



Discount Deadline:
March 25, 2024

McCormick Place - West Building

BOOTH EQUIPMENT	<p>All inline booths will be set with 8' high royal blue back drape and 3' high royal blue side drape. Booths 300 sq. ft. and less will receive a 7" x 44" identification sign. Booths larger than 300 sq. ft. may receive a 7" x 44" identification sign upon request.</p> <ul style="list-style-type: none"> • See Rules and Regulations for booth setup guidelines. • Show Contractors: Visit https://www.mccormickplace.com/event-contractors/event-contractors-info/ for important EAC Information 																					
EXHIBIT HALL CARPET	<p>The exhibit area is not carpeted. Booth flooring is REQUIRED. The aisles will be carpeted in blue jay.</p>																					
DISCOUNT PRICE DEADLINE	<p>Take advantage of the discounted rates - place your order on or before March 25, 2024.</p>																					
SHOW SCHEDULE	<p>Exhibitor Move-In</p> <table border="0"> <tr> <td>Thursday</td> <td>May 2, 2024</td> <td>8:00 AM - 4:30 PM</td> </tr> <tr> <td>Friday</td> <td>May 3, 2024</td> <td>8:00 AM - 4:30 PM</td> </tr> </table> <p>Exhibit Hours</p> <table border="0"> <tr> <td>Saturday</td> <td>May 4, 2024</td> <td>9:00 AM - 4:30 PM</td> </tr> <tr> <td>Sunday</td> <td>May 5, 2024</td> <td>9:00 AM - 4:30 PM</td> </tr> <tr> <td>Monday</td> <td>May 6, 2024</td> <td>9:00 AM - 4:00 PM</td> </tr> </table> <p>Exhibitor Move-Out</p> <table border="0"> <tr> <td>Monday</td> <td>May 6, 2024</td> <td>4:30 PM - 10:00 PM</td> </tr> <tr> <td>Tuesday</td> <td>May 7, 2024</td> <td>8:00 AM - 12:00 PM</td> </tr> </table>	Thursday	May 2, 2024	8:00 AM - 4:30 PM	Friday	May 3, 2024	8:00 AM - 4:30 PM	Saturday	May 4, 2024	9:00 AM - 4:30 PM	Sunday	May 5, 2024	9:00 AM - 4:30 PM	Monday	May 6, 2024	9:00 AM - 4:00 PM	Monday	May 6, 2024	4:30 PM - 10:00 PM	Tuesday	May 7, 2024	8:00 AM - 12:00 PM
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EXHIBITOR SERVICE INFORMATION	<ul style="list-style-type: none"> • Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs. • All exhibitor materials must be removed from the exhibit facility by May 7, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by May 7, 2024 at 10:00 AM. • In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier. • The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier. • All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges. 																					
DISMANTLE AND MOVE OUT INFORMATION																						



McCormick Place - West Building

DISMANTLE AND MOVE OUT INFORMATION
(continued)

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

SHIPPING INFORMATION
(See labels included in manual)

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
IMMUNOLOGY2024
C/O The Expo Group
Trade Show Transport
2300 S. Throop Street
Chicago, IL 60608

- The Expo Group will accept crated, boxed or skidded materials beginning , at the above address April 15, 2024. Shipments arriving after April 24, 2024 will be received at the warehouse with an additional after deadline charge.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.
- Certified weight tickets must accompany all shipments.

Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
IMMUNOLOGY2024
C/O The Expo Group
McCormick Place West
2301 South Lake Shore Drive
Chicago, IL 60616

The Expo Group will receive shipments at the exhibit facility beginning May 2, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note:

All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.



McCormick Place - West Building



The Expo Group is passionate about reducing, reusing, and recycling materials and waste. There are several simple things you can do to help as well. Join us by implementing some basic habits to help us keep our beautiful planet green.

YOUR BOOTH

- Order booth services online to reduce use of paper.
- Rent carpet directly from us to assure you are renting recycled/recyclable carpet.
- Ask about graphics and signs that can be made from recycled materials, are recyclable and consider using digital graphics.
- Consider our Perspective Rental Exhibits or modular Octonorm rental systems to assure your booth is recycled and reused.

IN YOUR BOOTH

- Use QR Code(s) to send electronic literature to prospects or consider printing locally rather than shipping in paper.
- Make sure booth lighting uses LED bulbs for reduced energy consumption.
- Order giveaways responsibly to avoid plastic, toxic materials and useless products that will end up in the hotel room trash.

SHIPPING YOUR BOOTH

- Make sure that possible recyclable or reusable items are not left behind after the show closes - clean your space before leaving.
- Ask about caravans and consolidated shipments going to another industry show to save on fuel emissions.
- Consider the use of shipping containers that are recyclable or reusable.



McCormick Place - West Building

The Expo Group Joins the Pledge For A Net Zero Carbon Footprint

The Expo Group recently joined industry leaders including PCMA, ESCA and over 250 other partners to join The Pledge for a Net Zero Carbon Footprint. A wide-ranging network of global events industry players has united to fight climate change with the ultimate goal of eliminating the industry's greenhouse gas emissions by 2050. A broad collaboration, hosted by the Joint Meetings Industry Council (JMIC) with the support of the United Nations Framework Convention on Climate Change (UNFCCC), developed the pledge over several months.

In this effort we are committed to:

- Publish (by the end of 2023) our pathway to achieve net zero by 2050 with an interim target in line with The Paris Agreement's requirement to reduce global greenhouse gas emissions by 50% by 2030.
- Collaborate with partners, suppliers, and customers to drive change across the value chain.
- Report on progress at a cadence of every two years.
- Joining an industry workstream group dedicated to defining industry best practices for conservation and reporting.

Today, The Expo Group has already implemented multiple initiatives to support reductions in greenhouse emissions including:

- Provide no shipping options.
- Use digital graphics with zero footprint.
- Utilize reusable/sustainable materials.
- Streamline processes to minimize waste.
- Standardize furnishings and prices.
- Rent vs. purchase exhibits options.
- Controlled material handling.
- Reusable registrations kiosks.

Our Packaging Plans include:

- Minimize shipping where applicable.
- Rent vs. purchase options for carpet, furnishings and exhibits.
- GBAC cleaning materials.
- More efficient models resulting in less waste.



The Expo Group will continue to provide updates on our commitments to meet the industry pledge as we drive toward the NetZero Carbon Commitment.



McCormick Place - West Building

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PAYMENT OPTIONS

A Credit Card Authorization **MUST** be on file with The Expo Group before any goods or services will be rendered regardless of your method of payment. Cash payments will not be accepted.

CREDIT CARD PAYMENT:

The Expo Group only accepts credit card information electronically. For your convenience we accept MasterCard, Visa, Discover and American Express.

- Securely submit your credit card online at cyberservices.theexpogroup.com
- Login with your Show ID and Password
- Your secure login info will be provided via email from ExhibitorService@theexpogroup.com
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card"

COMPANY CHECK PAYMENT:

Please mail your check along with your order forms to The Expo Group. To ensure payment is accurately reflected on your account, orders will be processed upon receipt of the original check.

Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

ACH OR WIRE TRANSFER PAYMENT:

• **Domestic ACH or Wire Transfer:**

The Expo Group LLC.
 Routing Number 111017979
 Account Number 1411023532

• **International Wire Transfer:**

Instruct the foreign banks US Dollar Correspondence to send via:

FED Wire directly to: Texas Capital Bank, N.A.
 Wire Routing Number: 11017979
 SWIFT BIC: TXCBUS44
 Account Number: 1411023532 | The Expo Group, LLC.

THIRD PARTY AGENTS:

If The Expo Group is invoicing a third party on behalf of the exhibiting company, please complete and submit the Third Party Authorization form so that the account can be established. Once established, credentials will be assigned for ordering and submitting payment online.

NOTE: The exhibiting firm is ultimately responsible for payment of all services rendered and payment is due prior to the last day of the event.

TAX EXEMPT STATUS:

- If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate with your initial order. The certificate must be issued by the federal government or by state in which your event is taking place.



McCormick Place - West Building

1. GENERAL

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP, LLC and You, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION-SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR
- AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG THROUGH ANY ORDER AND COMMUNICATION CHANNEL, OR
- WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH TEG

1.1 DEFINITIONS. For purposes of the Contract, "TEG" means The Expo Group, LLC, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Show or Event:** an organized marketplace within a venue where EXHIBITOR'S participant. **Show or Event Site:** The venue or place where an exposition or event takes place; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during events; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor:** Union labor that is provided to a EXHIBITOR to install or dismantle a booth or exhibit space and pursuant to EXHIBITOR'S election is not supervised and/or directed by TEG. EXHIBITOR assumes the responsibility and any liability arising therefrom, for the work of union labor when EXHIBITOR elects to use un-supervised labor.

1.2 SCOPE. These Terms and Conditions shall be binding upon EXHIBITOR, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, THIRD PARTY, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

EXHIBITOR permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing. **EXHIBITOR hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the EXHIBITOR as a third party.**

1.3 PAYMENT TERMS

1.3.a. Full Payments, including any applicable tax and fee, are due in advance or at show site prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. secured funds and all checks must be drawn on a U.S. Bank; MasterCard, VISA, American Express, credit cards, debit cards, ACH, Wire Transfer, provided there is sufficient customer credit in EXHIBITOR'S form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. If EXHIBITOR is exempt from payment of sales tax, TEG requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, TEG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of TEG except where specifically identified as a sale. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all terms and conditions outlined herein.

1.3.b. THIRD PARTIES: EXHIBITOR is ultimately responsible for all charges incurred on its behalf. In the event that a THIRD PARTY agent orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last scheduled show day, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

1.3.c. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

1.3.d. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card authorized on the account in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum), and future orders will be on a prepaid basis only. EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Event. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

1.3.e. CANCELLATION: Unless otherwise noted on the specific service order form, Exhibitors who cancel up to ten (10) days prior to Exhibitor Move-in will NOT be assessed any cancellation fees. Cancellations received less than 10 days prior to Exhibitor Move-in or at show site, will incur a fee equal to 100% of the order amount unless otherwise noted on the specific service order form. If the Show or Event is canceled because of reasons beyond TEG'S control, EXHIBITOR remains responsible for all charges for services and equipment provided up to and including the date of cancellation. In either case, Shipments received at the Advance Warehouse will be assessed a charge of 50% of the applicable published Warehouse rate. TEG will not issue refunds to EXHIBITOR of any payments made before the date of cancellation. It is EXHIBITOR'S responsibility to advise the TEG Service Representative of problems with any orders, and to review the EXHIBITOR'S account summary for accuracy prior to the last scheduled day of the Show or Event.

1.3.f. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. If a payment is subsequently made by check with the intention of reversing the initial credit card payment CREDIT CARD REFUND PROCESSING CHARGE will be assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is 3% of the amount owed. Said CREDIT CARD PROCESSING CHARGE is applicable in the event of voluntary withdrawal and/or cancellation of service as outlined in conditions above.

1.3.g. REFUNDS: EXHIBITOR may opt to transfer order credits and payments at full value towards any service solution from The Expo Group on any future Event despite the Event or General Service Contractor in lieu of refund. Request for refund due to withdrawal is subject to Administrative and Credit Card Refund Processing charges. Any refund will be processed as part of TEG'S show close process, within 21 days of the last show date. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded. EXHIBITOR shall receive a full and complete refund of any overpayments following final show close audit. In the event of EXHIBITOR withdrawal or the Exposition or Event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the Event or Exposition, including all non-refundable Administrative Processing costs incurred by TEG, and applicable CREDIT CARD REFUND PROCESSING CHARGES.

1.3.g.i. Request for refund by different method than original payment must be submitted in writing by EXHIBITOR. Electronic request will only be considered when sent from an email address within the exhibiting company's domain and on company letterhead. The request must specifically address the reason for requesting the refund by check and full details for where the check is to be mailed.

1.3.g.ii. TEG will remit refunds to EXHIBITOR at the name and address on file. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered. EXHIBITOR reserves the right to access final accounting showing all services or equipment ordered on their behalf.

Continues on following page.



McCormick Place - West Building

1.3.h. Any discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time and approved by the TEG Project Manager, Sales or Director in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show.

1.3.i. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in any way release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

1.4. **CHOICE OF LAW & VENUE.** Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

1.5. **FORCE MAJEURE.** TEG's performance hereunder is subject to, and TEG shall not be responsible for loss, delay, or damage due to, strike, work stoppages, natural elements, vandalism, Act of God, civil disturbances, power failures, explosions, acts of terrorism or war, or for any other cause beyond TEG's reasonable control, nor for ordinary wear and tear in the handling of Exhibitor's materials.

1.6. LIMITATION OF LIABILITY & INDEMNITY

IN NO EVENT SHALL TEG BE LIABLE TO THE EXHIBITOR OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER SUCH DAMAGES OCCUR EITHER PRIOR OR SUBSEQUENT TO, OR ARE ALLEGED AS A RESULT OF, TORTIOUS CONDUCT, FAILURE OF THE EQUIPMENT OR SERVICES OF TEG OR BREACH OF ANY OF THE PROVISIONS OF THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING STRICT LIABILITY AND NEGLIGENCE, EVEN IF TEG HAS BEEN ADVISED OR HAS NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE BUT ARE NOT LIMITED TO LOST PROFITS, LOSS OF USE, AND INTERRUPTION OF BUSINESS OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSSES.

