

Setup and Dismantle

The show is Tuesday, July 14, 2020 from 10:00 am to 3:30 pm at the Donald E. Stephens Convention Center in Rosemont, IL.

SETUP AND DISMANTLE GUIDELINES

Setup is the day before the show, **Monday, July 13, 2020** from 12:30 pm to 5:00 pm only. Setup is not permitted the day of the show. If an Exhibitor has not started setting up any of its displays (table-top or pop-up booths) or if any display remains unfinished by 5:00 pm of the day before the opening of the Exhibition, The Chicagoland Cooperator reserves the right to have such displays installed by the official decorator at the Exhibitor's expense. Management will not allow any moving of exhibits after this time. All exhibits shall be ready by the opening hour of the Exhibition. **No assembly is permitted the day of the show.**

EXHIBITOR ENTRANCES

The show will be held on the second floor of the Convention Center in Hall "F". For exhibitor move in and unloading of vehicles and trucks, you will need to proceed to the South end of the building. The Teamsters will be there for direction and unloading.

SIDE ENTRANCE

For hand-carried items, please proceed to the parking garage across the street from the Convention Center. You can walk your freight across the street or through the walkway to the front entrance of Hall F and proceed to your booth.

LOADING DOCK

All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the vehicle will be directed to the proper door or dock for unloading or loading.

ASSEMBLY/ DISMANTLE

- 1) Exhibitors may set up and dismantle their own booth displays.
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

In addition, all exhibits must remain intact until the Exhibition has officially ended. Disturbing or tearing down an exhibit prior to the official closing hour of the Exhibition can result in a refusal by The Cooperator to accept or process exhibit space applications for subsequent exhibitions. You are not permitted to dismantle your booth before 3:30 pm. Doing so creates a disruption for your neighboring booths and is a safety hazard for those in the aisles. Messengers or employees will not be permitted in the exhibit hall to dismantle your booth until 3:30 pm.

No move-out or dismantling may begin before 3:30 pm. Refer to your signed Contract. All violators will be assessed a fine and lose their priority status from the 2021 Convention.

Display Regulations

SHOW COLORS

The booths and aisles will be carpeted. Booth drapes are blue, carpet is gray.

BOOTH PACKAGE

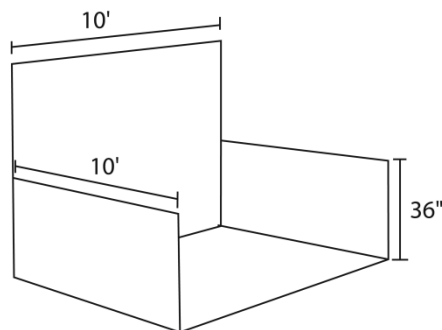
There will be an eight-foot high back drape and three-foot high side rails. An identification sign (standard white and black sign) will hang from the top of the back drape and will be printed according to the contracted name. In order to help people locate your booth easily, it is recommended that your identification sign be in full view. If you need additional furniture, accessories or signage please reference the "furnishing" form in your checklist.

DECORATION

An exhibitor building special background or side dividers must make certain that the surfaces of such dividers are finished so as not to be unsightly to exhibitors in adjoining booths (No logos, no graphics). The Chicagoland Cooperator has full discretion and authority in the placement, arrangement, and appearance of all items displayed by Exhibitor, and may require the replacing, rearrangement, or redecorating of any time or of any booth, and no liability shall attach The Chicagoland Cooperator for costs that the Exhibitor may incur.

BOOTH RESTRICTIONS

Each booth is draped 8' high on the backline and 36" high on the sideline. The sidelines on any inside booth (any booth with only one side exposed to an aisle) cannot exceed 36" so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8' is allowed only in the rear half of the booth space.



Any display extending above the 36" side-rail must ensure that all exposed areas facing the adjoining neighboring booth are finished off with board, drape or some other comparable material. These areas facing your adjoining neighbor should not have any company name, logo or any other advertising copy.

SIGN SPECIFICATIONS

No sign or decorative material may protrude into the aisles or encroach upon neighboring booths whether on the side or on the back of the booth. Display booths wider than ten feet will cause a disruption to the neighboring booth and are not permitted. No obstruction may be placed in any aisles, passageways, or fire exits.

BOOTH DEMONSTRATIONS

Demonstration areas must be confined to within the exhibit space so as not to interfere with any traffic in the aisles. If you offer a demonstration or entertainment such as a magician or clown, it cannot interfere with the flow of traffic down the aisles or create excessive crowds at

Booth Specifications

neighboring booths. Aisles may not be obstructed at any time. All demonstrations and entertainment must be restricted to within the booth.

DEMONSTRATION EQUIPMENT

Equipment, products or machinery when displayed must be kept within the confines of the booth area. Exhibitors with equipment that protrudes into the aisles will be asked to rearrange their booth so as to fit all within the specified space. Exhibitors must keep within the space designated by the pipe and drape.

HANDOUTS

You cannot distribute literature, samples or other materials outside of your booth. All handouts and giveaways must be restricted to within the booth.

SOUND LEVELS

Sound level of presentations should be kept within the confines of the booth area and must not interfere with neighboring exhibits. The Cooperator strives to provide and maintain a fair exhibiting environment to all clients.

If you have any questions, please call Courtney Reilly at (212) 683-5700, ext. 368 or send an email to Courtney@yrinc.com