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO:
J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

PLEASE CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- | | |
|---|---|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> BOOTH CLEANING |
| <input type="checkbox"/> I&D LABOR | <input type="checkbox"/> BOOTH ACCESSORIES & CARPET |
| <input type="checkbox"/> SIGNS | <input type="checkbox"/> MATERIAL HANDLING/IN & OUT |
| <input type="checkbox"/> TRANSPORTATION | <input type="checkbox"/> OTHER |

THIRD PARTY INFORMATION

For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of showsite orders placed by your representatives. Please complete the information requested below:

☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ VISA

CREDIT CARD ACCOUNT NUMBER EXPIRATION DATE

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME (PLEASE PRINT)

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP

THIRD PARTY COMPANY NAME

THIRD PARTY BILLING ADDRESS

CITY/STATE/ZIP

PHONE

FAX

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

EXHIBITING COMPANY NAME:

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

EXHIBITOR APPOINTED CONTRACTOR FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

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September 20, 2012

EXHIBITOR APPOINTED CONTRACTOR

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit that provides a service (display and installation, florist, photography, audio visual, and other related services) and needs access to your booth during the installation and dismantling. If your company plans to use a firm which is not the official service contractor as designated by Show Management, this form must be completed and returned to J&J Exhibitors Service, Inc.

Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. This Certificate of Insurance must name J&J Exhibitors Service, Inc. as an additional insured. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

**ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO:
J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.**

EXHIBITOR'S SIGNATURE _____

DATE _____

EXHIBITOR APPOINTED CONTRACTOR COMPANY NAME

CONTACT

STREET ADDRESS

CITY/STATE/ZIP

PHONE

FAX

TYPE OF SERVICES TO BE PERFORMED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

EXHIBITING COMPANY NAME:

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

F.A.Q's Frequently Asked Questions



PAYMENT

1. When do advance rates and floor rates apply?

Advance rates apply to all furnishings and services ordered prior to the Advance Order Deadline date noted in your Exhibitor Service Kit. All furnishings or services ordered after the deadline are charged at the standard rate.

2. What are acceptable forms of payment?

Acceptable forms of payment are Cash, Check, MasterCard, Visa, American Express, Cashier's Checks and Traveler Check's.

3. Do I need to pay tax on any items?

When tax is applicable, the tax rate will be noted on the order form.

4. Since I am not from the state the show is being held in, do I still need to pay tax?

Tax is applicable to all exhibitors, regardless of their residence.

5. Are prices of items daily or for the duration of the show?

All rental prices listed are for the duration of the show and include delivery and removal.

6. Do I have to pay in advance for services or can I bring a check to the show?

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

7. Can I still get advanced prices if I fax a credit card authorization form over before the show but after the advance deadline date?

To receive Advance rates, your order must be received in full (with payment) before the Advance Order Deadline date. If the credit card authorization is not submitted with the order forms, the order is not full and will not be processed until all pages are included.

8. Is a purchase order an acceptable form of payment?

No, J&J Exhibitors Service, Inc. does not accept purchase orders as a form of payment.

9. What if I overestimated freight handling charges or cancel items and are due a refund from earlier payment?

If you over estimate your freight and a refund is required, the refund will be processed immediately after the close of the show.

FURNISHINGS

1. What furnishings come with my booth?

Each tradeshow is different. Look in the General Show Information page in your Exhibitor Service Kit, which will specifically list what items are included with your booth space.

2. Can I order at show site?

Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Please also note that choice of items or colors may be limited.

3. What if certain items I ordered are not in my booth when I get there.

All items ordered in Advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of floral, chairs and wastebaskets. These items are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please visit our Service Desk and the problem will be resolved immediately.

4. What if I get to my booth and decide I do not want an item, do I get a refund?

If you have ordered an item or a booth cleaning service such as vacuuming or porter service and later decide you do not want the item or the service there is a 100% cancellation fee for those items already delivered to the booth space or any cleaning service cancelled at show site. A 50% cancellation fee will apply if the item is cancelled less than three days prior to the scheduled move-in date. No cancellation fee will apply to a booth cleaning service ordered provided the service is cancelled prior to the scheduled move-in date. Please note that cancellation fees for all other services including booth installation labor vary. Please refer to your Exhibitor Service Kit for cancellation fees of these services.

5. What type of chairs do you rent?

Arm Chairs, Side Chairs, High Stools and many others. Please see our Booth Accessories Order form.

6. Do I need to order back drape and side drape for my booth space?

Booth space is provided with 8' back and 3' side drape. Only Island booths are not provided any drape, and that must be rented separately by the exhibitor. You only need to order drape if you want to change from the color provided by the Association.

7. Can I exchange any free table for another size and/or color table?

No, any package item provided by the Association cannot be exchanged.

CARPET

1. Do I need to order carpet?

Please review your Exhibitor Service Kit.

2. What size carpet should I order for my booth?

The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20', etc. increments. This carpet will accommodate a 10'x10' booth fine. If you feel that you want carpet to cover your entire booth space, J&J Exhibitors Service provides special carpet sizes that are individually cut to match the size you request.

3. Do I have to order labor to install the carpet I order?

Labor is included in the rental price of the carpet.

4. Can I bring my own carpet?

Yes, you may bring your own carpet. Please contact a J&J customer service representative to ensure whether labor is required for the installation.

5. What is visqueen and do I need it?

Visqueen is a plastic covering for the carpet to protect it from tire marks or general abuse during set up. It is not required.

LABOR

1. Do I need to order labor for my booth?

Labor rules vary by city. Please review the Exhibitor Service Kit or contact a J&J customer service representative.

2. What are the differences/advantages in J&J Exhibitors Service or Exhibitor supervised labor.

Exhibitor Labor allows the exhibitor to supervise the labor of their booth, but you must be present. With our supervision, we provide a foreman to supervise the labor of the booth. It will be done at J&J Exhibitors Service's convenience but finished prior to schedule show time.

3. What if I ordered labor and no workers are in my booth at the time I indicated on my order form?

If you order labor, the labor men must be checked out at the Service Desk at the schedule time. If you are late, penalties do apply to ensure the starting and stopping times.

4. Can J&J Exhibitors Service set up my booth at other trade shows I participate in?

Yes, we would be happy to help. Please talk to a J&J customer service representative for details.

FORKLIFT/SPECIAL EQUIPMENT/SIGN HANGING

1. Do I need to order a forklift to take my shipment from the dock to my booth?

No, the material handling charge includes the unloading of your shipment to your booth.

2. When would I need to order a forklift?

During installation if you need placing or setting of your display once put into your booth.

3. What are the charges for a forklift?

The charges for a forklift vary according to the city. There is a one hour minimum charge for each usage. Please see your Exhibitor Service Kit.

4. What do I need to do to have a sign hung at show site and what are the charges?

You need to fill out the Hanging Sign Order form and return it with your other orders to us. Please ship your hanging signs to the Advance Receiving Warehouse labeled as a "Hanging Sign".

5. What if I have special needs for machinery or equipment to be moved to my booth?

Call ahead of time and talk to the coordinator handling the show so that we can make special arrangements.

SIGNAGE/GRAPHICS

1. How will my booth ID sign read?

Your booth ID sign will have your company name and booth number on it.

2. Can I get another sign made for my booth?

You can order additional signage by using the Sign Order form.

LIMITS OF LIABILITY & RESPONSIBILITY



The placing of an order for services and/or equipment by an Exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of J&J in its sole discretion. Upon participation of any J&J show or event, the Exhibitor and its agent shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once J&J has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to J&J or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. J&J Exhibitors Service and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by J&J.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by J&J or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packaging and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that J&J and its subcontractors shall not be liable for the loss of, disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to J&J or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. J&J and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to J&J in time to obtain the proper equipment.
4. J&J and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor, disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water vandalism, acts of God, failure of power or utilities, and other events of *force majeure*.
5. J&J and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. J&J and its subcontractors are not insurers; i.e., J&J does not insure the Exhibitor's property against loss of damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by J&J under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of service by J&J, or from the negligence of J&J, its subcontractors or their respective employees. If such loss or damage occurs, the liability of J&J and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. J&J and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential

damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

8. J&J will not be bound to honor any claim or action brought against J&J or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that J&J and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of J&J or its subcontractors sign a delivery receipt, bill of lading or other documentation, the parties agree that J&J or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. J&J and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and J&J and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, J&J shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and forced shipped on a carrier determined by J&J and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. J&J assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores product at its own risk. J&J assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with J&J or its subcontractors related to any loss or damages to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to J&J for freight handling services or any other services provided by J&J or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay J&J prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against J&J or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

SAFETY FIRST



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

SAFETY IS IMPORTANT FOR EVERYONE!

J&J Exhibitors Service is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a J&J Exhibitors Service supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Listed below you will find a list of Loss Prevention Guidelines that we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help prevent injuries to your, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designated to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damages. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Please keep in mind the safety of your employees and those attending the show.