TEG'S LIABILITY SHALL BE LIMITED TO ANY LOSS OR DAMAGE WHICH RESULTS SOLELY FROM TEG'S NEGLIGENCE IN THE ACTUAL PHYSICAL HANDLING OF EXHIBITOR'S MATERIALS AND NOT FROM ANY OTHER TYPE OF LOSS OR DAMAGE. TEG'S MAXIMUM LIABILITY FOR ANY CAUSE SHALL BE LIMITED TO \$0.50 PER POUND PER ARTICLE WITH A MAXIMUM LIABILITY OF \$100.00 PER ITEM OR \$1,500.00 PER SHIPMENT, WHICHEVER IS LESS. TEG SHALL NOT BE RESPONSIBLE FOR LOSS, THEFT, OR DISAPPEARANCE OF MATERIALS BEFORE THEY ARE PICKED UP FROM EXHIBITOR'S BOOTH OR FOR RELOADING AFTER THE SHOW. BILLS-OF-LADING COVERING OUTGOING SHIPMENTS, WHICH ARE FURNISHED TO TEG BY EXHIBITOR, WILL BE CHECKED AT THE TIME OF ACTUAL PICKUP FROM THE BOOTH AND CORRECTIONS MADE WHERE DISCREPANCIES OCCUR.

ANY CLAIMS FOR LOSS, INJURY OR DAMAGE MUST BE SUBMITTED TO TEG WITHIN THIRTY (30) DAYS OF THE CLOSE OF THE SHOW IN WHICH THE LOSS, INJURY OR DAMAGE OCCURRED, OR SUCH CLAIMS SHALL BE WAIVED. NO SUIT OR ACTION FOR THE RECOVERY OF ANY CLAIMS ARISING OUT OF OR RELATED TO BODILY INJURY, DEATH, OR PROPERTY DAMAGE SHALL BE BROUGHT AGAINST TEG MORE THAN ONE YEAR AFTER THE ACCRUAL OF THE CAUSE OF ACTION. ANY INCIDENT OCCURRING AT SHOW SITE MUST BE BROUGHT TO THE ATTENTION OF TEG BEFORE THE CLOSE OF THE SHOW AND AN INCIDENT REPORT FILLED OUT, SHOULD EXHIBITOR FAIL TO FILL OUT AN INCIDENT REPORT AS REQUIRED, EXHIBITOR WAIVES ANY CLAIMS FOR DAMAGE, INJURY, OR LOSS.

1.7. **INDEMNIFICATION.** Exhibitor agrees to indemnify and forever hold harmless TEG from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reason-able attorneys' fees and investigation costs) arising out of or contributed to by Exhibitor's negligent supervision of any labor secured through TEG; Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractors (EAC) at the show or event to which this Contract relates, including but not limited to Exhibitor's violation of Federal, State, County or Local ordinance and/or Exhibitor's violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.

1.8. **Insurance:** It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.

1.9. **UN-SUPERVISED LABOR.** EXHIBITOR shall be responsible for the performance and actions of all labor provided under this option. It is the responsibility of EXHIBITOR to supervise labor secured through TEG in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with TEG rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

2. MATERIAL HANDLING

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor's materials are delivered to The Expo Group's warehouse or to an event site for which The Expo Group is the Official Show Contractor; or an order for labor and/or rental equipment is placed by Exhibitor or their appointed agent with The Expo Group. Please be aware that disposal of exhibit properties is not included as part of your Material Handling charges. Please contact The Expo Group for your quoted rates and rules applicable to disposal of your exhibit properties.

2.1 **TEG as AGENT for EXHIBITOR.** EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

TEG has Right of Preference into and out of the show site building to prevent delays and provide an orderly operation for the show.

2.2. **ADVANCE WAREHOUSING/TEMPORARY STORAGE:** TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar temporary storage facilities.

2.3. **PACKAGING/CRATES AND STORAGE:** TEG shall not be responsible for damage to loose or uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage including but not limited to glass, electronic equipment, prototypes, original art; carpets in bags or poly, or improperly packed or labeled materials. TEG shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means. TEG does not accept any crates or packaging containing hazardous materials. Goods requiring cold storage and those in accessible storage are stored at Exhibitor's own risk. **TEG ASSUMES NO RESPONSIBILITY OR LIABILITY FOR LOSS OR DAMAGE TO GOODS IN COLD STORAGE OR ACCESSIBLE STORAGE.** Storage charge is for the use of storage space and is not a form of insurance or guarantee of security.

2.4. **EMPTY STORAGE:** Empty container labels will be available at the show site service center. Affixing appropriate empty container labels is the sole responsibility of the Exhibitor or his representative's. All pre-existing labels must be removed. TEG assumes no responsibility for error in the above procedures; removal of containers with old empty labels and without The Expo Group's labels; or improper information on empty labels. **TEG ASSUMES NO LIABILITY FOR LOSS OR DAMAGE TO GOODS OR CRATES, OR THE CONTENTS THEREIN, WHILE THE SAME ARE IN EMPTY CONTAINER STORAGE.**

Continues on following page.



McCormick Place - West Building

2.5. INBOUND/OUTBOUND SHIPMENTS/UNATTENDED GOODS: There may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor, or a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such times, Exhibitor materials will be left unattended. **TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition.** EXHIBITOR is responsible for insuring its own Goods for any and all risk of loss. TEG recommends the hiring of security services from Facility or Show Management. **Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight must be counted by designated carrier at the loading dock. The Carrier is responsible for notifying TEG of any discrepancies.** All MHA's submitted to TEG by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to TEG and the actual count of such items in the booth at the time of pickup. TEG is not responsible for any wait time or other charges including business center charges arising from delivery or pickup of Exhibitor's materials.

2.6. DELIVERY TO THE CARRIER FOR RELOADING: TEG assumes no responsibility for loss, damage, theft, or disappearance of Exhibitor's materials after same have been delivered to Exhibitor's appointed carrier, shipper, or agent for transportation after the conclusion of the show. TEG loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. **TEG ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISES OUT OF IMPROPERLY LOADED OR LABELED MATERIALS.**

2.7. DESIGNATED CARRIERS: To expedite removal of exhibitor materials TEG shall have the authority to change the Exhibitor designated carrier if that carrier does not pick up the shipment(s) at the appointed time. Where no disposition is made by Exhibitor, materials may be taken to a warehouse to await Exhibitor's shipping instructions and Exhibitor agrees to be responsible for charges relating to such rerouting and handling. **IN NO EVENT SHALL TEG BE RESPONSIBLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION.**

2.8. CLAIM(S) FOR LOSS: Exhibitor agrees that any and all claims for loss or damage must be submitted to TEG immediately at the show site and in any case not later than thirty (30) business days after the date when Exhibitor's materials are delivered to the carrier for transportation from show site or from TEG's warehouse. All claims reported after thirty (30) days will be rejected. In no event shall a suit or action be brought against TEG more than one (1) year after the date of loss or damage occurred.

2.8.a. PAYMENT FOR SERVICES MAY NOT BE WITHHELD: Any claim and or dispute regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due. In the event of any dispute between the Exhibitor and TEG relative to any loss, damage, or claim, Exhibitor shall not be entitled to and shall not withhold payment due TEG for its services as an offset against the amount of any alleged loss or damage.

2.9. DECLARED VALUE: Declarations of Declared Value are between the Exhibitor and the selected Carrier only and are in no way an extension of TEG's maximum liability stated herein. TEG will use commercially reasonable efforts to transmit the Declared Value instructions to the selected Carrier; however, TEG WILL NOT BE LIABLE FOR ANY CLAIM ARISING FROM THE TRANSMITTAL OF, OR FAILURE TO TRANSMIT, DECLARED VALUE INSTRUCTIONS TO THE CARRIER NOR FOR FAILURE OF THE CARRIER TO UPHOLD THE DECLARED VALUE OR ANY OTHER TERM OF CARRIAGE.

2.10. LIEN: Exhibitor grants TEG a security interest in and a lien on all of Exhibitor's materials that is from time to time in the possession of TEG and all the proceeds thereof, including without limitation insurance proceeds (the "Collateral"), to secure the prompt and full payment and performance of all Exhibitor's indebtedness for monies paid, by TEG on its behalf, services performed, materials and/or labor from time to time provided by TEG to or for the benefit of Exhibitor ("Obligations"). TEG shall have all the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that TEG is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. TEG may hold and not deliver any of the Collateral to Exhibitor for so long as there are any Obligations that remain unpaid or unsatisfied.

2.11. WAIVER AND RELEASE: Exhibitor, as a material part of the consideration to TEG for material handling services, waives and releases all claims against TEG with respect to all matters for which TEG has disclaimed liability pursuant to the provisions of this Contract.

2.12. DRIVER LIABILITY WAIVER: IN CONSIDERATION OF TEG PERMITTING ENTRANCE TO THE PREMISES, YOU, YOUR EMPLOYER, THE OWNER OF THE TRUCK AND OR EQUIPMENT THAT YOU ARE OPERATING (TRUCKOWNER) AND YOU AS AGENT OF YOUR EMPLOYER AND THE TRUCKOWNER, HEREBY ASSUME ALL RISK OF INJURY OR HARM TO YOURSELF AND OTHERS AND DAMAGE TO YOUR PROPERTY AND PROPERTY BELONGING TO YOUR EMPLOYER OR OTHERS ARISING FROM YOUR ACTIVITIES WHILE BEING PERMITTED TO ENTER THE PREMISES. YOU AGREE TO ENTER AT YOUR OWN RISK. YOU HAVE FULL KNOWLEDGE OF ANY RISK INVOLVED IN THIS ACTIVITY. YOU RECOGNIZE THE HAZARDS AND ARE AWARE OF ALL THE RULES FOR SAFE OPERATION. YOUR EMPLOYER, THE TRUCKOWNER, AND YOU AGREE TO INDEMNIFY AND HOLD HARMLESS TEG, ITS EMPLOYEES, OFFICERS, DIRECTORS, AGENTS, ASSIGNS, AFFILIATED COMPANIES AND RELATED ENTITIES, AGAINST ANY AND ALL LIABILITY, ACTIONS, CLAIMS, AND DAMAGES OF ANY KIND WHATSOEVER.



McCormick Place - West Building

Exhibiting Company: _____ Booth Number: _____

Third Party Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____

Telephone Number: _____

Email Address: _____

THIRD PARTY PAYMENT POLICY

- The payment record of the Third Party must be acceptable to The Expo Group.
- Form must be signed and signed by the Exhibitor and returned to The Expo Group at least 14 business days prior to show move-in date.
- The Expo Group will provide online password for the third party after the form is processed.
- Securely submit your credit card online at cyberservices.theexpogroup.com.
- Login with your Show ID and Password.
- Your secure login info will be provided via email from ExhibitorService@theexpogroup.com
- Once logged in, from your account home page click on "Billing Info", review and agree to our "Terms and Conditions" and then click "Add A New Card".
- The exhibiting firm is ultimately responsible for payment of all charges and payment is due prior to the last day of the event.
- All Accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be given after the show. We will send account summaries electronically from show-site for your review. Please send us contact information including name and email for the person that would be responsible to review and approve all charges.

SERVICES TO BE INVOICED TO THIRD PARTY

- All Expo Group Services
- Furniture/Carpet
- Forklift Labor
- Booth Labor
- Suspended Sign Labor
- Booth Cleaning
- Material Handling
- Other _____

**If a representative of your company will be on the show floor, please also fill out and return the EAC Requirements and Forms paperwork to ExhibitorService@theexpogroup.com.*

THIS ACKNOWLEDGEMENT TO BE COMPLETED AND SIGNED BY THE EXHIBITING COMPANY REPRESENTATIVE

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event Third Party named above does not make payment, such charges will be presented to the exhibiting firm, and the exhibiting firm will make payment to The Expo Group prior to last day of the event. (Exhibiting Company's signature required below.)

PLEASE SIGN

X _____



McCormick Place - West Building

Exhibiting Company: _____ Booth Number: _____

EAC Information:

EAC Company Name: _____

EAC Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

EAC Contact Name: _____ EAC e-mail: _____

Telephone Number: _____

If you plan on hiring a service contractor(s) other than the official contractor selected by the show management, you must submit this authorization form with all the required documentation for each contractor individually (see below) to The Expo Group.

NOTE: For services such as electrical, plumbing, telephone, cleaning and material handling, no contractor other than the official contractor may be appointed. The exhibitor shall control/operate only the material and equipment that he/she owns and that is to be used only within the booth space. The Official Service Contractor will provide all usual trade show services, including labor. Labor supervision, however, may be provided by the exhibitor. The exhibitor may also appoint either the official contractor for labor supervision or a qualified non-official contractor.

Official Show Contractors:

- Visit <https://www.mccormickplace.com/event-contractors/event-contractors-info/> for important EAC Information
- Ensure orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limit of insurance are in force.
- Avoid any conflict with local union regulations and requirements.

Should an exhibitor wish to employ the services of a contractor other than the Official Show Contractor, the following conditions must be met:

- The exhibitor must inform The Expo Group of the name and address of the contractor and the work to be performed by completing the Authorization below. The Authorization must be received by The Expo Group **no later than 30 days** prior to the show first move-in date. If notification is not received by the deadline, The Expo Group labor must be used for all work and the EAC will be permitted to supervise the labor only.

The contractor hired by the exhibitor must:

- Provide no later than 30 days prior to the show's first move-in date a Certificate of Insurance with at least the following limits: Commercial Liability not less than \$1,000,000 each occurrence/\$2,000,000 general aggregate, Workers Compensation Insurance, including Employer's Liability coverage, in a minimum amount not less than \$1,000,000; Auto Liability not less than \$1,000,000 each occurrence, naming The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation.
- Agree to abide by all rules and regulations of the show and union rules and regulations.
- Wear identification badges at all times. Temporary labor badges will be provided. Badges will be issued only to representatives of approved EAC to supervise, install, dismantle, or maintain exhibits and exhibit-related equipment.

This form must be accompanied by the certificate of insurance (COI). INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Signature of Exhibitor: _____ Date: _____

Service to be Performed: _____

Exhibiting Company Name: _____ Booth Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Contact Name: _____ Email Address: _____

Telephone Number: _____ Fax Number: _____

Authorizer acknowledges reading and accepting all Terms and Conditions in full and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____

EAC Print Name: _____

EAC Authorizer's Signature: _____ Date: _____



McCormick Place - West Building

Exhibitor Appointed Contractor (EAC) Access to the Show Floor: Wristbands will only be distributed to EACs with previously received/approved EAC Work Authorization form, a valid Certificate of Insurance, and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies on file. Wristbands give approved EACs access to the show floor during Exhibitor move-in and move-out hours only. Wristbands must be worn at all times and visible to security and show management personnel. After-hours work passes are available for access to the exhibit floor at The Expo Group Service Center desk.

Certificate of Insurance (COI): Each EAC shall provide The Expo Group with a valid Certificate of Insurance and a copy of the additional insured endorsements required on the primary and excess/umbrella general liability policies. The insurance form must name The Expo Group (the General Contractor), Show Management, Facility, and Organizer as additional insured, except for Workers Compensation, to include the following:

- The Expo Group, LLC.
- The American Association of Immunologists, Inc.
- J. Spargo and Associates, Inc
- Chicago Park District
- Metropolitan Pier and Exposition Authority
- OVG360
- McCormick Place
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates (May 2 - 7, 2024)

The insurance form must list the Certificate Holder as:

The Expo Group, LLC.
5931 West Campus Circle Drive
Irving, TX 75063

Minimum Coverage Requirements for Primary & Excess/Umbrella Commercial General Liability: Each EAC shall maintain insurance coverage of the types and in the minimum amounts as follows: **LIMITS:** Primary: Each Occurrence \$1,000,000; Products - COMP/OP AGG \$2,000,000; Personal & Adv Injury \$1,000,000; General Aggregate \$2,000,000 **EXCESS/UMBRELLA:** Each occurrence \$1,000,000; Aggregate \$1,000,000; Coverage for contractual liability and products liability.

The following entities shall be named as additional Insureds for all ongoing operations:

- The Expo Group, LLC.
- The American Association of Immunologists, Inc.
- J. Spargo and Associates, Inc
- Chicago Park District
- Metropolitan Pier and Exposition Authority
- OVG360
- McCormick Place
- Each Exhibitor represented by the contractor
- Show Move-In dates through Move-Out dates (May 2 - 7, 2024)

Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

Workers' Compensation Insurance (WCI): Each EAC shall maintain Workers' Compensation and Occupational Disease Insurance in full compliance with all federal and state laws; covering all of the EAC's employees engaged in the performance of any work for the Exhibitor. Coverage for Workers' Compensation and Employers' Liability shall be insured for the following limit: Each Accident \$1,000,000; Disease - Each Employee \$1,000,000; Disease - Policy Limit \$1,000,000

WCI Insurer shall waive any right of subrogation against Organizer and The Expo Group, LLC., their officers, directors, agents or employees. Coverage cannot be cancelled or reduced without at least 30 days prior written notice to Organizer and The Expo Group, LLC.

Automobile Liability: Automobile liability must be covered whether the EAC has a vehicle on-site or not. Each EAC shall maintain insurance coverage in the minimum amounts as follows: Combined Single Limit \$1,000,000

CERTIFICATE OF LIABILITY INSURANCE

SAMPLE

DATE (MM/DD/YYYY)

00/00/0000

PRODUCER (000) 000-0000 FAX

AGENTS NAME
AGENTS ADDRESS
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURERS AFFORDING COVERAGE NAIC #
INSURED YOUR COMPANY NAME
YOUR COMPANY ADDRESS

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

EAC FOR:
COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSL LTR	ADD'L INSRD	TYPES OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	X	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP-OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY #	EFF DATE	EXP DATE	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY-EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: ACC	\$
		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	POLICY #	EFF DATE	EXP DATE	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
		WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	POLICY #	EFF DATE	EXP DATE	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER \$
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE- POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ADDITIONAL INSURED AS RESPECTS LIABILITY PER WRITTEN CONTRACT:

The Expo Group
 The American Association of Immunologists, Inc.
 J. Spargo & Associates, Inc.
 Chicago Park District
 McCormick Place
 Metropolitan Pier and Exposition Authority
 OVG360

CERTIFICATE HOLDER
CANCELLATION

The Expo Group
 5931 West Campus Circle Drive
 Irving, TX 75063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **30** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Exhibitor Appointed Contractor (EAC) Work Authorization Form

This form must be completed by the exhibiting company:

No EAC will be granted access to the show floor without the Exhibitor's signature and completion of the EAC Requirements and this EAC Work Authorization Form. Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

Return completed EAC Requirements and EAC Work Authorization Forms to The Expo Group via email by the Discount Deadline and forward a copy of the Certificate of Liability Insurance sample to your EAC.

Exhibitor fee will be \$150.00 per booth, to cover additional expenses incurred. These fees will be waived if The Expo Group provides the labor.

For insurance and safety reasons, the official contractor designated in the service manual must be used for services such as:

Electrical Booth Cleaning Plumbing Material Handling Telecommunications Suspended Signs Rigging

Services:

Installation & Dismantle
Photography
Personnel/Models

Installation & Dismantle - Supervision Only
Security
Other (please identify): _____

Products:

Flooring/Carpet Rental
Furniture/Signs/Accessories
Floral

Audio Visual - Rental/Production/Lighting
Computer Rental
Other (please identify): _____

Indicate Details/Type of Service Performed for the Above Checked Boxes (i.e. installation, supervision, etc.):

Note Other Products/Services Below:

EXHIBITOR INFORMATION:

Exhibiting Company: _____
Exhibitor Contact: _____
Exhibitor Email: _____
Exhibitor Signature: _____

Booth Number: _____
Title: _____
Exhibitor Phone: _____
Date: _____

EAC INFORMATION:

EAC Company Name: _____
Company Address: _____
Company Phone: _____
EAC Contact Name: _____
Contact Email: _____

City/State/Zip: _____
Fax Number: _____
Contact Cell: _____

Provided Service Description: _____



McCormick Place - West Building

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at cyberservices.theexpogroup.com

CUSTOM CARPET

40oz. Ultra Plush Carpet, includes visqueen *not available onsite

Please choose your color: Black Cement Red Royal Blue Silver Cloud

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$11.00	\$14.25	= _____

28oz. Ultra Plush Carpet, includes visqueen *not available onsite

Please choose your color: Black Cement Charcoal Cobalt Blue Red Royal Blue Silver Cloud White

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$9.50	\$12.50	= _____

VINYL FLOORING

Custom Vinyl Flooring *not available onsite

Please choose your color: Dark Maple Light Maple Rain Cloud White Washed

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$10.50	\$14.00	= _____

Vinyl Flooring Padding *not available onsite

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @	\$6.75	\$8.75	= _____

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply)

- Will bring our own carpet*
 Shipping to Warehouse
 Shipping Direct to Dock
 *Material Handling charges will apply

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



Discount Deadline: March 25, 2024

McCormick Place - West Building

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Prices are for rental only and include delivery, material handling, installation, and removal at close of show.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Standard Cut Carpet cannot be used in any booth 20'x20' or larger as booth areas - please use Special Cut Carpet order form.
- Colors may vary due to facility lighting, printing limitation, and dye lot differences.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.

Order online at cyberservices.theexpogroup.com

STANDARD CARPET

Please choose your color: Black Blue *Blue Jay *Cayenne *Environmentally Friendly Options-made w/ recycled products
 Gray Green *Pepper Red

Standard Carpet

Size	Quantity	Advance Price	Standard Price	Total
10' x 10'	_____ @ _____	\$396.00	\$515.00	= _____
10' x 20'	_____ @ _____	\$792.00	\$1,029.75	= _____
10' x 30'	_____ @ _____	\$1,188.00	\$1,544.50	= _____
10' x 40'	_____ @ _____	\$1,584.00	\$2,059.25	= _____

Custom Cut Standard Carpet Custom Cut carpet can be ordered by square foot to accommodate your booth size.

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$7.00	\$9.00	= _____

PADDING AND VISQUEEN

Carpet Padding

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$2.50	\$3.50	= _____

Plastic Visqueen Covering

Price per Square Foot (100 Sq. Ft. minimum)	Advance Price	Standard Price	Total
Booth Dimensions: _____ X _____ = _____ Sq. Ft. @ _____	\$1.50	\$2.50	= _____

EXHIBITOR PROVIDED CARPET

Let us know if you plan to bring your own carpet. (Check all that apply.)

- Will bring our own carpet*
 Shipping to Warehouse Shipping Direct to Show Site
 *Material Handling charges will apply

ADDITIONAL INFORMATION

If you would like The Expo Group to install your own carpet, please use the labor form to order installation and dismantle labor and indicate for carpet installation.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

- Cleaning is an exclusive service. This includes all floor services and trash removal.
- Orders received after the deadline or without payment will be charged the Standard price.
- Prices are based on the total square footage of the booth regardless of the area to be cleaned.
- Exhibit and furnishings wipe down not included.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- Cleaning includes emptying wastebasket within your booth at the time of vacuuming and/or shampooing.
- 100 square foot minimum applies for all services listed.
- Excessive trash will be subject to an additional fee for dismantling and disposal.
- Exhibitors who will be providing food and beverage to attendees in the booth are requested to order porter service at their own expense. Porter service is exclusively provided by The Expo Group.

Order online at cyberservices.theexpogroup.com

CARPET CLEANING

One-time Vacuuming *

	Price per Square Foot			Advance Price	Standard Price	Total
Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	_____ \$1.25	_____ \$1.50	= _____

Daily Vacuuming (Three days)

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	_____ \$3.75	_____ \$4.50	= _____
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One-time Shampooing of booth *

**Subject to availability*

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	_____ \$1.50	_____ \$2.00	= _____
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Daily Shampooing (Three days)

**Subject to availability*

Booth Dimensions:	_____ X _____	=	_____ Sq. Ft. @	_____ \$4.50	_____ \$6.00	= _____
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* Please indicate days for one-time vacuuming and/or shampooing: Saturday Sunday Monday

PORTER SERVICE

Porter Service includes emptying wastebaskets at 2-hour intervals during show hours. * Vacuuming service not included, must be ordered separately.

Size	# of Days		Advance Price	Standard Price	Total
0-500 sq. ft.	_____	@	_____ \$158.50	_____ \$206.25	= _____
501-1500 sq. ft.	_____	@	_____ \$216.00	_____ \$281.00	= _____
1501-3000 sq. ft.	_____	@	_____ \$288.00	_____ \$374.50	= _____
3000 sq. ft. and up	_____	@	_____ Call for Quote	_____ Call for Quote	= _____

* Please indicate days for porter service: Saturday Sunday Monday

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%

Order online at cyberservices.theexpogroup.com

FURNITURE

Item	Quantity	Advance Price	Standard Price	Total
Arm Chair	X	\$180.00	\$234.00	=
Side Chair	X	\$151.25	\$197.00	=
Slimline Chair	X	\$129.75	\$168.75	=
Barstool	X	\$302.50	\$393.50	=
30" Round, 30" High Pedestal Table	X	\$345.75	\$449.50	=
30" Round, 42" High Pedestal Table	X	\$381.75	\$496.25	=

DRAPED TABLES

Draped tables include white vinyl top and skirting on three sides.

Drape Color: White Black Red Teal Blue Gray Burgundy Green

4' Long x 2' x 30" (incl. 4th side drape)	X	\$273.75	\$356.00	=
6' Long x 2' x 30"	X	\$302.50	\$393.50	=
8' Long x 2' x 30"	X	\$317.00	\$412.00	=
4' Long x 2' x 42" (incl. 4th side drape)	X	\$317.00	\$412.00	=
6' Long x 2' x 42"	X	\$345.75	\$449.50	=
8' Long x 2' x 42"	X	\$360.00	\$468.00	=
4th Side Drape for 6' & 8' tables - 30"	X	\$ 83.75	\$109.00	=
4th Side Drape for 6' & 8' tables - 42"	X	\$ 89.50	\$116.50	=

UNDRAPED TABLES

Undraped tables include white vinyl top.

4' Long x 2' x 30" - Undraped	X	\$158.50	\$206.25	=
6' Long x 2' x 30" - Undraped	X	\$187.25	\$243.75	=
8' Long x 2' x 30" - Undraped	X	\$216.00	\$281.00	=
4' Long x 2' x 42" - Undraped	X	\$216.00	\$281.00	=
6' Long x 2' x 42" - Undraped	X	\$245.00	\$318.50	=
8' Long x 2' x 42" - Undraped	X	\$273.75	\$356.00	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

- Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Cancellations received at show site will be billed at 100%.

Order online at cyberservices.theexpogroup.com

ACCESSORIES

Item	Quantity	Advance Price	Standard Price	Total
Bag Rack	X	\$179.00	\$233.00	=
Wastebasket	X	\$ 36.00	\$ 47.00	=
Tripod Easel	X	\$ 93.75	\$122.00	=
Literature Rack	X	\$324.00	\$421.25	=
4' x 8' Tackboard <input type="checkbox"/> Horizontal <input type="checkbox"/> Vert.	X	\$345.75	\$449.50	=
2' x 8' Grid Wall	X	\$324.00	\$421.25	=
Two Arm Waterfall Rack	X	\$324.00	\$421.25	=
Retractable Stanchion (min. qty. 2)	X	\$187.25	\$243.75	=

SPECIAL DRAPE

Drape includes bases, ups and crossbar. 4' minimum required.