BOOTH ACCESSORIES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
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Discount Deadline Date: September 5, 2012

UNSKIRTED DISPLAY TABLES, 30" High

Unskirted 2' x 4' Table	\$46.00	\$59.75		
Unskirted 2' x 6' Table	\$51.75	\$67.25		
Unskirted 2' x 8' Table	\$59.75	\$77.50		

SKIRTED DISPLAY TABLES, 30" High

Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Skirted 2' x 4' Table	\$91.75	\$119.50		
Skirted 2' x 6' Table	\$103.25	\$134.25		
Skirted 2' x 8' Table	\$119.75	\$155.75		
4 th Side Skirted, Optional	\$35.00	\$45.50		

UNSKIRTED DISPLAY COUNTERS, 40" High

Unskirted 2' x 4' Counter	\$55.00	\$71.50		
Unskirted 2' x 6' Counter	\$62.75	\$81.75		
Unskirted 2' x 8' Counter	\$70.75	\$92.00		

SKIRTED DISPLAY COUNTERS, 40" High

Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Skirted 2' x 4' Counter	\$110.00	\$143.00		
Skirted 2' x 6' Counter	\$125.75	\$163.50		
Skirted 2' x 8' Counter	\$141.50	\$184.00		
4 th Side Skirted, Optional	\$35.00	\$45.50		

RISERS

12" Wide, Draped in White Vinyl

4' Long x 12" High - Single Tier	\$52.75	\$68.75		
6' Long x 12" High - Single Tier	\$65.75	\$85.25		

SPECIALTY DRAPE

CIRCLE DRAPE COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

3' Drape	\$12.75	\$16.50		
8' Drape	\$15.75	\$20.50		

BOOTH ACCESSORIES

Wastebasket	\$11.25	\$14.75		
Chrome Easel	\$28.25	\$36.75		
Glass Bubble Bowl/Candy Jar	\$15.75	\$20.50		
Bag Stand	\$65.75	\$85.50		
Chrome Stand Literature Rack	\$92.75	\$120.75		
22" x 28" Chrome Sign Holder	\$51.75	\$67.50		
4' x 8' Bulletin Board	\$114.00	\$148.25		
5' Chrome Coat Rack	\$66.75	\$86.75		
30" Round x 30" High Cocktail Table	\$64.00	\$83.25		
30" Round x 40" High Pedestal Table	\$84.50	\$110.00		
Side Chair	\$37.75	\$49.25		
Arm Chair	\$49.25	\$64.25		
High Stool	\$69.00	\$89.75		

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL

8% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

BOOTH CARPET ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

PRICE LIST

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 10'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL PRICE
-------------	----------------	----------------	-------------

Discount Deadline Date: September 5, 2012

CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal

10' x 10' Booth Carpet	\$137.00	\$178.25	\$
10' x 20' Booth Carpet	\$274.00	\$356.25	\$
10' x 30' Booth Carpet	\$411.00	\$534.50	\$
Custom Cut Carpet	\$2.60 per Square Foot	\$3.50 per Square Foot	

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	x	Rate	=	Price
Custom Cut Carpet				\$	

PADDING

J&J offers added comfort to our carpet with our foam carpet padding

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Comfort Padding	\$.95 per Square Foot	\$1.25 per Square Foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE
Visqueen Plastic Covering	\$.65 per Square Foot	\$.85 per Square Foot

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	x	Rate	=	Price
Comfort Padding				\$	
Visqueen Plastic Covering				\$	

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL _____
8% TAX _____
PAYMENT ENCLOSED _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

FLORAL ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
Discount Deadline Date: September 5, 2012			
<i>Orders received after September 5, 2012 will be subject to a 30% late fee</i>			
2 Foot Green Plants	\$50.00		
3 Foot Green Plants	\$60.00		
4 Foot Green Plants	\$70.00		
5 Foot Green Plants	\$80.00		
6 Foot Green Plants	\$90.00		
7 Foot Green Plants	\$105.00		
8 Foot Green Plants	\$120.00		
<i>Taller plant material is available, please inquire in advance</i>			
Potted Mums	\$35.00		
CIRCLE CHOICE OF COLOR: Bronze Lavender Yellow White			
Potted Ferns	\$45.00		
Potted Ivy	\$45.00		
Other			
Floral Arrangements	\$75.00 and Up		
Height _____ Width _____ Color _____			
Arranged Fresh Flower Bouquet	\$75.00 and Up		
Color: _____			

- ☐ Foliage plants and containers on rental basis only
- ☐ Prices include: Plant Installation, Decorative Container, Professional Maintenance, and Plant Removal
- ☐ Special plants and flowers can be obtained upon request
- ☐ Every effort will be made to ensure your color selection, however, we reserve the right to substitute based upon availability and quality.
- ☐ Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will be charged at 100%

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL _____

8% TAX _____

PAYMENT ENCLOSED _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY _____

BOOTH NUMBER _____

CONTACT NAME _____

PHONE _____

DATE _____

TRADESHOW ACCESSORIES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

TRADESHOW ACCESSORIES

Discount Deadline Date: September 5, 2012

Orders received after September 5, 2012 will be subject to a 30% late fee



BANNER STAND

The super affordable retractable banner stand was designed with price in mind and is quick and simple to erect. The banner stand combines elegance with excellent value. Soft carry case included.

Viewable print size: 31.5"w x 83.25"h

DESCRIPTION	BANNER STAND PRICE	QUANTITY	TOTAL PRICE
Hardware Price; including Printed Curl-Free Vinyl Graphics	\$325.00*	_____	_____
SUBTOTAL			_____

*Prices do not include artwork. J&J Exhibitors Service offers full graphic design services tailored to your needs. Have us create a new design from scratch or polish off an existing design. Contact us today!

8' TABLE COVER

Set yourself apart with our full color imprinted table throw which fits over any 8' standard table. This economy throw is 3 sided leaving the back open for easy access to below table storage. Imprint on front, top and sides at no added cost. Flame retardant, premium polyester fabric. Machine washable and wrinkle resistant.



DESCRIPTION	8' TABLE COVER PRICE	QUANTITY	TOTAL PRICE
8' Table Cover	\$295.00*	_____	_____
SUBTOTAL			_____

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL	_____
9.75% TAX	_____
PAYMENT ENCLOSED	_____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

SIGNS AND GRAPHICS ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
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Discount Deadline Date: September 5, 2012

CHOOSE YOUR SIZE:

Signs are based on one color copy, white show card and 10 words or less per sign

7" x 11"	\$29.30	\$43.95		
7" x 44"	\$47.35	\$71.05		
11" x 14"	\$35.90	\$53.85		
14" x 22"	\$55.00	\$82.50		
22" x 28"	\$67.10	\$100.65		
28" x 44"	\$99.00	\$148.50		
40" x 60"	\$154.00	\$231.00		
Other				

OPTIONAL SERVICE:

Over 10 words	\$2.10 per word	\$2.70 per word		
Colored card stock	Quoted upon request			
Change in color of copy	\$7.15 per change	\$9.35 per change		
Easel back on sign	\$5.75	\$10.75		
Weather Protection	\$13.20	\$26.00		
Logo Sign	Quoted upon request			
Banner	Quoted upon request			

INDICATE YOUR SIGN COPY:

Please print. Attach a layout to this form if necessary

CHOOSE YOUR STYLE AND COLOR:

Lettering Color: _____

Background Color: _____

Vertical Horizontal Use Your Judgment

- Please allow 24 Hours to deliver show-site orders.
- Orders received without payment cannot be processed.
- No refunds will be made on signs after order has been processed.
- For custom work and quotation, please contact your J&J Show Coordinator at (312) 225-3323.

SUBTOTAL

9.75% TAX

PAYMENT ENCLOSED

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

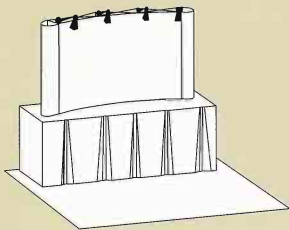


J&J Exhibitors Service
Full Service Trade Show Contractor

rental packages

Rental Displays That Fit Your Exhibiting Needs

We want your show to be a success. We have assembled a variety of display packages that you can rent for your show - from tabletops to backwalls to islands. Whether you need a display to showcase your product or a display that will carry your graphics and message, we are sure to have a package for you. Custom exhibits are also available for special needs. Call for more information.