Drape Color:	<input type="checkbox"/> Gray	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	<input type="checkbox"/> White
3' high drape			X	\$ 37.50	\$ 49.25	=
8' high drape (4' minimum)			X	\$ 50.50	\$ 65.75	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

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- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

10' x 10' ESSENTIALS LINE EXHIBITS

Structure Code	Item	Qty	Advance Price	Standard Price	Total
Presence_100_Basic	*Presence Basic	X	\$ 4,932.00	\$ 7,398.00	=
Presence_100_Designer	*Presence Designer (with graphics)	X	\$ 5,904.00	\$ 8,856.00	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_100_Basic	Waveline Basic	X	\$ 5,220.00	\$ 7,830.00	=
Waveline_100_Designer	Waveline Designer (with graphics)	X	\$ 6,408.00	\$ 9,612.00	=
Impact_100_Basic	Impact Basic	X	\$ 6,480.00	\$ 9,720.00	=
Impact_100_Designer	Impact Designer (with graphics)	X	\$ 7,164.00	\$10,746.00	=

10' x 20' ESSENTIALS LINE EXHIBITS

Presence_200_Basic	*Presence Basic	X	\$10,188.00	\$15,282.00	=
Presence_200_Designer	*Presence Designer (with graphics)	X	\$10,908.00	\$16,362.00	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
Waveline_200_Basic	Waveline Basic	X	\$ 7,704.00	\$11,556.00	=
Waveline_200_Designer	Waveline Designer (with graphics)	X	\$ 9,612.00	\$14,418.00	=
Impact_200_Basic	Impact Basic	X	\$10,548.00	\$15,822.00	=
Impact_200_Designer	Impact Designer (with graphics)	X	\$12,132.00	\$18,198.00	=

ADDITIONAL INFORMATION

Don't forget to fill out and return this with the Perspectives Rental Exhibits Options form to select your exhibit options selections with this order.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. *Any Additional Electrical Service must be ordered separately by the exhibitor.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

ESSENTIALS LINE ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC1	Curved Reception w/ Open Back	X	\$ 720.00	\$1,080.00	=
ACC1	Curved Reception w/ Open Back (with graphics)	X	\$ 972.00	\$1,458.00	=
ACC2	*Presence Credenza	X	\$ 792.00	\$1,188.00	=
ACC2	*Presence Credenza (with graphics)	X	\$1,001.00	\$1,501.25	=
* Indicate Metal Color: <input type="checkbox"/> Silver <input type="checkbox"/> Black					
ACC3	Cosmopolitan Credenza	X	\$1,425.75	\$2,138.50	=
ACC3	Cosmopolitan Credenza (with graphics)	X	\$1,620.00	\$2,430.00	=
ACC5	Waveline Credenza	X	\$ 990.00	\$1,485.00	=
ACC5	Waveline Credenza (with graphics)	X	\$1,180.25	\$1,770.50	=
ACC6	Waveline Credenza w/ Standoff Sign	X	\$1,074.50	\$1,611.75	=
ACC6	Waveline Credenza w/ Standoff Sign (with graphics)	X	\$1,312.00	\$1,968.00	=
ACC7	Waveline Computer Pedestal	X	\$1,101.00	\$1,651.50	=
ACC7	Waveline Computer Pedestal (with graphics)	X	\$1,370.50	\$2,055.50	=
ACC8	Presence Pedestal	X	\$ 784.25	\$1,176.50	=
ACC8	Presence Pedestal (with graphics)	X	\$ 972.00	\$1,458.00	=
ACC9	Reception Counter w/ Open Back	X	\$ 857.00	\$1,285.25	=
ACC9	Reception Counter w/ Open Back (with graphics)	X	\$1,152.00	\$1,728.00	=
ACC10	Presence Extended Credenza w/ Shelf	X	\$1,080.00	\$1,620.00	=
ACC10	Presence Extended Credenza w/ Shelf (with graphics)	X	\$1,368.00	\$2,052.00	=

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Don't forget to fill out and return this with Perspectives Rental Exhibits Options form to select your Exhibit Options selections with this order.

Subtotal _____
9% Sales Tax _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____



McCormick Place - West Building

- The Expo Group offers exhibitors a quick and cost effective solution to showcase your booth for trade show participation. *Price includes delivery, material handling, installation and dismantle labor for all rental items, carpet, daily cleaning and basic power for exhibit lights on booth structures. *Any Additional Electrical Service must be ordered separately by the exhibitor.*
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.

Order online at cyberservices.theexpogroup.com

ESSENTIALS LINE ACCESSORIES (CONT.)

Structure Code	Item	Qty	Advance Price	Standard Price	Total
ACC11	Additional Stem Light*	X	\$ 89.50	\$ 134.25	=
ACC13	8" Straight White Laminate Shelf	X	\$ 79.25	\$ 119.00	=
ACC33	12" Straight White Laminate Shelf	X	\$ 109.25	\$ 164.00	=
ACC14	8" Straight Black Laminate Shelf	X	\$ 79.25	\$ 119.00	=
ACC34	12" Straight Black Laminate Shelf	X	\$ 109.25	\$ 164.00	=
ACC15	8" Straight Clear Shelf	X	\$ 109.25	\$ 164.00	=
ACC35	12" Straight Clear Shelf	X	\$ 138.75	\$ 208.25	=
ACC16	Angled White Metal Shelf	X	\$ 79.25	\$ 119.00	=
ACC17	Product Display Case w/ Light*	X	\$1,439.00	\$2,158.00	=
ACC18	Tower Display Case w/ Light*	X	\$1,764.00	\$2,646.00	=
ACC19	Square Tower Display Case w/ Light*	X	\$1,188.00	\$1,782.00	=
ACC22	Information Station Credenza	X	\$1,178.50	\$1,767.75	=
ACC23	Information Station Tower (Island Booth only)	X	\$1,574.50	\$2,361.75	=
ACC24	Free Standing Panel w/ Graphics	X	\$ 711.00	\$1,067.00	=

ADDITIONAL INFORMATION

Don't forget to fill out and return this with the Perspectives Rental Exhibits Options form to select your exhibit options selections with this order.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

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- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Please select options below for your exhibit or counter.

Order online at cyberservices.theexpogroup.com

EXHIBIT CARPET COLOR OPTIONS

Please choose your color: Black Blue *Blue Jay *Cayenne *Environmentally Friendly Options- made w/ recycled products
 Gray Green *Pepper Red

EXHIBIT HEADER OPTIONS

Standard Header Copy: _____

(Please type or print)

Header Letter Color: Black Red Blue

Header Font Type: Friz Quadrata Bold Castle T Bold Helvetica Bold Cooper Black

Upgrade your Header!

Custom Header	Use your graphics on the header panel.	_____ X	Advance Price \$396.00	Standard Price \$594.00	= _____
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NON-GRAPHIC PANEL OPTIONS

Please choose only one color to use for panels without graphics:

Hard wall: Black Blue Gray White

(Pegboard, Slat Wall and Grid Wall are available. Contact your Customer Service Manager.)

GRAPHIC PANEL OPTIONS

Custom Digital Graphics are included in the price of a Designer rental package.

Login cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal	_____
9% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



Discount Deadline:
March 25, 2024

McCormick Place - West Building

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
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- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

EXHIBIT BACKWALLS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
CMIL-00-002	10' D5 Milan FlatWall	X	\$3,683.75	\$5,525.50	=
CMIL-00-005	10' D5 Milan Curved Backwall	X	\$3,901.25	\$5,851.50	=
FAM-00-009	8' Flat Fabric Mural w/ End Caps	X	\$2,499.00	\$3,748.50	=
FAM-00-010	10' Flat Fabric Mural w/ End Caps	X	\$3,145.50	\$4,718.50	=

LIGHT BOXES/TOWERS

All light boxes come with frame, fabric graphic, and rotomoulded wheeled case.

10WRF100	10' Single Sided Light Box - 116" x 94"*	X	\$6,707.75	\$10,061.50	=
10BL115	10' Double Sided Light Box - 116" x 94"	X	\$7,642.50	\$11,464.00	=
7WRF100	Single Sided Backlit Tower 30"w x 84"h	X	\$3,057.50	\$4,586.00	=
7BL115	Double Sided Backlit Tower 30"w x 84"h	X	\$3,971.75	\$5,957.50	=

COUNTERS

All counters include the frame, fabric graphic, and travel bag.

CMIP-00-001	Curved Podium	X	\$1,554.00	\$2,330.75	=
CMIP-00-001	D5 Milan Rectangular Counter	X	\$2,077.00	\$3,115.50	=
BCS-05-004	Case to Counter (Full Oval Case and Counter Top)	X	\$485.50	\$728.25	=
BCS-02-004	Case to Counter Conversion (Full Oval Graphic Wrap Only)	X	\$422.25	\$633.00	=

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

Subtotal _____
10.25% Sales Tax _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____



Discount Deadline:
March 25, 2024

McCormick Place - West Building

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
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- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

BANNER STANDS

All backwalls include the frame, fabric graphic, and travel bag.

Structure Code	Item	Qty	Advance Price	Standard Price	Total
BSI-00-002	Single Sided Pull Up Banner	X	\$617.00	\$925.25	=
BTW-00-018	Single Sided Quickstand Banner (Non-Retractable)	X	\$717.75	\$1,076.50	=

HANGING SIGNS

All Signs include the frame, fabric graphic, harness kit, and traveling bag.

CHHA-00-005	8' Single Sided Circular Hanging Sign	X	\$5,110.50	\$ 7,665.75	=
CHHA-00-006	8' Double Sided Circular Hanging Sign	X	\$5,777.50	\$ 8,666.25	=
CHHA-00-013	10' Single Sided Circular Hanging Sign	X	\$6,085.50	\$ 9,128.25	=
CHHA-00-014	10' Double Sided Circular Hanging Sign	X	\$6,919.25	\$10,379.00	=
CHHA-00-019	12' Single Sided Circular Hanging Sign	X	\$7,316.00	\$10,974.00	=
CHHA-00-020	12' Double Sided Circular Hanging Sign	X	\$8,316.50	\$12,474.75	=
CHSQ-00-003	8' Single Sided Square Hanging Sign	X	\$6,234.75	\$ 9,352.25	=
CHSQ-00-004	8' Double Sided Square Hanging Sign	X	\$7,083.50	\$10,625.25	=
CHSQ-00-005	10' Single Sided Square Hanging Sign	X	\$7,480.25	\$11,220.00	=
CHSQ-00-006	10' Double Sided Square Hanging Sign	X	\$8,541.00	\$12,811.50	=
CHSQ-00-007	12' Single Sided Square Hanging Sign	X	\$8,726.00	\$13,089.00	=
CHSQ-00-008	12' Double Sided Square Hanging Sign	X	\$9,761.50	\$14,642.25	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
10.25% Sales Tax _____
TOTAL _____

Exhibiting Company: _____
Print Name: _____
Email Address: _____

Booth Number: _____
Date: _____
Phone Number: _____



Discount Deadline:
March 25, 2024

McCormick Place - West Building

- The Expo Group offers a quick and cost effective solution to showcase your booth for trade show participation. Please note items listed below are available for purchase, not rental.
- Installation and Dismantle labor is not included. To order labor, please see Labor forms.
- Electrical service is not included. To order electrical service, please see Electrical Service form.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- Rental Exhibit Orders and production ready artwork files MUST be received and graphic proofs must be approved at least 2-weeks prior to show first move-in date. Orders submitted after this date cannot be guaranteed.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

ACCESSORIES

Structure Code	Item	Qty	Advance Price	Standard Price	Total
LRS-00-007	Literature Stand-includes stand & travel bag	X	\$ 897.50	\$1,346.00	=
ELI-05-001	LED Milan Arm Light (Silver)	X	\$ 240.50	\$ 360.75	=
ELI-05-002	LED Milan Arm Light (Black)	X	\$ 240.50	\$ 360.75	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

CALCULATING YOUR TOTAL

Subtotal _____
10.25% Sales Tax _____
TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



Discount Deadline:
March 25, 2024

McCormick Place - West Building

- Orders received after the advance deadline or without payment will be billed at standard rates. TEG cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: Horizontal Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 90.75	\$181.00	=
11" x 14"	@	\$111.00	\$222.00	=
14" x 22"	@	\$114.00	\$227.75	=
22" x 28"	@	\$147.00	\$294.00	=
28" x 44"	@	\$172.50	\$345.00	=
40" x 60"	@	\$278.00	\$555.50	=
Banner per Sq. Ft. (Single Sided)	@	\$ 21.75	\$ 43.25	=
Easel Back (for up to 11" x 14")	@	\$ 14.50	\$ 29.00	=
Double Stick Back	@	\$ 14.50	\$ 29.00	=
Additional Design Time	@	\$108.00/hr	\$216.00/hr	=
Digital Set-Up Fee	@	\$125.00	\$125.00	=

Please specify copy and layout below or login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

Subtotal	_____
10.25% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

WHAT ARE FREIGHT SERVICES?

As the official Service Contractor, The Expo Group is the exclusive service provider for freight services. Material Handling is the unloading of your materials, up to 2.5 weeks of advance storage at the advance warehouse address, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. There are two options for shipping your freight - either to the advance warehouse or directly to the show site. It should not be confused with Shipping which is the cost to transport your exhibit material to and from the convention or event.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will begin to accept freight up to 2.5 weeks s prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date noted on the Quick Facts. Freight will be accepted after the deadline date, however additional charges will apply.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Quick Facts for warehouse hours. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets/pads. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.
- Warehouse freight is typically delivered to the booth prior to exhibitor set up.

HOW DO I SHIP DIRECT TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in.
- Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- **Certified weight tickets must accompany all shipments.**
- Shipments received without receipts or freight bills, such as Federal Express and UPS, will be delivered to the booth without guarantee of piece count or condition.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- Please see shipping labels in the service manual.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is billed individually. All shipments are subject to reweigh.
- Locate the rate that applies to your shipment(s) on the Material Handling Form then multiply the rate by the weight of your shipment in pounds.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.