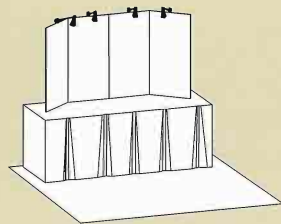
Package TT-1

Package Includes:

- 52" tall x 6' wide curved tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



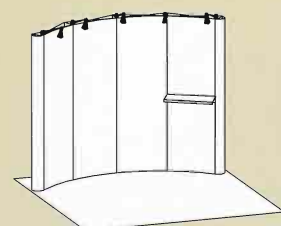
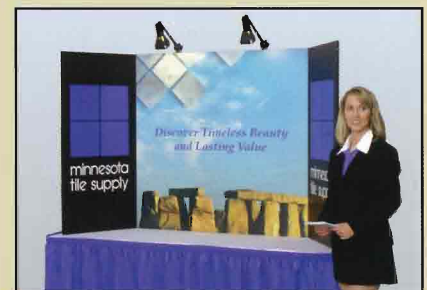
Package TT-2

Package Includes:

- 46" tall x 6' wide tabletop display with fabric panels
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



Package 10-1

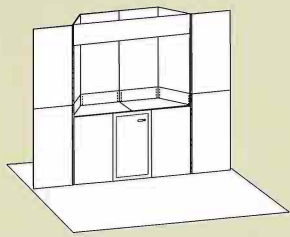
Package Includes:

- 8' or 10' curved display with fabric panels
- Case table
- 1 Product shelf
- SkyTrak™ spotlights

Graphic options:

- Full color graphic header
- Full color table graphic





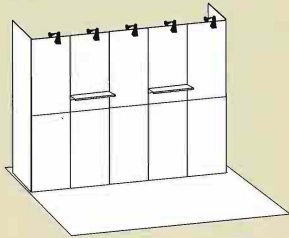
Package 10-2

Package Includes:

- 10' backwall with fabric or Lexan® panels
- 39" high built-in counter with wire management and lockable storage area
- Backlit header panel with lights

Graphic options:

- Full color graphic header



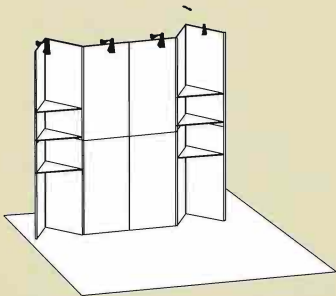
Package 10-3

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 2 Product shelves
- 5 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



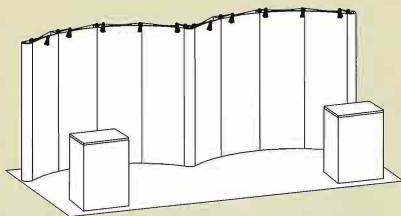
Package 10-4

Package Includes:

- 10' backwall display with fabric or Lexan® panels
- 6 triangular product shelves
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header



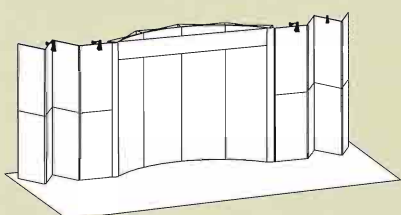
Package 20-1

Package Includes:

- 2 10' curved backwalls with fabric panels
- 2 Case tables
- 2 Shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers
- Full color table graphic



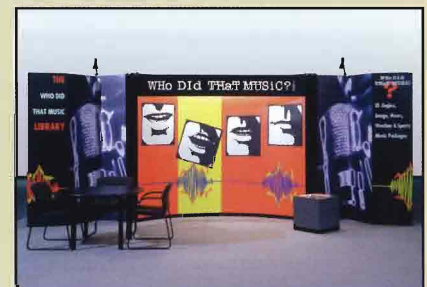
Package 20-2

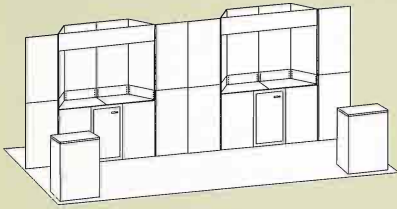
Package Includes:

- 20' Backwall with fabric panels
- Backlit header panel with lights
- 4 SkyTrak™ spotlights

Graphic options:

- Full color graphic header





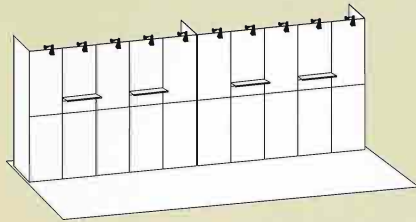
Package 20-3

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 39" high built-in counters with wire management and lockable storage areas
- 2 Square tables
- 2 Backlit header panels with lights

Graphic options:

- Full color graphic headers



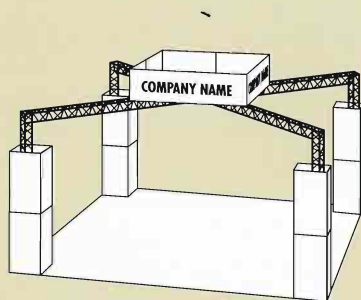
Package 20-4

Package Includes:

- 20' backwall with fabric or Lexan® panels
- 4 Product shelves
- 10 SkyTrak™ spotlights

Graphic options:

- Full color graphic headers



Package 2020-1

Package Includes:

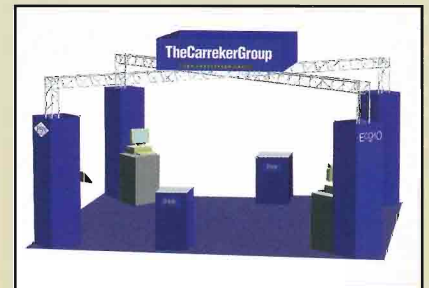
- 20' x 20' SkyTruss™ island
- 4 Towers with fabric or Lexan® panels
- Square header sign

Options:

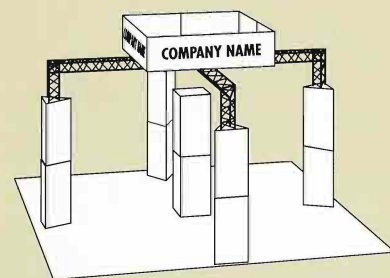
- Lighting, tables

Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.



Package 2020-2

Package Includes:

- 20' x 20' SkyTruss™ island
- 5 Towers with fabric or Lexan® panels
- Square header sign

Options:

- Lighting, tables

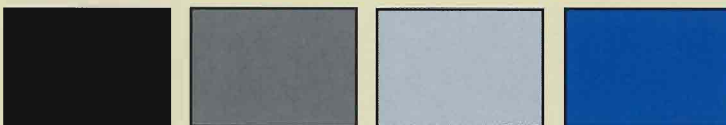
Graphic options:

- Full color graphics on sign



Note: Height of SkyTruss be changed to fit show regulations.

Fabric Color Choices



Black

Dark Gray

Silver

Blue

Lexan® Color Choices

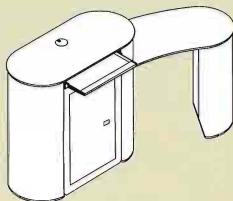
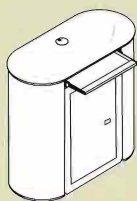


Black

White

Tables/Workstations

Fabric Panel Colors Available: Black, dark gray, silver, blue

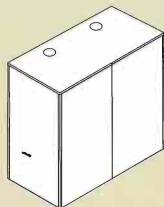
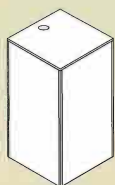


Oval Tambour Workstation

Sturdy table includes black laminate with management system and locking door.

Oval Tambour Workstation with Right Curved Extension

Sturdy table includes black laminate with management system and locking door.

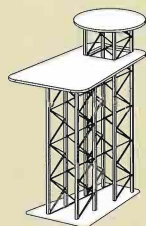


Square Workstation

23" x 23" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Double Workstation

23" x 46" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.



Open Rectangular Workstation

Sturdy truss workstation is 46" tall.

Closed Rectangular Workstation

Sturdy truss workstation is 46" tall. Includes locking door.



Truss Kiosk With Monitor Platform

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Monitor not included.

Contact

J&J Exhibitors Service

2338 South Indiana Avenue

Chicago, IL 60616

Facsimile: 312-225-9873

Telephone: 312-225-3323



BOOTH RENTAL PACKAGES ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

PRICE LIST

DESCRIPTION	DISCOUNT PRICE	QUANTITY	TOTAL PRICE
Discount Deadline Date: September 5, 2012			
<i>Orders received after September 5, 2012 will be subject to a 30% late fee</i>			
Table Top Display Package #1	\$925.00		
Table Top Display Package #2	\$925.00		
10' Backwall Display Package #1	\$1,485.00		
10' Backwall Display Package #2	\$1,650.00		
10' Backwall Display Package #3	\$1,825.00		
10' Backwall Display Package #4	\$1,825.00		
20' Backwall Display Package #1	\$2,850.00		
20' Backwall Display Package #2	\$2,850.00		
20' Backwall Display Package #3	\$3,900.00		
20' Backwall Display Package #4	\$2,275.00		
20' x 20' Island Display Package #1	\$11,275.00		
20' x 20' Island Display Package #2	\$12,265.00		
Tables/Workstations	Quoted upon request		

Choose Table Skirting: Package TT-1 and TT-2 only

CIRCLE SKIRT COLOR: Black Blue Burgundy Gray Hunter Green Plum Red Teal White

Choose Fabric/Lexan® Panel Color:

CIRCLE FABRIC: Black Dark Gray Silver Blue **CIRCLE LEXAN® PANEL COLOR:** Black Platinum White

Choose Carpet Color:

CIRCLE CARPET COLOR: Hunter Green Red Royal Blue Silver Gray Teal

Rental Fee includes:

- Carpet
- Carpenter Labor set up and dismantle
- Drayage/Material Handling for display rental properties only

Rental Fees does NOT include:

- Electrical
- Graphics
- Booth Cleaning

Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will charged at 100%

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

SUBTOTAL

8% TAX

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

MATERIAL HANDLING INFORMATION



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom
September 20, 2012

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
ENTREPRENEURIAL WOMAN'S CONFERENCE
C/O J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, IL 60616

Last day for shipments to arrive at the advance warehouse without surcharge

WEDNESDAY, SEPTEMBER 5, 2012

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments can arrive for unloading and delivery to your booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.** Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

Rates Include

- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For direct shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
ENTREPRENEURIAL WOMAN'S CONFERENCE
C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONVENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, IL 60616

ONLY day for shipments to arrive direct to the exhibit site

WEDNESDAY, SEPTEMBER 19, 2012 12:30 p.m. – 4:30 p.m.

RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by J&J Exhibitors Service are subject to our "Terms and Conditions" and are governed by our Payment Policy.

MATERIAL HANDLING CHARGES

Please refer to our enclosed "MATERIAL HANDLING SERVICE AND RATES" form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

MATERIAL HANDLING ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom
September 20, 2012

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Wednesday, September 5, 2012

A 25% (\$25.00 minimum) late to warehouse surcharge will apply: If freight is received after Wednesday, September 5, 2012

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$75.75	\$151.50	= \$

DIRECT SHIPMENTS TO THE EXHIBIT SITE

CRATED AND/OR SKIDDED SHIPMENTS

Includes shipments unloaded at the dock and delivered to your booth with no additional handling required.

Direct Rates, received on Wednesday, September 19, 2012

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$99.75	\$199.50	= \$

MOBILE UNITS

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall are required to hire J&J Exhibitors Service supervision services. A representative from J&J Exhibitors Service will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

Direct Rates, received on Wednesday, September 19, 2012

ROUND TRIP RATES, PER MOBILE UNIT.

Number of Mobile Units		RATE/MOBILE UNIT	Estimated Charges
	X	\$225.00	= \$

COURTESY TEAMSTER LABOR

As a courtesy to their valued sponsors and loyal exhibitors, WBDC has arranged for teamster labor to assist with the unloading and loading of privately owned vehicles. This service is intended for cars and small vans only. It does not include shipments delivered in trucks, tractor trailers, or via outside carrier lines.

TIMES
Wednesday, September 19, 2012 12:30 PM to 4:30 PM

OVERTIME

All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved into or out of your booth before 8:00 AM or after 4:30 PM on weekdays, or anytime on Saturday will be charged overtime each way in addition to the above rates.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$25.00	\$50.00	= \$

RETURN TO WAREHOUSE

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment	Estimated Charges
	X	\$25.00	\$175.00	= \$

*METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

PAYMENT ENCLOSED \$

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 5, 2012

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 5, 2012

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 5, 2012

**EXHIBIT MATERIAL - RUSH
ADVANCE SHIPMENTS ONLY**

TO: _____
NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

HOLD FOR STORAGE

**J&J EXHIBITORS SERVICE, INC.
2338 SOUTH INDIANA AVENUE
CHICAGO, ILLINOIS 60616**

DELIVER BY SEPTEMBER 5, 2012

EXHIBIT MATERIAL - RUSH

DIRECT TO DOCK SHIPMENTS

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 19, 2012

**EXHIBIT MATERIAL - RUSH
DIRECT TO DOCK SHIPMENTS**

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 19, 2012

EXHIBIT MATERIAL - RUSH

DIRECT TO DOCK SHIPMENTS

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 19, 2012

**EXHIBIT MATERIAL - RUSH
DIRECT TO DOCK SHIPMENTS**

TO: _____

NAME OF EXHIBITOR

BOOTH NO: _____

ENTREPRENEURIAL WOMAN'S CONFERENCE

C/O J&J EXHIBITORS SERVICE, INC.
MCCORMICK PLACE CONENTION CENTER
WEST BUILDING; SKYLINE BALLROOM - W375
2301 SOUTH LAKE SHORE DRIVE
CHICAGO, ILLINOIS 60616

DELIVER ONLY ON SEPTEMBER 19, 2012

EXHIBIT MATERIAL - RUSH

DISPLAY LABOR ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom
September 20, 2012

HOURLY RATES AND INFORMATION

HOURLY RATES FOR DISPLAY LABOR

Description		Discount Rate	Standard Rate
		Discount Deadline Date: September 5, 2012	
Straight Time	Weekdays between 8:00 AM and 4:30 PM	\$99.75 per Hour	\$129.25 per Hour
Overtime	Weekdays between 4:30 PM and 8:30 PM All day Saturday	\$146.50 per Hour	\$190.50 per Hour
Double Time	All day Sunday Holidays	\$194.25 per Hour	\$252.75 per Hour

- One hour minimum per worker
(Labor thereafter is charged in half (1/2) hour increments)
- Start time guaranteed only at start of workday
- Exhibitor must check in at J&J Service Desk to pick up labor personnel as ordered
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by J&J

INSTALLATION LABOR

- ☐ **J&J Supervised Labor** – Please complete the reverse side of this form
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

- ☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
_____	_____	_____		_____		_____		\$ _____
							J&J Supervision add 25% (\$50.00 Minimum)	\$ _____
							Total Installation	\$ _____

DISMANTLE LABOR

- ☐ **J&J Supervised Labor** – Please complete the reverse side of this form
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

- ☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
_____	_____	_____		_____		_____		\$ _____
							J&J Supervision add 25% (\$50.00 Minimum)	\$ _____
							Total Installation	\$ _____

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

Please complete this form only if J&J is supervising the labor for your booth and your will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Carrier Pro Number _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped _____

Total Number of: Crates: _____ Fiber Cases: _____ Cartons: _____ Other (Specify): _____

SET UP INFORMATION

Set up Plan/Photo: ☐ Attached ☐ To Be Sent ☐ With Exhibit ☐ In Crate Number _____

Carpet: ☐ With Exhibit ☐ Rental from J&J Carpet Color _____ Carpet Size _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION

Ship to: _____

Contact Name: _____

Telephone Number: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier (If known) _____

PLEASE NOTE: The exhibitor is responsible for contacting the carrier of their choice

Freight Charges: ☐ Prepaid ☐ Bill to: _____

☐ Collect

Please note: J&J will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

BOOTH CLEANING ORDER FORM



ENTREPRENEURIAL WOMAN'S CONFERENCE

McCormick Place Convention Center – West Building; Skyline Ballroom

September 20, 2012

BOOTH CLEANING SERVICES

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental. To ensure your booth is show ready, specify your requirements below. Please contact your J&J show coordinator with any special needs.

DESCRIPTION

STANDARD PRICE

Vacuuming, Includes emptying your wastebasket nightly

☐ Before show opens only .35 per square foot

Shampooing

☐ Before show opens only .40 per square foot

Mopping and Waxing

☐ We will require mopping and waxing. Please call for quote

Cost of vacuuming and shampooing will be invoiced based on the total area of your booth, 100 square feet minimum

Booth Dimensions _____ x _____ = _____ Total Square Feet

	Total Square Feet	x	Rate	x	Number of Days	=	Price
Vacuuming						\$	
Shampooing						\$	

Porter Service

Porter Service Price: \$ _____

☐ We will require porter services. Please call for quote

J&J will empty wastebaskets, booth wipe down and maintain your exhibit area at two hour intervals, during show hours for the duration of the show at the hourly rates indicated below. Vacuuming not included

Porter Service Description:

HOURLY RATES FOR PORTER SERVICE

Straight Time	Weekdays Between 8:00 AM and 4:30 PM	\$30.00 per person per hour
Overtime	Weekdays Before 8:00 AM and after 4:30 PM All day Saturday (4 Hour Daily Minimum)	\$45.00 per person per hour
Double Time	All day Sunday and Holiday (4 Hour Daily Minimum)	\$60.00 per person per hour

To avoid a misunderstanding regarding any cleaning service, please bring any discrepancies to our attention at the service desk. J&J will be unable to adjust invoices after the close of the show.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED _____

RETURN TO: J&J Exhibitors Service 2338 S. Indiana Ave. Chicago, IL 60616 Phone (312) 225-3323 Fax (312) 225-9873

COMPANY

BOOTH NUMBER

CONTACT NAME

PHONE

DATE

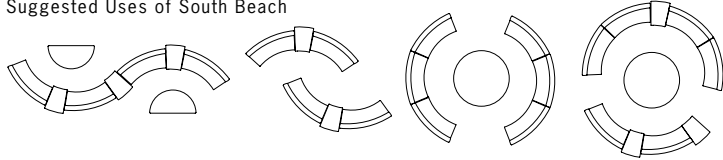


p r o d u c t g a l l e r y



S02

Suggested Uses of South Beach



south beach



S01

OTS



OCA

t-vac



SC9

panton

Complementary Items for South Beach Include:

C1E Silverado Cocktail Table
E1E Silverado End Table
WTN 36" Graphite Bar Table, Tulip Chrome Base
BSN Jetson Barstool

CG1 Manhattan Glass, Black Table
SC6 Manhattan Oyster Side Chair
OTH Black Leather Cube
PWB Black and Red Pinwheel Ottoman



SED



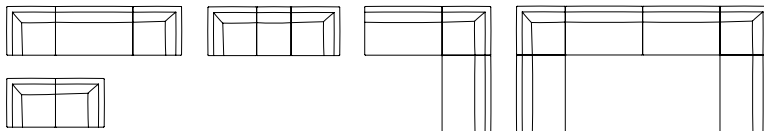
COD



LSD

newport

Suggested Uses of Newport



CHD

Complementary Items for Newport Include:

C1D Soho Cocktail Table
E1D Soho End Table
BS3 Grey Ohio Barstool
BR1 Martini Bar



SOK

rio



CHK

Complementary Items for Rio Include:

Ottomans
C1K Inspiration Cocktail Table
E1K Inspiration End Table
SC1 New York Maple, Chrome Chair

cappuccino



OCL



CHQ



SOQ



SON

astro



CHN

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base
BSL Gin Barstool
XC4 Altura High Back Chair

marrakesh



LSM



SOM



SOC



OCB

key west



CHC

lisbon



LSC



MPC



MPS

memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table
E1M Visions Cherry End Table
CF1 42" Black Geo Conference Table
SC3 Black Brewer Chair
WTB 30" Brushed Red Bar Table, Tulip Chrome Base
BS2 Black Ohio Barstool
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White
E1Y Sydney End Table – Black
LA1 Pewter Floor Lamp
OSC Cube, White Leather
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table
E1C Chrome Geo End Table
LA1 Pewter Floor Lamp
CE1 42" Chrome Geo Conference Table
SC8 Flex Chair, With Wheels
ET2 Black Etagere

Sofas & Sectionals



SOF1



SOC



SOQ



SON



SOK



SOM



MPS



SO2



SED

LoveSeats



LSD



LSM



LSC

Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

Sofas & Sectionals

SOF1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

LoveSeats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs



CCE



OCA



OCH



OCW



OCU



OCB



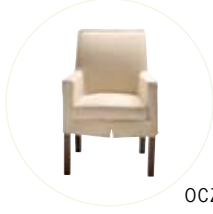
OCL



OCY



OCC



OCZ



OCR

Ottomans



OTS



OTQ



OTN



OTP



OTM



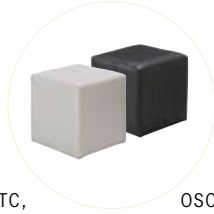
OSA



OSB



OTE, OTC,
OTD



OSC, OTH



OTK



OTL



CCZ



CCB



CCW



PWM



PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6'L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17"H

37
Custom Configurations
Available.

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables



CF2



CE1



CF1



CG1



CE2



6' - CB2
8' - CB3



6' - CD2
8' - CD3



6' - CC6
8' - CC7
10' - CC8



CB1



CD1



CC5

Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

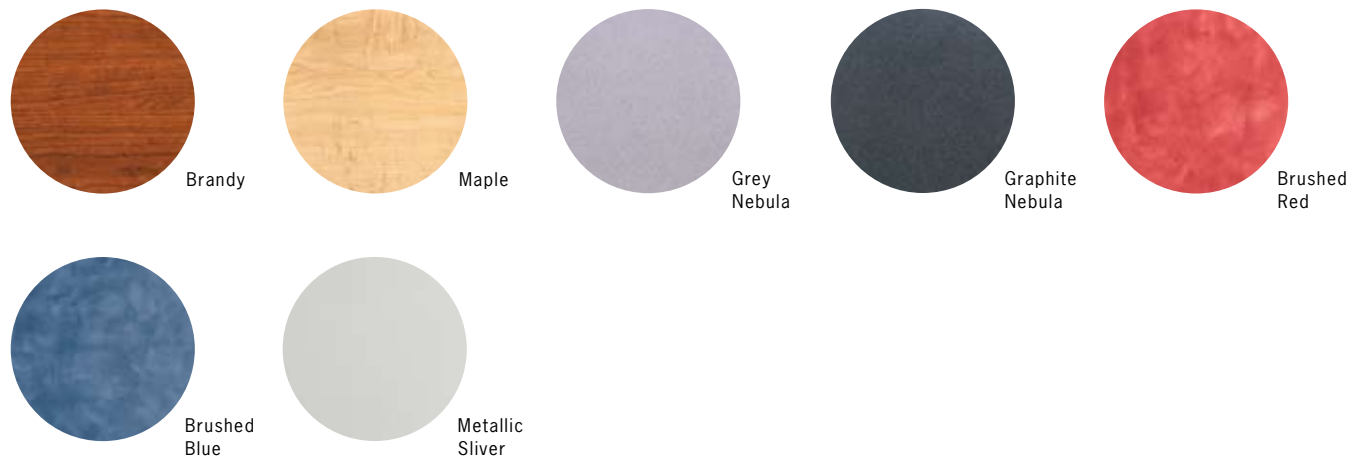
CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables



Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTB Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy

Maple

Grey Nebula

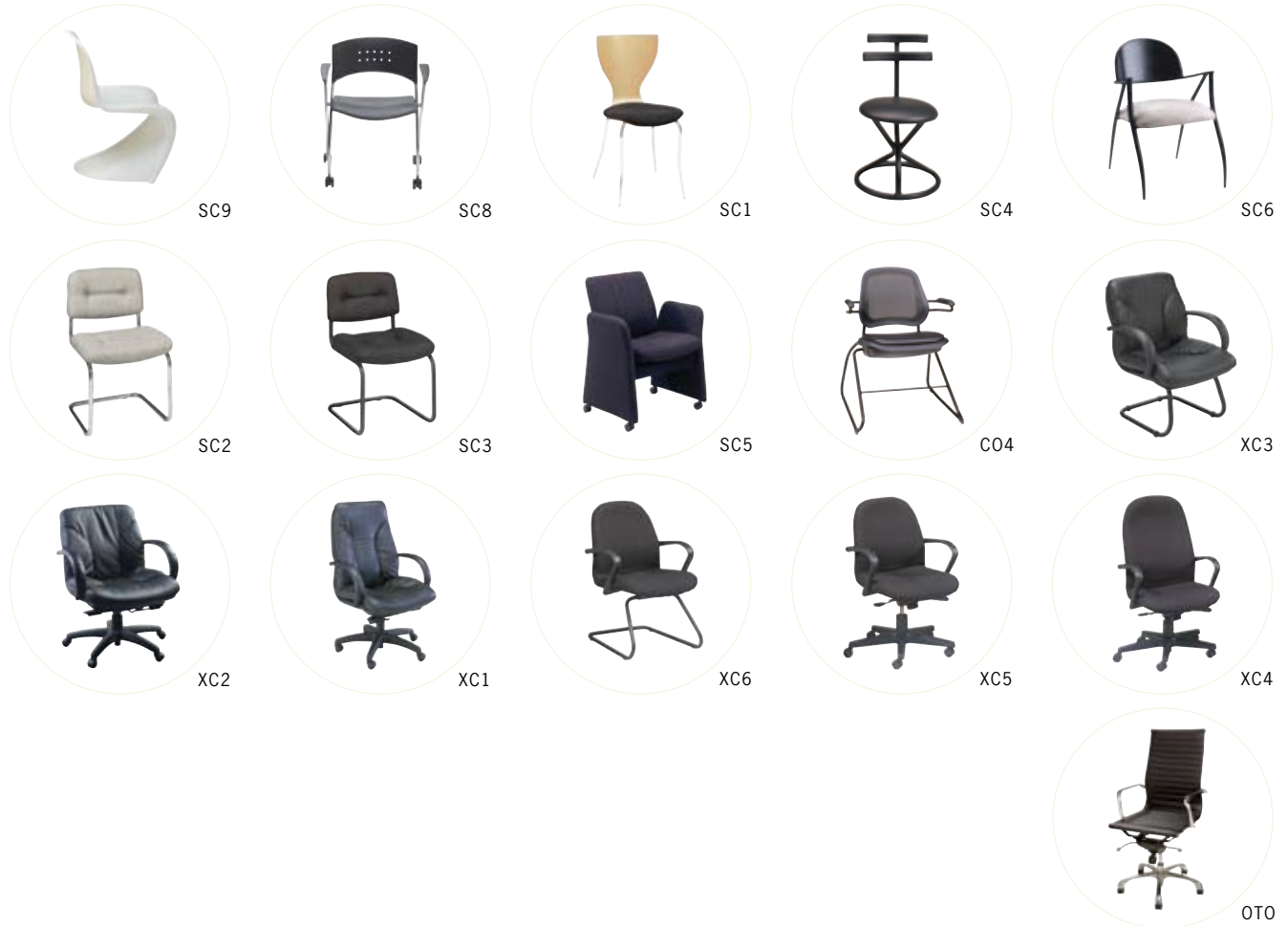
Graphite Nebula

Brushed Red

Brushed Blue

Metallic Silver

Conference Chairs



Conference Chairs Stacking & Utility Seating



Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

C04 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

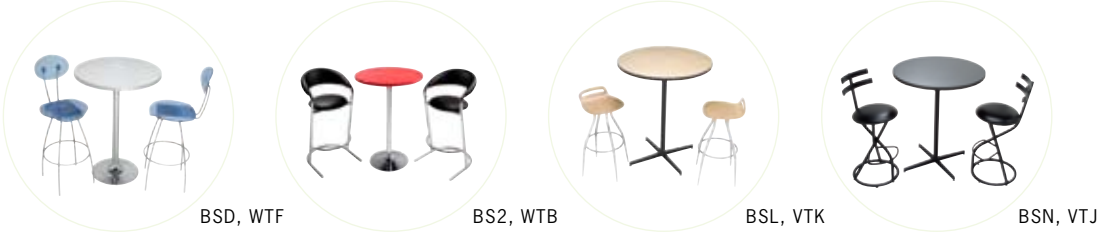
SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

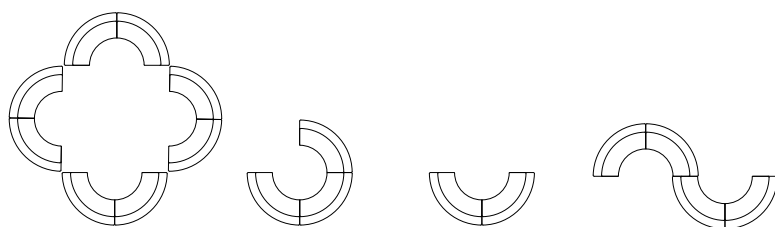


BRC



BR1

Suggested Uses of Martini Bar



Barstools



BS3



BS1



BS2



BST



BSS



BCE



BSD



BSC



BSL



BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

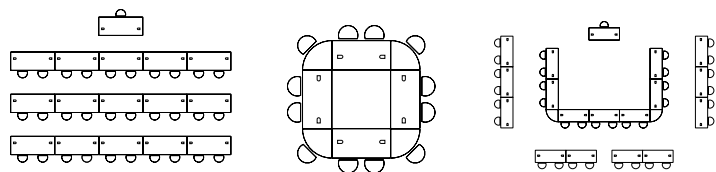
BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room



Suggested Uses of Training Table and Connecting Wedge



Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

P03 Kiosk
Black, Maple
24"L 21"D 42"H

P01 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

C04 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases



BC6



BC7



JD6



JD7

Credenzas & Lateral Files



L26



L27



CR6



CR7

Files



VF4



VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display



PDL



BC6



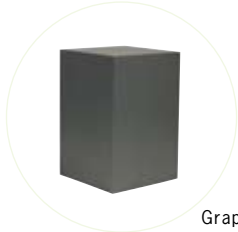
BC7



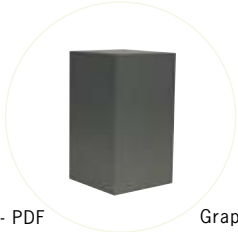
ET2



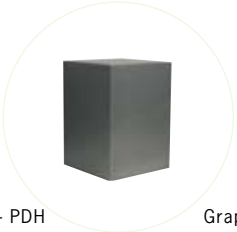
ET1



Graphite- PDF

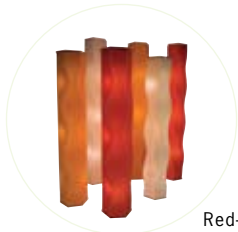


Graphite- PDH



Graphite- PDK

Lamps



Red- LAF
White- LAD
Orange- LAE



LA1



LA2

Refrigerators



R1R



R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H



Noticeably Superior Solutions

24 Hours a Day, 7 Days a Week, 365 Days a Year

A Nationwide Service Network

Nationwide	1-888-CORT-YES
Atlanta Area	(404) 815.8488
Boston Area	(201) 392.0228
Chicago Area	(630) 972.0146
Dallas Area	(214) 638.6101
Las Vegas Area	(702) 362.2552
Los Angeles Area	(714) 517.7400
New Orleans Area	(404) 815.8488
New York Area	(201) 392.0228
Orlando Area	(407) 857.9122
San Francisco Area	(650) 624.0930
Seattle Area	(650) 624.0930
Washington, DC Area	(301) 776.7690

Nationwide Service

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Supported by 12 distribution centers nationwide, with professional staff dedicated to the success of your event, CORT Trade Show Furnishings is the furniture solution.




SHOW NAME:

EXHIBITOR:

BOOTH NUMBER(S)

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<i>Occasional Cocktail & End Table's</i>					
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	\$ 200	\$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	\$ 200	\$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	\$ 186	\$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	\$ 265	\$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	\$ 213	\$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	\$ 170	\$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	\$ 175	\$ -
C1 M		COCKTAIL TABLE	VISIONS, CHERRY	\$ 170	\$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	\$ 180	\$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	\$ 180	\$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	\$ 175	\$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	\$ 239	\$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	\$ 203	\$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	\$ 159	\$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	\$ 164	\$ -
E1 M		END TABLE	VISIONS, CHERRY	\$ 147	\$ -
<i>Cafe Tables</i>					
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	\$ 142	\$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 158	\$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 142	\$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 158	\$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 158	\$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	\$ 161	\$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	\$ 142	\$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	\$ 142	\$ -
ZT E		CAFÉ TABLE	BRANDY, STANDARD BASE	\$ 196	\$ -
XT E		CAFÉ TABLE	BRANDY, TULIP CHROME BASE	\$ 213	\$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	\$ 196	\$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	\$ 213	\$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 196	\$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 213	\$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 213	\$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	\$ 216	\$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	\$ 196	\$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	\$ 196	\$ -
<i>Bar Table's</i>					
VT K		BAR TABLE	MAPLE, STANDARD BASE	\$ 164	\$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	\$ 170	\$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	\$ 164	\$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	\$ 170	\$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	\$ 170	\$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	\$ 186	\$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	\$ 164	\$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	\$ 164	\$ -
VT E		BAR TABLE	BRANDY, STANDARD BASE	\$ 205	\$ -
WT E		BAR TABLE	BRANDY, TULIP CHROME BASE	\$ 229	\$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	\$ 208	\$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	\$ 229	\$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	\$ 208	\$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	\$ 229	\$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	\$ 229	\$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	\$ 229	\$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	\$ 208	\$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	\$ 208	\$ -
<i>Training Room</i>					
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	\$ 274	\$ -
PO 3		KIOSK	BLACK & MAPLE	\$ 328	\$ -
PO 1		PODIUM	LECTURN, CHERRY	\$ 208	\$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	\$ 228	\$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	\$ 104	\$ -
WD 2		WRITING DESK	GRAPHITE	\$ 241	\$ -
TS.649 2009 CORT ORDER FORM - PROPRIETARY AND CONFIDENTIAL, ALL RIGHT RESERVED.					

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
<i>Conference Chair's, Stacking & Utility Seating</i>					
SC 9		SIDE CHAIR	PANTON, WHITE	\$ 132	\$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	\$ 109	\$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	\$ 125	\$ -
CC E		SIDE CHAIR	ICE, TRANSPARENT, CHROME	\$ 145	\$ -
SC 4		SIDE CHAIR	JETSON, BLACK	\$ 125	\$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	\$ 153	\$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	\$ 117	\$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	\$ 117	\$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYX BLACK	\$ 222	\$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	\$ 208	\$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	\$ 246	\$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 267	\$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	\$ 284	\$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	\$ 219	\$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 241	\$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	\$ 262	\$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	\$ 300	\$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	\$ 76	\$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	\$ 76	\$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	\$ 137	\$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	\$ 203	\$ -
<i>Desk's, Bookcase's, Credenza's & File's</i>					
JD 6		EXECUTIVE DESK	MAHOGANY	\$ 383	\$ -
JD 7		EXECUTIVE DESK	GRAPHITE	\$ 366	\$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	\$ 383	\$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	\$ 361	\$ -
BC 6		BOOKCASE	MAHOGANY, 72"	\$ 234	\$ -
BC 7		BOOKCASE	GRAPHITE, 72"	\$ 229	\$ -
L2 6		LATERIAL FILE	MAHOGANY	\$ 290	\$ -
L2 7		LATERIAL FILE	GRAPHITE	\$ 274	\$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	\$ 180	\$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	\$ 132	\$ -
<i>Conference Table's</i>					
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	\$ 284	\$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	\$ 274	\$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	\$ 196	\$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	\$ 186	\$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	\$ 202	\$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	\$ 306	\$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	\$ 371	\$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	\$ 306	\$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	\$ 371	\$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	\$ 251	\$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	\$ 284	\$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	\$ 350	\$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	\$ 557	\$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	\$ 251	\$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	\$ 251	\$ -
<i>Product Display's, Lamps, & Refrigerators</i>					
ET 2		ETAGERE	BLACK	\$ 234	\$ -
ET 1		ETAGERE	SILVER	\$ 234	\$ -
PD F		PEDESTAL	GRAPHITE NEBULA	\$ 274	\$ -
PD H		PEDESTAL	GRAPHITE NEBULA	\$ 284	\$ -
PD K		PEDESTAL	GRAPHITE NEBULA	\$ 306	\$ -
PD L		PEDESTAL	LOCKING, BLACK	\$ 313	\$ -
LA F		LAMP	LUMALIGHT, RED	\$ 219	\$ -
LA D		LAMP	LUMALIGHT, WHITE	\$ 219	\$ -
LA E		LAMP	LUMALIGHT, ORANGE	\$ 219	\$ -
LA 1		LAMP	PEWTER, FLOOR LAMP	\$ 104	\$ -
LA 2		LAMP	PARISIAN, PEWTER	\$ 104	\$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	\$ 574	\$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	\$ 191	\$ -