McCormick Place - West Building

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at The Expo Group’s on-site Service Center.
- Once your container is completely empty and no longer needed, complete the labels and place them on each container. Our team will collect labeled empty containers periodically to be placed in storage that is non-accessible during the show.
- At the close of the event, empty containers are returned to all booths in random order. Depending on the size of the event, this process may take several hours. The empties returns start after all aisle carpet is removed from the show floor.

ARE MY MATERIALS PROTECTED AFTER DELIVERY OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Refer to The Expo Group’s Terms & Conditions sections 1 and 2 for additional representation and warranties on your property in the segments shown below.
- Consistent with trade show industry practices, there may be a period between the delivery of your shipments to your booth space and your arrival. This also applies for the end of the show, during the move-out or outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend you arrange either for a company representative to stay with your materials or to hire security services to safeguard your materials.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your location until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding riders to your existing insurance policies.
- All materials handled by The Expo Group are subject to the Terms and Conditions, which can be found in the exhibitor service manual or online at cyberservices.theexpogroup.com.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- An individual completed Material Handling Agreement (MHA) is required for each outbound shipment. Save time by completing the Outbound MHA in advance online, or visit The Expo Group’s Service Center once you arrive on-site.
- If the shipping information is provided in advance, the MHA will be delivered to your booth on-site. Otherwise, the MHA and labels will be available for pick up at The Expo Group’s on-site service center.
- After materials are packed, labeled, and ready to be shipped, the completed MHA must be delivered to The Expo Group’s onsite service center.
- Please note, it is the exhibitors responsibility to take their outbound small package shipments (FedEx, Ups, etc.) to the local business center.
- A minimum charge of one ½ hour TEG supervised labor fee will apply for any shipments left in a booth space without a processed MHA.
- It is the exhibitor’s responsibility to schedule pick up with their outbound carrier. Make sure to share the check-in deadline noted on the Quick Facts with the carrier. Please refer to the Quick Facts for specific dates, times and address for pick up.
- In the event a scheduled carrier fails to pick up by the final move-out day, the shipment will be re-routed on The Expo Group’s carrier of choice.
- For your convenience, approved show carriers will be on-site to assist you with arranging outbound transportation if arrangements were not made in advance.

WHERE DO I GET A FORKLIFT?

- Forklift service to assist in the install or dismantle of your exhibit components may be ordered in advance or on-site. For fast ordering go to www.theexpogroup.com, and click “Order Services”, then “Lift Equipment and Labor”. You may also contact us by email, Chat, text or by visiting The Expo Group’s Service Center on-site. Refer to the Lift Equipment and Labor Form for available equipment.
- Orders for equipment & labor will be dispatched once the exhibitor signs the labor order at The Expo Group’s Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

OTHER AVAILABLE FREIGHT SERVICES (availability differs by location)

- Crane (Must be ordered in advance)
- Accessible storage on-site
- Security storage at show site
- Short-term and long-term warehouse storage

5931 Campus Circle Drive West, Irving, Texas 75063 | 972.580.9000 | exhibitorservice@theexpogroup.com | theexpogroup.com



McCormick Place - West Building

Material Handling Rates

Discount Deadline: March 25, 2024

The Expo Group is the exclusive provider of material handling services. Material handling includes unloading your exhibit materials, storing up to 2.5 weeks in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth to reload onto outbound carriers. You have two options for shipping your freight - either to the warehouse or directly to show site. Material handling charges will automatically be applied to your account upon receipt of each shipment. It is not necessary to return this form to receive Material Handling services. Material Handling charges will be automatically applied to your account upon receipt of each shipment.

MATERIAL HANDLING RATES

Material Handling

\$3.50/ Pound

The above rate applies to shipments sent to either the advance warehouse or direct to show site

Material Handling - Received after April 24, 2024

\$4.25/ Pound

The above rate applies to shipments sent to the advance warehouse after April 24, 2024.

Material Handling - Small Packages

Compliments of TEG

This rate is per shipment. Qualifying shipments are inclusive of any number of pieces with total shipment weight of 10 pounds or less and, delivered to the same booth, from the same shipper, by the same carrier, on the same day. Shipments arriving to the warehouse after the deadline date do not qualify.

Shipments left on the show floor without an MHA will be rerouted at exhibitor's expense:

A minimum additional charge of one ½ hour TEG supervised labor fee will apply for any shipment left on the show floor without a completed Material Handling Agreement submitted to TEG service center and done so before the exhibitor move out deadline.

IMPORTANT SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
 IMMUNOLOGY2024
 C/O The Expo Group
 Trade Show Transport
 2300 South Throop Street
 Chicago, IL 60608

Direct To Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
 IMMUNOLOGY2024
 C/O The Expo Group
 McCormick Place West
 2301 South Lake Shore Drive
 Chicago, IL 60616

- The Expo Group will accept crated, boxed or skidded materials beginning April 15, 2024, at the ADVANCE WAREHOUSE address. Shipments arriving after April 24, 2024 will be received at the warehouse with an additional after deadline charge.
- The Expo Group will receive shipments at the EXHIBIT FACILITY beginning May 2, 2024. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Certified weight tickets must accompany all shipments.



McCormick Place - West Building

- Vehicles are defined as an automobile, trailer, tractor, crane, etc. arriving at the exhibit hall that can be driven to the booth location under its own power. Exhibitors may drive their vehicles in and out of the exhibit areas or have TEG supply an operator when available.
- Mobile units are defined as a piece of equipment that can be pushed or towed to the booth on wheels.
- The facility requires Exhibitors or their agents with vehicles or motorized equipment to have guidance and supervision in and out of exhibit areas. This supervision is required and provided by The Expo Group to prevent damage that may occur to exhibits, or property of others. When necessary, The Expo Group will also move shipping containers that may be in the aisles.
- If a forklift is utilized to tow a mobile unit or vehicle to the booth, a one hour forklift/operator charge will be assessed in addition to the spotting fee. If labor is utilized to push the equipment to the booth, a one hour labor charge will be assessed in addition to the spotting fee. Please refer to the Forklift Equipment & Labor Order Form for rates.

Order online at cyberservices.theexpogroup.com

VEHICLE AND MOBILE UNIT SPOTTING RATES

- Vehicle Spotting - Round Trip \$330.00 / Unit
- Mobile Units* - Round Trip \$330.00 / Unit

**Note: In addition, a one-hour forklift and crew charge will be applied each way for unloading and loading where required. See Forklift Equipment and Labor form for rates*

IMPORTANT RULES AND REGULATIONS

- The City Fire Marshal requires that battery cables must be disconnected in an approved manner.
- Place a protective covering under the vehicle to prevent leaks.
- Fuel tank openings shall be locked and sealed to prevent escape of vapors, vehicles shall not be fueled or refueled within the building. Fuel in the tank shall not exceed 1/4 of the tank capacity or 5 gallons, whichever is less.
- Keys must be given to The Expo Group to be held on-site.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle placement must be Exhibitor supervised. The Expo Group assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Exhibitors must stay clear during movement of vehicle to avoid injury.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Mobile Display Rates apply only to the mobile or motorized display. Any display material brought in via a mobile/ motorized vehicle will be weighed and billed at the material handling rates on the Material Handling Rates form.

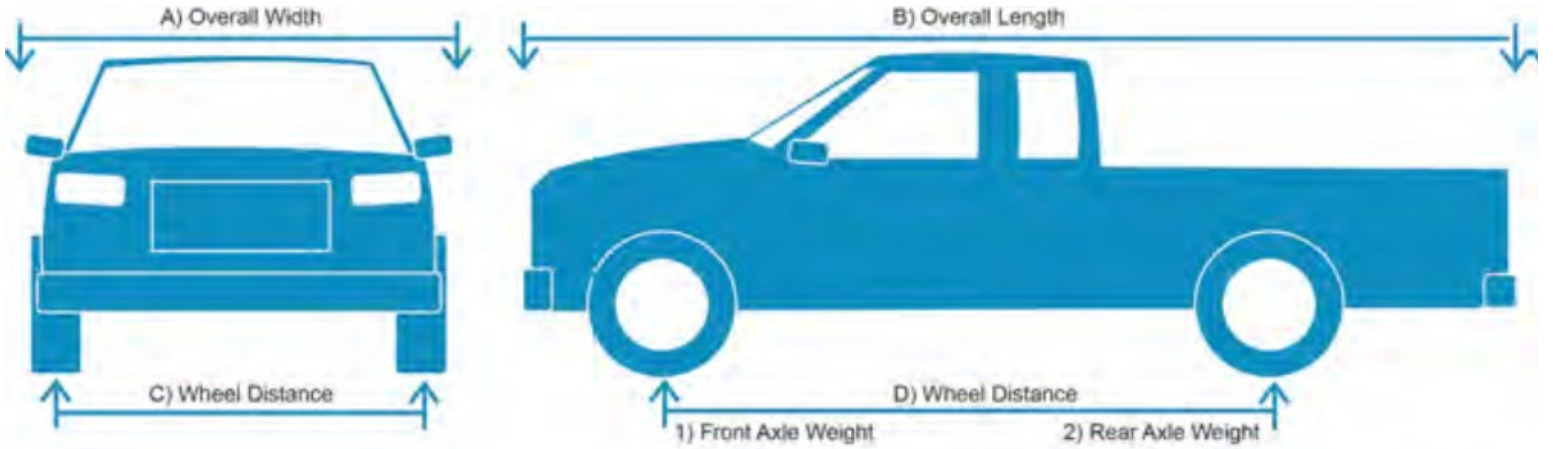


McCormick Place - West Building

Return Form by: March 25, 2024

Exhibiting Company: _____ Booth Number: _____
 Company Contact: _____ Phone Number: _____
 Email: _____ Cell Number: _____
 Total # of Units: _____ Type: _____

Provide Vehicle Information for the Largest Unit(s)



Unit Description	Mobile or Motorized	Overall Width	Overall Length	Wheel Distance	Front Axle Weight	Rear Axle Weight	Total Weight

Is a Forklift or Crane Required? Yes* No *(See Forklift Equipment and Labor form)

Date and Time Exhibitor will be on-site to supervise movement of vehicle

Date: _____ Time: _____
 On-site Contact Name: _____ Cell Phone: _____

Please notify The Expo Group if you plan to bring in a vehicle by March 25, 2024. Any requests after this date may be subject to additional charges.

Return this form by logging in to cyberservices.theexpogroup.com and click on "File Uploads". Or, email us at ExhibitorService@theexpogroup.com.



McCormick Place - West Building

MARSHALLING YARD

A Marshalling Service has been established to help ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at this location prior to loading/unloading.

OVERNIGHT PARKING

- There may be a fee for parking at the Marshalling Yard overnight.

DRIVER CHECK-IN

- Targeted shipments should check-in at least 2-hours prior to appointed time to insure a scheduled move-in.
- Marshalling Yard Hours are 6:30 am - 2:30 pm. Unless otherwise noted in the Quick Facts.
- Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Please see the Quick Facts for specific Move-In and Move-Out times and Driver Check-In Deadlines.

MARSHALLING YARD ADDRESS

3050 South Moe Drive
Chicago, IL 60616

DRIVING DIRECTIONS

North of Chicago:

Interstate 94 (Kennedy Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go east on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

West of Chicago:

Interstate 90 (Eisenhower Expressway), East to Interstate 94 (Dan Ryan Expressway). South on Interstate 94 (Dan Ryan Expressway) to Interstate 55. Bear right just past 18th Street. Then bear left to go East on Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right on Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

Southwest of Chicago:

Interstate 55 directly to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.

South of Chicago:

Interstate 94 (Dan Ryan Expressway) to Interstate 55 (Stevenson Expressway). Take Interstate 55 to Lake Shore Drive South. Take the 31st Street exit and follow the loop to the right onto Moe Drive. Take Moe Drive North to the first stop sign and turn left into the Marshalling Yard.



McCormick Place - West Building

Marshalling Yard Information

Discount Deadline:
March 25, 2024

EXHIBITORS: PLEASE INFORM YOUR CARRIER

- All carriers and privately owned vehicles must check in at this location prior to loading/unloading.
- All shipments must be accompanied by certified weight tickets.
- Targeted shipments should check-in at least 2-hours prior to appointed time to insure a scheduled move-in.
- Late Driver Check-In: Drivers checking in after 2:30pm are not guaranteed straight time rates.
- Inbound Marshalling staff hours 6:30am to 2:30pm, unless otherwise noted in the Quick Facts.

Delivery of Materials to McCormick Place

All vehicles, including cars, with materials for delivery must check in at the Marshalling Yard located west of Lake Shore Drive, approximately six (6) blocks south of McCormick Place at 31st Street.

The driver of the vehicle will present his Material Handling Agreement, Bill of Lading or delivery receipt noting piece count, exact item(s) description and weight of material to be unloaded. Separate weight for Display Material and Machinery Equipment is required.

An unloading document will be issued at the Marshalling Yard trailer by Midwest Clinic Services personnel. The Receiving Report will be :

Based on information on the bill of lading or delivery receipt.
Dated and time stamped.

If the driver does not have a document with sufficient information describing the shipment(s) they will be delayed until we attain the proper information.

After the driver is given a Receiving Report, a numbered card will be dispatched for placement in the window of your vehicle. The numbered card identifies the building and area in which you will be unloaded. The driver will be advised when to proceed to their designated area. The numbered card must be displayed in the vehicles windshield at all times.

Once unloaded and shipping documents have been signed, the driver may leave or return to the marshalling area.

The State of Illinois legal trailer restrictions are 8'6" in width and 13'6" in height. Questions may be directed to:

Illinois Department of Transportation
Permit Section
2300 South Dirksen Parkway
Springfield, IL 62764
Phone (217) 782-6271

Please make sure your trucking company has a copy of this information.



McCormick Place - West Building

McCormick Place Area Map





McCormick Place - West Building

INBOUND Driver Check-in Requirements

A CERTIFIED SCALE TICKET IS REQUIRED FOR EACH SHIPMENT

All Drivers must provide the following details on their Bills Of Lading (BOL):

- Booth Number
- Exhibiting Company's Name
- Shipper's Name
- Piece Count Summary
- Actual Heavy & Light Weight Certified Scale Tickets. The trailer number **MUST** match on the Heavy & Light Weight Scale Tickets
- Net, Gross and Tare Weight

Piece count summaries must be broken down into the following categories:

- Crates (Wooden Boxes)
- Cartons (Cardboard Boxes)
- Carpets (Rugs and Pads)
- Skids (Pallets)
- Bundles
- Machines
- Miscellaneous (Loose or Unpacked Items)

ALL BILLS OF LADING (BOL) MUST CONTAIN THIS INFORMATION BEFORE THEY CAN BE ACCEPTED FOR DRIVER CHECK-IN

Drivers that are unable to provide any of the requested information must contact their dispatch to get the necessary information to be checked in for unloading.

OUTBOUND Driver Check-in Requirements

All Drivers must present the following information to pick up freight from a show:

- Booth Number
- Exhibiting Company's Name
- Shipment Destination (City and State)
- Carrier's (or Broker's) Name
- Location or area the vehicle is parked
- Driver's Cell Phone Number
- There may be a wait time before the freight is ready to be picked up.
- Please wait in the Marshalling Yard or other designated area until you are dispatched for loading by the Freight Clerk.

Drivers that are unable to provide any of the required information for check-in will be directed to contact their dispatch for assistance.



McCormick Place - West Building

MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at cyberservices.theexpogroup.com. Forms and labels will be delivered to your booth at show site. A separate MHA is required for each outbound shipment.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!

Exhibiting Company: _____ Booth Number: _____
 On-site Contact Name: _____ Cell Number: _____
 Date: _____

SHIP TO: Company Name: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

CARRIER: Official Show Carriers:

EXPOLOGISTICS

Standard (LTL) Specialty Next Day 2nd Day Deferred 3-5 Days

Other Carriers:

Other Ground Carrier: _____

Other Air Carrier: _____

Next Day 2nd Day Deferred

PAYMENT TERMS: Transportation charges are guaranteed by Exhibiting Company.
 Please complete to indicate otherwise:

Company/Exhibitor: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

LABELS: Number of Shipping Labels Required: _____

The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.

THE EXPO GROUP
ADVANCE WAREHOUSE SHIPMENT
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:
IMMUNOLOGY2024
Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP
ADVANCE WAREHOUSE SHIPMENT
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:
IMMUNOLOGY2024
Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP
ADVANCE WAREHOUSE SHIPMENT
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To: _____
(Exhibitor)

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**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:
IMMUNOLOGY2024
Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP
ADVANCE WAREHOUSE SHIPMENT
EXHIBIT MATERIAL

To: _____
(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:
IMMUNOLOGY2024
Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**McCormick Place West
c/o The Expo Group
2301 South Lake Shore Drive
Chicago, IL 60616**

Name of Convention:

IMMUNOLOGY2024

Do Not Deliver Prior to May 2, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**McCormick Place West
c/o The Expo Group
2301 South Lake Shore Drive
Chicago, IL 60616**

Name of Convention:

IMMUNOLOGY2024

Do Not Deliver Prior to May 2, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**McCormick Place West
c/o The Expo Group
2301 South Lake Shore Drive
Chicago, IL 60616**

Name of Convention:

IMMUNOLOGY2024

Do Not Deliver Prior to May 2, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

Direct to Show Site Shipments

EXHIBIT MATERIAL

To:

(Exhibitor)

(Booth Number)

**McCormick Place West
c/o The Expo Group
2301 South Lake Shore Drive
Chicago, IL 60616**

Name of Convention:

IMMUNOLOGY2024

Do Not Deliver Prior to May 2, 2024

Carrier: _____ # Pieces: _____



McCormick Place - West Building

- What is Accessible Storage? An additional service for storing your exhibit materials that may need to be accessed during the event and that cannot be stored within the booth. This service is in addition to the material handling service and is limited to availability. It is not storage to ensure expedited or priority empty return at the end of the show.
- How much does the service cost? Accessible storage consists of a one-time set up fee and a daily storage fee based on square footage used. Additionally a labor fee applies each time materials are placed into or removed from storage.
- Accessible Storage is not monitored therefore not recommended for high value items.
- Please come to the Exhibitor Service Desk at show site for Accessible Storage stickers to place on your items.
- All materials remaining in accessible storage will be returned to the booth space at show close and billed at the prevailing labor rate.

Order online at cyberservices.theexpogroup.com

ACCESSIBLE STORAGE

Rates

SET UP FEE:

Price

\$151.25

DAILY STORAGE FEE:

Up to 25 Square Feet of Storage

\$151.25/ Day

26 to 50 Square Feet of Storage

\$223.25/ Day

51 to 100 Square Feet of Storage

\$295.25/ Day

101 to 150 Square Feet of Storage

\$367.25/ Day

151 to 200 Square Feet of Storage

\$439.25/ Day

LABOR TO PLACE INTO OR REMOVE FROM STORAGE:

(1/2 hr. minimum applies each time materials are placed into or removed from storage)

Straight Time: Monday - Friday, 8:00am - 4:30pm

\$242.25/ Hour

Overtime: Monday - Friday, 4:30pm - 8:30pm & Saturday 6:00am - 6:30pm

\$363.00/ Hour

Double Time: Monday - Friday, 8:30pm - 8:00am,

Saturday 6:30pm-6:00am & all day Sunday & Holidays

\$484.00/ Hour

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____



McCormick Place - West Building

EXHIBITOR BOOTH SET-UP / DISMANTLE INFORMATION

There are two options available to exhibitors to have their displays set-up and taken down at McCormick Place. Exhibitors can either set-up / dismantle their display with their own employees, or the exhibitor can hire union labor. The guidelines for booth options are detailed below. If you have any questions, please contact your Personal Account Manager.

(1) Consistent with safety and the skills and training necessary to perform the task, as determined by the Authority, an exhibitor and exhibitor employees ("Exhibitor employee" means any person who has been employed by the exhibitor as a full-time employee for a minimum of 6 months before the show's opening date) are permitted in a booth of any size with the use of the exhibitor's ladders and hand tools, cordless tools, power tools and other tools designated by McCormick Place/ SMG to:

- (i) Set-up and dismantle exhibits displayed on Authority premises;
- (ii) Assemble and disassemble materials, machinery, or equipment on Authority premises; and
- (iii) Install all signs, graphics, props, balloons, other decorative items, and the exhibitor's own drapery, including the skirting on the Authority's premises.

(2) An exhibitor and exhibitor employees are permitted in a booth of any size to deliver, set-up, plug in, interconnect, and operate an exhibitor's electrical equipment, computers, audio-visual devices, and other equipment.

(3) An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position, and re-skid all exhibitor material, machinery, and equipment on Authority premises.

Please Note: (4) An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

UNION JURISDICTIONS AT McCORMICK PLACE

Should you choose to utilize a contractor for your labor, the following guidelines apply at McCormick Place. (See McCormick Place forms for jurisdictions pertaining to services provided by McCormick Place):

McCormick Place is a union building, and jurisdictions are clearly established.

Above all, there should be no need for disputes. If there is a disagreement, contact your Floor Manager. They will contact the appropriate contractor, who will take up the matter with the appropriate union official. There are established procedures for settling disagreements and using them will prevent problems.

RIGGERS

Responsible for uncrating, un-skidding, positioning and re-skidding of all machinery.

TEAMSTERS

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

DISPLAY LABOR (Unified Labor Force Combining Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing, and dismantling exhibits, including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of non-electric signs; re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; installing of all drape, cloth and/or tacked fabric panels; and velcro signs.

HANGING SIGNS

Depending on the type of hanging sign, it will be assembled & installed by decorators or electricians. See our hanging sign form and/or McCormick Place forms for jurisdictions.

CLEANING / PORTER SERVICE

The Expo Group is the exclusive cleaning contractor. No other cleaning services, including exhibitor appointed contractors are allowed to perform these services.

SPECIAL NOTES: All labor is entitled to certain break times and lunch breaks.

Below is an approximate schedule:

Morning Breaks (approximately):	9:30 am	to	9:45 am
Lunch Schedules (approximately):	12:00 Noon	to	12:30 pm
Afternoon Breaks (approximately):	2:30 pm	to	2:45 pm



Due to new legislation passed by the state of Illinois, the following changes have been made that affect your exhibitor rights:

EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

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

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

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

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

Your call will be promptly returned between the hours of 7:00am-6:30pm



McCormick Place - West Building

Union Rules

**Discount Deadline:
March 25, 2024**

EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights do not apply to contractor personnel

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

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

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

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

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

John Race	jrace@mccormickplace.com	773-709-7076
Pat Allen	pallen@mpea.com	312-791-6551
Alichia Johnson	ajohnson@mpea.com	312-791-7186



EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company's employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

[The Exhibitor Bill of Rights \(mccormickplace.com\)](http://www.mccormickplace.com)

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

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	ajohnson@mpea.com
Patrick Allen	312-791-6551	pallen@mpea.com
John Race	773-709-7076	jrace@mccormickplace.com

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND
TRADE SHOW DESTINATION AND WE WILL ENSURE THAT
YOUR "EXHIBITOR'S RIGHTS" ARE COMPLIED WITH.**



McCormick Place - West Building

Union Rules

**Discount Deadline:
March 25, 2024**

ASUV Program Flier



McCormick Place - West Building

- Booth labor is available to assist with unpacking, installation and dismantle of your booth and Packing your exhibit properties after the show.
- You may choose to supervise the labor on your own, or your exhibit can be set up prior to your arrival under The Expo Group (TEG) supervision.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- Start time guaranteed only at start of working day.
- A one (1) hour minimum will apply and is billed in half (½) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Labor must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle labor is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- TEG Supervised Labor will be completed at our discretion. Whenever possible, all work will be performed on straight time hours.
- **STRAIGHT TIME:** Monday - Friday, 8:00am - 4:30pm
- **OVERTIME:** Monday - Friday, 4:30pm - 8:30pm & Saturday 6:00am - 6:30pm
- **DOUBLE TIME:** Monday - Friday, 8:30pm - 8:00am, Saturday 6:30pm - 6:00am & all day Sunday & Holidays

Order online at cyberservices.theexpogroup.com

BOOTH LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Exhibitor Supervised Labor - ST	@	\$173.00	\$242.25	=
Exhibitor Supervised Labor - OT	@	\$259.50	\$363.25	=
Exhibitor Supervised Labor - DT	@	\$346.00	\$484.50	=
*TEG Supervised Labor - ST	@	\$219.00	\$307.00	=
*TEG Supervised Labor - OT	@	\$328.50	\$460.00	=
*TEG Supervised Labor - DT	@	\$438.00	\$614.00	=

*Please complete and return the TEG Supervised Labor Information form. Please include detailed instructions, set up plans, photographs, inbound and outbound shipping information and upload the files at cyberservices.theexpogroup.com.

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

- Please complete and submit the following details for all TEG Supervised Labor Orders if installation and/or dismantle services are being provided by The Expo Group without the exhibitor or their agent present to supervise.
- Return this form by logging in to cyberservices.theexpogroup.com and click on "File Uploads". Or, email us at ExhibitorService@theexpogroup.com.