ORDER INFORMATION		PAYMENT INFORMATION		DELIVERY INFORMATION	
EXHIBITING COMPANY:		ORDER TOTAL:	\$ -	SHOW NAME:	
ADDRESS:		LATE ORDER FEE (ADD 30%):	\$ -	BOOTH NUMBER (S)	
		STATE TAX: (EXCLUDING NV & CA)	\$ -	CONTRACTOR:	
PHONE:	FAX:	TOTAL DUE:	\$ -	SHOW DATE:	
CONTACT:		CREDIT CARD:			
EMAIL ADDRESS:		SIGNATURE: EXP:			
AUTHORIZED BY:		NAME: (PRINT)			

CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED	CODE	QTY	ITEM	DESCRIPTION	PRICE	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's						Occasional Chair' & Ottoman's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	\$ 440	\$ -	OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	\$ 196	\$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	\$ 960	\$ -	OC H		OCCASIONAL CHAIR	BARCELONA, BLACK	\$ 530	\$ -
SO C		SOFA	LISBON, BLACK LEATHER	\$ 510	\$ -	OC W		OCCASIONAL CHAIR	BARCELONA, WHITE	\$ 530	\$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	\$ 460	\$ -	OC L		OCCASIONAL CHAIR	CAPPUCCINO	\$ 241	\$ -
CH C		CHAIR	LISBON, BLACK LEATHER	\$ 338	\$ -	OC U		OCCASIONAL CHAIR	GLOBUS	\$ 271	\$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	\$ 475	\$ -	OC B		TUB CHAIR	KEY WEST, BLACK	\$ 282	\$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	\$ 314	\$ -	OC Y		STAGE CHAIR	ONYX	\$ 132	\$ -
SO N		SOFA	MARRAKESH	\$ 415	\$ -	OC C		STAGE CHAIR	CAMEL	\$ 132	\$ -
CH N		CHAIR	MARRAKESH	\$ 295	\$ -	OC Z		STAGE CHAIR	BEIGE	\$ 132	\$ -
SO K		SOFA	RIO, BLUE SUEDE/CHROME LEG	\$ 404	\$ -	OC R		STAGE CHAIR	RED	\$ 132	\$ -
CH K		CHAIR	RIO, BLUE SUEDE/CHROME LEG	\$ 290	\$ -	OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	\$ 170	\$ -
SO M		SOFA	KEY WEST, BLACK	\$ 388	\$ -	OS B		OTTOMAN	OVAL, WHITE LEATHER	\$ 210	\$ -
LS M		LOVESEAT	KEY WEST, BLACK	\$ 344	\$ -	OT Q		OTTOMAN	SQUARE, WHITE LEATHER	\$ 234	\$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	\$ 992	\$ -	OT N		OTTOMAN	BENCH, WHITE LEATHER	\$ 262	\$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	\$ 443	\$ -	OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	\$ 274	\$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 244	\$ -	OS A		OTTOMAN	OVAL, BLACK LEATHER	\$ 210	\$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	\$ 304	\$ -	OT P		OTTOMAN	SQUARE, BLACK LEATHER	\$ 234	\$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	\$ 365	\$ -	OT M		OTTOMAN	BENCH, BLACK LEATHER	\$ 262	\$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	\$ 259	\$ -	OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	\$ 274	\$ -
Bar's & Barstool's						CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	\$ 426	\$ -
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	\$ 155	\$ -	CC B		OTTOMAN	LEATHER CIRCLE, BLACK	\$ 426	\$ -
BS N		BARSTOOL	JETSON, BLACK	\$ 189	\$ -	CC W		OTTOMAN	LEATHER CIRCLE, WHITE	\$ 426	\$ -
BS D		BARSTOOL	OSLO, BLUE	\$ 175	\$ -	PW M		OTTOMAN	PINWHEEL, BLACK, WHITE & RED	\$ 923	\$ -
BS C		BARSTOOL	OSLO, WHITE	\$ 175	\$ -	PW B		OTTOMAN	PINWHEEL, BLACK & RED	\$ 896	\$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	\$ 168	\$ -	OT C		OTTOMAN	CUBE, LEMON	\$ 74	\$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	\$ 168	\$ -	OT D		OTTOMAN	CUBE, BLUEBERRY	\$ 74	\$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	\$ 133	\$ -	OT E		OTTOMAN	CUBE, RASPBERRY	\$ 74	\$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	\$ 125	\$ -	OT H		OTTOMAN	CUBE, BLACK LEATHER	\$ 80	\$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	\$ 125	\$ -	OS C		OTTOMAN	CUBE, WHITE LEATHER	\$ 80	\$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	\$ 125	\$ -	MAIL OR FAX BOTH FRONT & BACK TO THE LOCAL CORT SERVICE CENTER: CHICAGO: 2725 Davey Road, Suite 200 Woodridge, IL 60517 PHONE: 630.972.0146 FAX: 630.972.0269					
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	\$ 2,743	\$ -						
BR 1		BAR, COUNTER	MARTINI BAR	\$ 953	\$ -						

- LATE ORDERS:**

 - Orders received within 14-days prior to show opening will incur a 30% late fee.

CANCELLATIONS:

 - If cancelled within 14-days prior to move-in, a 50% charge will be applied.
 - Cancellations made after move-in begins will receive no refund.
- PAYMENT:**

 - All orders must be received with full payment no later than 14 days prior to the show.
 - Payment may be made by credit card, or check on a U.S. Bank
 - Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

TS.649 CORT 2009 - PROPRIETARY AND CONFIDENTIAL, ALL RIGHTS RESERVED

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/06/12

E ☐ M ☐



ELECTRICAL EXHIBITION SERVICES
2338 S Indiana Ave Chicago, IL 60616
Ph: (312) 674-1100 Fax: (312) 873-3864
chicago@edlen.com

COMPANY:

BTH #

EVENT: Entrepreneurial Woman's Conference & Woman's Business Buyer's Mart

FACILITY: McCormick Place West

DATES: September 20, 2012

EVENT# 092103CH

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-042012CH

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			89.00	133.00	
1000 WATTS (10 AMPS)			179.00	269.00	
1500 WATTS (15 AMPS)			193.00	290.00	
2000 WATTS (20 AMPS)			209.00	314.00	
208 VOLT SINGLE PHASE					
20 AMPS			396.00	594.00	
30 AMPS			415.00	623.00	
60 AMPS			454.00	681.00	
100 AMPS			909.00	1364.00	
208 VOLT THREE PHASE					
20 AMPS			526.00	789.00	
30 AMPS			543.00	814.00	
60 AMPS			588.00	882.00	
100 AMPS			959.00	1438.00	
200 AMPS			1758.00	2637.00	
480 VOLT THREE PHASE					
20 AMPS			1006.00	1509.00	
30 AMPS			1202.00	1803.00	
60 AMPS			1574.00	2361.00	
100 AMPS			2070.00	3105.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge)

Total Amps: _____ x 3.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS	21.00
POWER STRIPS	21.00

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	95.00
OT (Mon-Fri, 4:30pm-8am, first 8 hours on Sat.)	140.00
DT (All day Sun. & Holidays, after 8hrs. on Sat.)	185.00

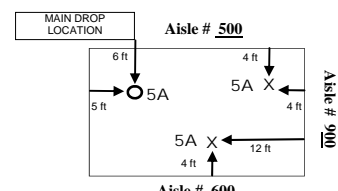
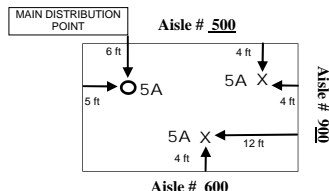
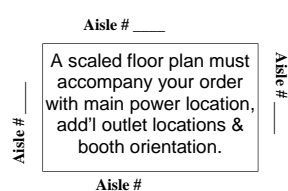
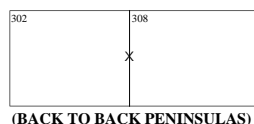
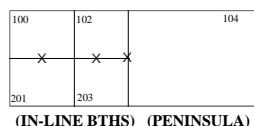
SUB TOTAL	
SALES TAX 8%	
PLACE TOTAL HERE	
COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:
The "Method of Payment Form" must be completed and returned with this order form.	