INBOUND SHIPPING INFORMATION

Freight is being sent to: Warehouse Show Site Date Shipped: _____

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

Carrier(s) and Tracking Number(s): _____

SET-UP INFORMATION

Company Representative to call for questions and confirm completion of booth set-up

Name: _____ Cell Phone #: _____

Set-Up Plans/Photos: Attached To Be Uploaded Packed with Exhibit (In Crate # _____)

Carpet: With Exhibit Renting from The Expo Group

Electrical Placement: Drawing Attached To Be Uploaded Drawing with Exhibit

Electrical Under Carpet? Yes No

Graphics: With Exhibit Shipped Separately

OUTBOUND SHIPPING INFORMATION

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

Ship To: _____

Telephone: _____ Must Arrive at Destination By: _____

Carrier Name: _____ Carrier Phone Number: _____

Carrier Type: Common Carrier Air Freight Van Line Other (Specify) _____

Date Carrier is Scheduled to Pick-Up Freight: _____

In the event your selected carrier fails to show up by the outbound driver check in deadline, please select one of these options: Reroute Via The Expo Group's Choice Return to Warehouse at Exhibitor's Expense

Bill To: _____

Freight Charges: Prepaid Collect

Emergency Contact Name: _____ Cell Phone Number: _____

You may also pre-order an Outbound Material Handling Agreement for your materials at cyberservices.theexpogroup.com

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



McCormick Place - West Building

- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift, operator, and a crew. A crew consists of a forklift operator and one laborer. The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (1/2) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- STRAIGHT TIME:** Monday - Friday, 8:00am - 4:30pm
- OVERTIME:** Monday - Friday, 4:30pm - 8:30pm & Saturday 6:00am - 6:30pm
- DOUBLE TIME:** Monday - Friday, 8:30pm - 8:00am, Saturday 6:30pm - 6:00am & all day Sunday & Holidays

Order online at cyberservices.theexpogroup.com

FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5,000 lb. Forklift and Crew - ST	@	\$288.00	\$403.25	=
5,000 lb. Forklift and Crew - OT	@	\$432.00	\$605.00	=
5,000 lb. Forklift and Crew - DT	@	\$576.00	\$806.50	=
Additional Laborer - ST	@	\$173.00	\$242.25	=
Additional Laborer - OT	@	\$259.50	\$363.25	=
Additional Laborer - DT	@	\$346.00	\$484.50	=

*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of Machinery Header/Booth Work Other (Specify Below)
Please describe the largest piece of equipment to be handled: _____
Weight: _____ lbs. **Size:** _____ x _____ x _____ **Height to be placed:** _____
Exhibitor Show Site Contact (for logistical questions): _____ **Cell Phone #:** _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



**Suspended Sign
Labor and
Installation
Discount Deadline:
March 25, 2024**

McCormick Place - West Building

- All orders must be submitted with payment and a completed Suspended Sign Information form by the Discount Deadline Date to receive Advance Rates.
- All overhead suspended signs or banners are subject to approval and must adhere to show management and facility regulations. TEG reserves the right to refuse a hanging sign which is deemed unsafe.
- For safety purposes all suspended signs MUST be assembled, installed, and removed by TEG. Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly. Additional inspection fees may apply if sign is assembled prior to The Expo Group arrival to assemble at the rate listed below.
- High Lift & Crew will be charged based on actual time with a two hour minimum charge for installation. Labor to dismantle will be assessed at 50% of the installation time with a one hour minimum. Materials necessary to install signs are included and will not be charged separately. Hanging anchor points must be pre-fabricated and ready to use.
- Additional charges for truss, motors, and rigging points, etc. will apply as required.
- All suspended signs MUST be sent to the Advance Warehouse and identified with the suspended sign shipping labels included in this manual. Please note, if you are not shipping your suspended sign to the advance warehouse, TEG cannot guarantee the hanging of your sign prior to show open or advance rates.
- Exhibitor is required to cancel labor at least 24 hours prior to the date for which labor was ordered or a one hour minimum will be charged.
- The Structural Integrity Statement form must be filled out and submitted by the discount deadline date.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please review information provided by the electrical provider.
- **STRAIGHT TIME:** Monday - Friday, 8:00am - 4:30pm
OVERTIME: Monday - Friday, 4:30pm - 8:30pm & Saturday 6:00am - 6:30pm
DOUBLE TIME: Monday - Friday, 8:30pm - 8:00am, Saturday 6:30pm - 6:00am & all day Sunday & Holidays

Order online at cyberservices.theexpogroup.com

SUSPENDED SIGN LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
High Lift and Crew - ST	@	\$ 796.50	\$1,035.75	=
High Lift and Crew - OT	@	\$1,194.75	\$1,553.25	=
High Lift and Crew - DT	@	\$1,592.75	\$2,071.00	=
Assembly/Disassembly Labor - ST	@	\$ 219.00	\$ 307.00	=
Assembly/Disassembly Labor - OT	@	\$ 328.50	\$ 460.00	=
Assembly/Disassembly Labor - DT	@	\$ 438.00	\$ 613.25	=
Suspended Sign Inspection Fee	@	n/a	\$ 307.00	=

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

HANGING SIGN SPECIFICATIONS

A. Type of Sign: Metal or Wood Cloth Banner Other _____

B. Size of Sign: Height _____ Length _____ Width _____ Weight _____

C. Shape of Sign: Square Circle Rectangle Triangle Other _____

D. Number of feet from floor to bottom of sign: _____

E. How many signs all together? _____

F. Electrical Yes No
 If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"

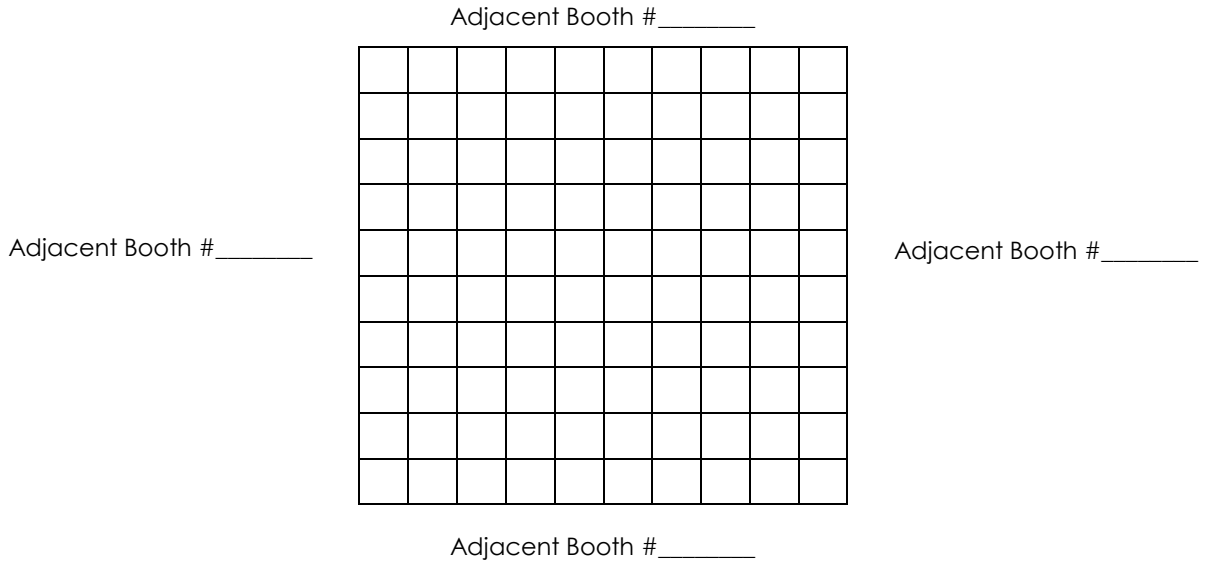
G. Hanging Sign material is fire proof? Yes No

H. Does your sign require assembly? Yes No
 If yes, please contact your Customer Service Manager (CSM)

Exhibitor Show Site Contact (available for logistical questions)
 Name: _____ Cell: () _____ - _____

HANGING SIGN PLACEMENT

Using the below diagram please indicate where you would like your sign placed. Please refer to the overall show floorplan and fill in the booth numbers of all surrounding booths to ensure booth orientation is correct.



Inbound Shipping Info

Carrier: _____ Phone: () _____

Date to Arrive at Warehouse: _____

Outbound Shipping Info

Ship To: _____

Carrier: _____ Phone: () _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



McCormick Place - West Building

Each exhibitor must complete the Suspended Sign Information and Structural Integrity Statement forms and return them to The Expo Group.

REQUIRED FORM

STRUCTURAL INTEGRITY STATEMENT

_____, the contracted exhibitor at IMMUNOLOGY2024 and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release IMMUNOLOGY2024, McCormick Place West, The Expo Group, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

Exhibitor, as a material part of the consideration to The Expo Group for material handling and rigging services under this agreement, waives and releases all claims against The Expo Group, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company: _____ Booth #: _____
Authorized Signature: _____
Authorized Name: _____ Date: _____
Display House/Builder: _____
(if applicable)
Authorized Signature: _____
Authorized Name: _____ Date: _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____ Date: _____
Email Address: _____ Phone Number: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:

IMMUNOLOGY2024

Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:

IMMUNOLOGY2024

Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:

IMMUNOLOGY2024

Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Trade Show Transport
2300 South Throop Street
Chicago, IL 60608**

Name of Convention:

IMMUNOLOGY2024

Must arrive by April 24, 2024

Carrier: _____ # Pieces: _____



McCormick Place - West Building

**Discount Deadline:
March 25, 2024**

Terms & Conditions

1. TEG/Prime is the exclusive provider of all material and equipment used in the distribution of temporary power and plumbing for tradeshow, table top events and/or any event with companies displaying product or services.
2. All electrical equipment utilized by exhibitors, show contractors and show management alike must comply with federal, state, and local codes. TEG/Prime reserves the right to inspect all electrical devices and connections where the clients wiring or equipment is not in accordance with electrical codes.
3. 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.
4. All extension cords utilized in the production of the event must be a minimum of 14 gauge, 3-wire and grounded approved by a certifying agency like Underwriters Laboratories.
5. TEG/Prime will maintain its contractor license as required by the City of Chicago and will employ qualified electricians in the performance of the contracted services.
6. TEG/Prime will maintain permits for the distribution of temporary utility services as required by local or state agencies.
7. Installation work, Floor work and AV work will be charged at prevailing hourly rates for all labor beyond the back of booth stringer. This includes all under carpet distribution and above carpet installations.
8. All 208v and higher will be charged time and material in addition to the outlet fee for all orders.
9. All island booths and under carpet orders will be charged labor for any installation of power at prevailing rates.
10. Exhibitor holds TEG/Prime harmless for any and all losses of power beyond TEG/Prime's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty equipment not supplied by TEG/Prime, or for usage overloads caused by the end user.



Discount Deadline: March 25, 2024

McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your electrical order is determined by the date when the floor plan is received.
- Onsite electrical audits will be conducted. If you utilize this service without placing an order, your account will be charged at the standard rates.
- Note: Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Electrical Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for electrical.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at cyberservices.theexpogroup.com

Description	Qty	Advance Price	Standard Price		Total
110/120 Volt Single Phase Floor					
500 Watt Service		\$ 144.20	\$ 206.00	=	
500 Watt Service - 24 HR		\$ 288.40	\$ 412.00	=	
1500 Watt Service		\$ 314.36	\$ 449.08	=	
1500 Watt Service - 24 HR		\$ 628.71	\$ 898.16	=	
2000 Watt Service		\$ 340.31	\$ 486.16	=	
2000 Watt Service - 24 HR		\$ 680.62	\$ 972.32	=	
208 Volt Single Phase Floor					
30 Amp Service		\$ 616.46	\$ 880.65	=	
60 Amp Service		\$ 702.98	\$ 1,004.25	=	
208 Volt Three Phase Floor					
30 Amp Service		\$ 804.64	\$1,149.48	=	
60 Amp Service		\$ 830.59	\$1,186.56	=	
Material					
15' Extension Cord		\$ 24.00	\$ 24.00	=	
25' Extension Cord		\$ 27.00	\$ 27.00	=	
Power Strip		\$ 24.00	\$ 24.00	=	
Labor *(non-taxable)					
Electrician ST		\$ 127.00	\$ 167.70	=	
Electrician OT		\$ 183.00	\$ 243.10	=	
Electrician DT		\$ 238.00	\$ 315.90	=	

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

An electrical floor plan must be provided with this order. See the Electrical Service Location form.

- Attached
- To Follow (Must be received by Disc. Deadline for Advance Rate)
- Standard Location

Subtotal	_____
9% Sales Tax	_____
Late Floorplan Fee (received after 4/24/2024)	\$300.00
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

Return this information sheet with the Electrical Service order form.

Please provide the location of the electrical connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



Labor Hours

Straight Time: Monday - Friday, First 8 hours 6:00 am - 10:00 pm

Overtime: Monday - Friday, After first 8 hours and 10:00 pm - 12:00 am; Saturday, 6:00 am - 12:00 am

Double Time: Monday - Friday, 12:00 am - 6:00 am; Saturday, 12:00 am - 6:00 am; All day Sunday and Holidays

Placing an Order

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

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

A complete order contains all of the following elements:

- Order and Payment Summary Form
- Full payment of services including a valid credit card on file
- Technology Service Order Form(s)
- Floor Plan Template

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



McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability.
- Pricing for your air and water order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Air and Water Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for air and water.
- Cancellations received 10-days or less prior to the first day of exhibitor scheduled move-in will be billed at 100%.

Order online at cyberservices.theexpogroup.com

Description	Qty	Advance Price	Standard Price		Total
Water Line					
Water Line		\$1,155.00	\$1,650.00	=	
Compressed Air Line (Max. 100 PSI)					
Compressed Air Line		\$1,155.00	\$1,650.00	=	
Air Regulator		\$ 140.00	\$ 200.00	=	
Additional Hose (per foot)		\$ 15.40	\$ 22.00	=	
Labor *(non-taxable)					
Plumber ST		\$ 145.00	\$ 145.00	=	
Electrician OT		\$ 217.50	\$ 217.50	=	
Electrician DT		\$ 290.00	\$ 290.00	=	

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

An air and water floor plan must be provided with this order. See Air and Water Service Location form.

- Attached
- To Follow *(Must be received by Disc. Deadline for Advance Rate)*
- Standard Location

Subtotal	_____
9% Sales Tax	_____
Late Floorplan Fee (received after 4/24/2024)	\$300.00
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

Return this information sheet with the Air and Water Service order form.

Please provide the location of the air and/or water connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
20																					20
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1																					1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____



Labor Hours

Straight Time: Monday - Friday, 8:00am - 4:30pm

Overtime: Monday - Friday, 4:30pm - 8:30pm; Saturday, 6:00am - 6:30pm

Double Time: Monday - Friday, 8:30pm - 8:00am; Saturday, 6:30pm - 6:00am; All day Sunday and Holidays

Placing an Order

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

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

A complete order contains all of the following elements:

- Order and Payment Summary Form
- Full payment of services including a valid credit card on file
- Technology Service Order Form(s)
- Floor Plan Template

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

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

Telephone Services

Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is deactivated the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.

The cost of our telephone service includes telephone usage*. If applicable, telephone usage is billed after the close of the event and billed to your credit card. 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 your Customer Service Manager.

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.

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**

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.

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. This service is available only if you have ordered an Analog Single-Line Service.

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 instruments are to be returned to avoid being charged a telephone replacement fee.

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. This service is only if you have ordered a Digital Multi-Line service.

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.