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/06/12



ELECTRICAL EXHIBITION SERVICES
2338 S Indiana Ave. Ste. 200, Chicago, IL 60616
Ph: (312) 674-1100 Fax: (312) 873-3864
chicago@edlen.com

COMPANY:		BTH #	
EVENT:	Entrepreneurial Woman's Conference & Woman's Business Buyers Mart		
FACILITY:	McCormick Place		
DATES:	September 20, 2012	EVENT#	092103CH

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
SIGNATURE:		PRINT NAME:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Bank of America

Wire Transfer:

ABA#: 026009593 Acct: 33855214

International Wire Transfer:

Swift Code: BOFAUS3N Acct: 33855214

ACH Direct Deposit

ABA# 125000024 Acct: 33855214

* \$25 processing fee MUST be included with transfer.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA

☐ MASTERCARD

☐ AMX

☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:					CITY:		ST:		ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

**PLEASE
SIGN**

AUTHORIZED SIGNATURE

PRINT NAME

DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

EXHIBITOR AND TECHNICAL SERVICES

Internet and Telecommunication Service Ordering Guide and Facility Information

ENTREPRENEURIAL WOMAN'S CONFERENCE

Deadline Date:
September 5, 2012

Need Help Completing The Forms???

CONTACT US:

312-791-6113 (Call Center)

312-791-6159 (Fax)

telecommunications@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 Internet Technical Services at 312-567-8060 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 approximately 33% on your order.
- 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.

COMPLIMENTARY WIRELESS INTERNET

OVERVIEW

The complimentary service should **ONLY** be used for non-mission-critical applications such as general web surfing and Internet-based email access.

Access to the WiFi network may be sporadic and cannot be guaranteed as access is based on the volume of users.

McCormick Place Internet/Technical Services is committed to delivering the highest quality internet and networking services in the industry. Experience has shown that wireless service is inherently vulnerable to interference from other devices that utilize the same radio frequency spectrum (such as microwave ovens). **It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit, a hard-wired service is the best way to go.** If you need help with selecting the proper Internet service for your exhibit, please call McCormick Place's internet sales staff at +1-312-567-8060 and they will be happy to assist you or refer to the order form in your Exhibitor's Services Manual.

REQUIREMENTS

To access WIFI service:

- Your device/computer must have an 802.11b/g WirelessNetwork Interface Card (Integrated, PCMCIA, or USB)
- Set the SSID setting on your wireless card to "MCCORMICK" (case sensitive without quotation marks).

Per our Terms and Conditions listed at <http://www.mccormickplace.com/wifi.html>, misuse of any wireless service may result in service interruption to yourself or other exhibitors and can lead to disconnection of your equipment. No refunds will be given.

TERMS, CONDITIONS AND NOTICES

I accept and understand the limitations and vulnerabilities of the wireless Internet service provided by McCormick Place. I also understand that if I choose to use this service for any reason including, but not limited to, showcasing, product presentation, application demonstration or other mission critical applications, McCormick Place will not be responsible for any interference or disruption of service that may occur.

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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 may save up to 33%**. 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
- Telecommunication Services Order Form
- Floor Plan Template

During the event you will receive an On-Site Invoice for your telecommunication 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 the Exhibitor and Technical Services Department 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 the Exhibitor and Technical Services Department 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 & WEST ONLY)

INTERNET SERVICE

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. The McCormick Place Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail inetsales@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. 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. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Shared Ethernet	256 kbps minimum	Includes 1 IP address, up to 10 additional can be ordered	For up to 11 computers with low bandwidth needs (email, simple websites, small downloads)
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Dedicated Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

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 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 Telecommunication 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 telecommunication services ordered, a cancellation fee in the amount of 10% of the value of the telecommunication services ordered will be charged.

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

For partial cancellation of telecommunication 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. Via US mail/First Class Mail/Couriers (remember to allow ten days):
Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616

2. Via Overnight Express:
JPMorgan Chase • 131 S. Dearborn 6th Floor • Chicago, IL 60603
Attn: McCormick Place Tradeshow Box #25134

3. Fax To: (312) 791-6159
You may fax your complete order information. The Exhibitor and Technical 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

5. Federal Tax ID Number: 366009091

6. Illinois Tax ID Number: E9988509303

Exhibitor and Technical Services Department 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:	Entrepreneurial Woman	DATE RECEIVED: <i>FOR OFFICE USE ONLY</i>	
EVENT CODE:	26597	ORDER #:	
DEADLINE DATE:	September 5, 2012	CUST #:	CK AMT \$:
EVENT DATES:	September 20, 2012	BATCH #:	CK#:
<p>WHEN ORDERING ANY TELECOMMUNICATION SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE TELECOMMUNICATION SERVICES ORDER FORM. 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.</p>			

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

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☐ **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:

CONTACT US:

312-791-6113 (Office)

312-791-6159 (Fax)

telecommunications@mccormickplace.com

(E-mail)

www.mccormickplace.com

(Web)

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

Signature: _____

Exhibitor and Technical Services Department Telecommunication Services Order Form

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

EVENT NAME: Entrepreneurial Woman		EVENT DATES: September 20, 2012	
COMPANY NAME:		BOOTH #:	DATE:
ADDRESS:		PHONE #:	
CITY:	STATE:	ZIP:	FAX #:
ON-SITE CONTACT NAME:		CELL #:	
EMAIL ADDRESS:		SUBMITTED BY:	

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	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	

Do you want your telephone number published in the Event Directory? ☐ YES ☐ NO
If yes, please print how your company's name should appear _____

SUB-TOTAL

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	

SUB-TOTAL

TAX BREAKDOWN

7% State excise, 0.50% State Infrastructure, 7% City excise

*In an ongoing effort to make McCormick Place a simpler place to do business, we have made the following changes:

Telephone Services will now include the following:

Unlimited Free Toll-free calls

Unlimited Local (Chicago Metro Area) Calls

Up to 100 minutes of Domestic Long Distance calls at no charge.

We will continue to charge for all international calls

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software.
Please refer to page 5 for a description of services or call (312) 567-8060.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		SHARED ETHERNET	\$1,000.00*	\$1,300.00*	
3369		ETHERNET 512	\$2,000.00	\$2,300.00	
3352		ETHERNET 768	\$2,800.00*	\$3,000.00*	
3353		DEDICATED ETHERNET 1.55	\$5,600.00	\$5,900.00	
3380		DEDICATED Ethernet 5 MBPS	\$8,000.00		
3381		DEDICATED Ethernet 5 10 MBPS	\$10,000.00		
3366		VLAN CONNECTION – We can create a private network for you.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS	\$125.00*	\$150.00*	
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.	8- \$125 16- \$200 24- \$300		
3376					
3377					
3367		Firewall rental – We offer Cisco Pix® firewalls. Includes basic programming.	\$500.00		

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.

LABOR

**LABOR AND EQUIPMENT RATES ARE EFFECTIVE:
June 1, 2012 – May 31, 2013**

Straight Time	\$82.00	Aerial Lift	\$142.00
Overtime	\$120.00	Scissor Lift	\$71.00
Double Time	\$159.00		

**Submit Your Complete Order and Full Payment
by September 5, 2012 to receive the Advanced Rate.**



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:

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

Back of Booth

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Event Manager at (312) 791-6317.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at 312.791.7113.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking / ASUV Program

Self-loading/Unloading

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event.

Guaranteed Parking

Also, a limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity.

To register for the ASUV self loading/unloading program and/or purchase online visit [Exhibitor Guaranteed Parking Permits](#).

FIRE AND SAFETY REGULATIONS

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 (FAX 312-791-6013) can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, Exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.
- Fire Safety personnel will patrol the exhibit area. If anyone is in violation a written notice will be given to the exhibitor.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.
- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by the McCormick Place Fire Safety Manager, the Fire Prevention Bureau, the Fire Marshal and Show Management.
- Must be contained inside a non combustibile enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non combustibile surface with 24 inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Assistant Director of Fire Safety.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustibile labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by OSHA requires pre-approval and must be accompanied with the appropriate Material Safety Data Sheet (MSDS). McCormick Place Fire Safety Office will need copies of the MSDS before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the McCormick Place Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1–4, you will need to comply with the fire code items marked *yes* on the following table:

Fire Code Compliance
Exhibits with Multiple Levels or Ceilings

Fire Code Item	Booth Format			
	1	2	3	4
1. Max. Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate				
of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans With Disabilities Act and meet the following requirements:
 - Minimum of 3 feet in width
 - Provide a handrail on at least one side
 - Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
 - Not be spiral or winding
 - If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Assistant Director of Fire Safety.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Assistant Director of Fire Safety.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, the McCormick Place Event Management Department can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.



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J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
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312-225-3323
Fax 312-225-9873
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