Other Carrier Services: Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

Cable Television Access

(Limited availability of CATV in North and Lakeside buildings, call your Customer Service Manager to confirm availability)

We offer cable television services from Comcast. This includes all channels within the Comcast Business Service tier and the Sports Package. A comprehensive channel listing is available upon request. Damaged equipment can be charged to the customer at \$150/cable box and \$25/remote. Please ensure that you have the appropriate HDMI cable to connect to the cable box.

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

Cancellation Policy

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor 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.



Discount Deadline: March 25, 2024

McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Telecommunications Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for telephone service.
- Please see the terms and conditions for the cancellation policy.

Order online at cyberservices.theexpogroup.com

Code	Description	Qty	Advance Rate per Unit	Standard Rate per Unit	Total
3310	ANALOG SINGLE LINE* – Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trim line telephone instruments.		\$290.00	\$435.00	
3321	ANALOG SINGLE LINE EXTENSION* – Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is available only if you have ordered an Analog Single-Line Service.		\$140.00	\$210.00	
3315	DIGITAL MULTI-LINE* – 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 instruments are to be returned to avoid being charged a telephone replacement fee.		\$620.00	\$930.00	
3322	DIGITAL MULTI-LINE EXTENSION* – Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments. This service is only if you have ordered a Digital Multi-Line service.		\$315.00	\$475.00	
3311	Voice Mail (for Analog Single Line Only)		\$ 60.00	\$ 90.00	
3319	OTHER CARRIER SERVICES		\$265.00	\$398.00	
3340	POLYCOM SOUND STATION - Must order a Analog Single Line service		\$210.00	\$210.00	
3337	ANALOG SINGLE LINE SPEAKER PHONE – Must order a Analog Single Line service		\$ 12.00	\$ 18.00	

Unlimited Free Toll-free and Local (Chicago Metro) calls. 100 minutes on Domestic Long Distance at no charge. We charge for all international calls.

Services include: Unlimited free toll-free and local (Chicago Metro) calls and 100 minutes on Domestic Long Distance at no charge. We charge for all International calls.

Please see the following page for a breakdown of taxes on telecommunications services.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A telecommunication floor plan must be provided with this order. See the Telephone Service Location form. <input type="checkbox"/> Attached <input type="checkbox"/> To Follow (Must be received by Disc. Deadline for Advance Rate) <input type="checkbox"/> Standard Location	Subtotal _____ (Transfer Subtotal to the following page.)

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Telecommunications Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for telephone service.
- Please see the terms and conditions for the cancellation policy.

Order online at cyberservices.theexpogroup.com

Code	Description	Qty	Advance Rate per Unit	Standard Rate per Unit	Total
South & West Buildings Only					
1560	CABLE ACCESS		\$257.00	\$386.00	
1570	ADDITIONAL CONNECTION - only one additional per Cable Access (1560) permitted		\$ 34.00	\$ 50.00	
Service Available in South and West Buildings. Limited service available in North.					

TAX BREAKDOWN	
State Excise	7%
State Infrastructure	0.5%
City Excise	7%

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A Telephone floor plan must be provided with this order. See Telephone Service Location form.	Subtotal _____
<input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	Taxes & Fees Multiplied by 14.5% of Subtotal _____
	Late Floorplan Fee (received after 04/24/24) \$300.00
	TEG Service Convenience Charge (15% of Total Order or \$45.00 Minimum) _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

Return this information sheet with the Telephone Service order form.

Please provide the location of the telecommunications connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Adjacent Booth # _____

Adjacent Booth # _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

Internet Terms and Conditions

**Discount Deadline:
March 25, 2024**

Labor Hours

Straight Time: Monday - Friday, First 8 hours 6:00 am - 10:00 pm

Overtime: Monday - Friday, After first 8 hours and 10:00 pm - 12:00 am; Saturday, 6:00 am - 12:00 am

Double Time: Monday - Friday, 12:00 am - 6:00 am; Saturday, 12:00 am - 6:00 am; All day Sunday and Holidays

Placing an Order

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

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

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



Network Security at McCormick Place and Wintrust Arena

Please be aware that the McCormick Place staff provides no services around securing your data network. Referenced in our Terms and Conditions for Service is the following:

10. 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, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

Our bandwidth delivery should be treated as you would any Internet provider's service. You will need to manage your own data and network security.

To provide some assistance to that end, please review the following helpful tips:

- Ensure that your computers have the latest Anti-Virus updates, ideally before arriving on site
- Apply all of the most recent operating system patches, ideally before arriving on site
- Utilize firewall software on all connected devices
- Utilize your own physical firewall(s) on each key VLAN
- Report issues immediately to both show management and facility IT representatives.
- Ensure that you do not attempt to troubleshoot physical issues by relocating network cables to a different switch, port, or wall jack
- Make sure you have the permissions for administrative rights for computers on which you might need to install programs or modify settings.
- Be aware that in most cases the facility's wireless network will have peer-to-peer turned off for security purposes. This can be an impact if wanting to perform actions such as wireless printing. To protect yourselves and your attendees, it is better to leave that setting in place and either print with a wired network, or utilize a printer that supports cloud printing, including (but not limited to) Apple AirPrint, Apple iCloud printing, or Google Cloud Printing.

Please review the FTC's guidance for securing a wireless network. Although this document is meant for the home user, many of the same concepts will hold true;

<https://www.consumer.ftc.gov/articles/0013-securing-your-wireless-network>

If you have any questions please contact the Technology Services Department during the ordering process. We work closely with our customers to ensure that they have the best experience possible. We strive to provide a top caliber and very safe experience, however, please understand that we are unable to provide guarantees or warranties against malicious activities, and we are unable to provide guidance on what services or hardware you should use for network security.



McCormick Place - West Building

INTERNET SERVICE

Complimentary wifi is available in the exhibit hall but if you are streaming a presentation or require higher bandwidth – you should order internet.

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (972) 580-9000 or E-mail: dtrimble@theexpogroup.com.

Please note:

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

DESCRIPTION OF INTERNET SERVICES

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

Description of Wired Internet Services

The following chart highlights the wired services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. Connecting a wireless access point is not permitted on this service.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 5 IP addresses. Up to 5 additional addresses can be purchased	3.0 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be purchased.	6.0 Mbps. Connecting a wireless access point is permitted on this service.
Dedicated Wired 12.0 Mbps	12.0 Mbps	Includes 15 IP addresses. Up to 10 additional addresses can be purchased.	12.0 Mbps. Connecting a wireless access point is permitted on this service.

Dedicated Services Greater than 12.0 Mbps - Please contact your Customer Service Manager for a quote .



McCormick Place - West Building

Description of Wireless Internet Services

For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. 802.11 ac is available in some areas. Our wireless network is optimized for 802.11 a, n, or ac devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. The following chart highlights the wireless services offered (Call for availability of these services).

Service	Connection Speed	Recommended Uses
VIP Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, and is intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing and information on multi-user discounts, please contact us. (Call for availability of these services).
VIP Plus Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 10 Mbps	
VIP Ultimate Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds Up to Unthrottled	

Restrictions on Use of Outside Wi-Fi Equipment

McCormick Place provides a robust highly-effective wireless solution which uses top of the line Cisco Access Points, Controllers, and the Cisco Prime Network Control System. For high density applications, we may augment the permanent system with additional Cisco wireless access points. McCormick Place has made this investment in order to offer our events the best possible wireless network solution. Deployment of unregulated outside wireless networks and equipment will decrease the overall quality of wireless internet in the facility. Under the best of circumstances, there are limited channels which all wireless equipment must operate on. When competing networks are placed in the same space, users encounter degraded service or the inability to access available networks. McCormick Place may offer a waiver to allow an exhibitor or show manager to provide their own wireless access point. A waiver will only be provided under the following conditions:

- The exhibitor or show manager must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 14 days in advance of the first move-in day for the show.
- The exhibitor or show manager must purchase a 6 Mbps or greater dedicated service from the facility for use with the access point.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor or show manager must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor or show management provided unit interferes with the facility's Wi-Fi system, the user will be required to disable it. If the access points were registered with the facility, the user will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
- If an exhibitor or show manager is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
- Exhibitors or show managers who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.



McCormick Place - West Building

Read carefully before using outside wireless internet providers

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services they typically interfere with the Wi-Fi signal provided to users on the facility system. McCormick Place provides a competitively priced, exhibitor targeted Wi-Fi service which can be used throughout the facility and is supported by an in-house staff. In order to help our customers who need the type of service that is delivered by "internet in a briefcase" providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party's offering with McCormick Place's improved service;

	Third Party Example	McCormick Place VIP Wireless
Basic Service for one device	\$499 (4 devices maximum)	\$300 (\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)
*Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.		
Additional days beyond 3	\$125.00	No Charge
*The basic service from our sample provider only covers 3 days.		
Shipping	\$60.00	No Charge
Estimated Total for a 4-Day Show	\$684.00	\$300.00

Although the initial appearance may be that the "bring your own internet" option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place's VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
 - ◊ Visit customers who require customer support
 - ◊ Help customers with device configuration
 - ◊ Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
 - ◊ Add equipment directly to an affected user's booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house equipment is all that is required.
- Service: Unlike "bring your own" options, McCormick Place VIP Wireless works throughout the facility.



Wireless Access Point Waiver

McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel and the Marquis Marriott Hotel. McCormick Place may offer a waiver to allow an exhibitor to provide wireless service within their own booth/contracted space. A waiver will only be provided under the following conditions:

- The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
- The exhibitor must purchase a 6 Mbps or greater dedicated wired internet service from the facility.
- Any approved access points must be capable of manual power output and channel selection adjustments.
- The exhibitor must configure the approved access point to the requirements specified by the facility.
- Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.

If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, their wired service will be terminated.

Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.



Terms and Conditions for 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 bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - a. assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - b. collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**
 - a. **Applicability.** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.
 - b. **Revisions to Policy.** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.
 - c. **Violations.** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.
 - d. **Commercial Use.** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.
 - e. **No Reselling of Services.** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.
 - f. **No Illegal or Fraudulent Use.** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.



McCormick Place - West Building

Discount Deadline:
March 25, 2024

- g. **No Infringement of Intellectual Property Rights.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h. **No Threats of Harassment.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i. **No Harm To and Protection of Minors.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children's Online Privacy Protection Act.
- j. **No Spamming.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k. **No Hacking.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person's computer or computer system, software, data, confidential or proprietary information of others without the owner's knowledge and consent ("hacking") or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.
- l. **No System Disruption.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
4. **No Impersonation of Forgery.** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
5. **No Abuse of Newsgroups.** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
6. **No Viruses.** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.

Wi-Fi Monitoring. McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.



8. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
9. **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.
10. **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.
11. **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 Merchant ability and the fitness for a particular purpose.
12. **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.
13. **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.
14. **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.
15. **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: <http://www.mccormickplace.com/exhibitors/wireless-internet.php>
16. **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.



McCormick Place - West Building

**Discount Deadline:
March 25, 2024**

Payment Policy

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

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event.

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

This payment policy agreement shall be governed by and construed in accordance with laws of the State of Illinois.

Cancellation Policy

- For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.
- For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.
- For cancellation of a service that has been installed but not yet used, a 10% cancellation fee plus labor 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.



Discount Deadline: March 25, 2024

McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Internet Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for internet service.
- Please see the terms and conditions for the cancellation policy.

Order online at cyberservices.theexpogroup.com

Code	Description	Qty	Advance Price	Standard Price		Total
DIGITAL INTERNET SERVICES						
All services include the installation of ONE 10Base T network cable, terminated on a RF45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware. Please refer to form 31a for a description of services.						
3401	Associate Class Wired Service*		\$ 600.00	\$ 750.00	=	
3402	Executive Class Wired Service*		\$ 1,300.00	\$ 1,625.00	=	
DEDICATED WIRED INTERNET SERVICES						
3405	3.0 Mbps Service*		\$ 4,000.00	\$ 5,000.00	=	
3406	6.0 Mbps Service*		\$ 8,000.00	\$10,000.00	=	
3407	12.0 Mbps Service		\$10,000.00	\$12,500.00	=	
3354	Additional TCP/IP Address		\$ 150.00	\$ 200.00	=	
Dedicated Services Greater than 12.0 Mbps, please contact your Customer Service Manager.						
3358	Hub Rental - If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 & 24 port varieties	8-Port	\$ 125.00	\$ 160.00		
3376		16-Port	\$ 200.00	\$ 250.00		
3377		24-Port	\$ 250.00	\$ 315.00	=	
3367	Firewall Rental - We offer Cisco Pix® firewalls. Includes basic programming.		\$ 625.00	\$ 780.00	=	

*Connecting a wireless access point not permitted on these services.

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. Services include one connection

TAX BREAKDOWN	
State Excise	7%
State Infrastructure	0.5%
City Excise	7%

ADDITIONAL INFORMATION

An Internet floor plan must be provided with this order. See Internet Service Location form.

Attached
 To Follow *(Must be received by Disc. Deadline for Advance Rate)*
 Standard Location

CALCULATING YOUR TOTAL

Subtotal	_____
14.5% Sales Tax	_____
Late Floorplan Fee (received after 4/24/24)	\$300.00
TEG Service Convenience Charge (15% of Total Order or \$45.00 Minimum)	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



Discount Deadline: March 25, 2024

McCormick Place - West Building

- Your order with full payment along with a floor plan indicating main service location and distribution points, if applicable, must be received by the discount deadline. Orders received after the deadline or without payment will be charged the Standard price and are subject to availability. Pricing for your telephone order is determined by the date when the floor plan is received.
- Linear booths requiring standard placement [back center of booth] do not require a floor plan.
- Internet Floor Plans received by The Expo Group less than 5 business day prior to the first day of exhibitor move in will be subject to an additional \$300.00 floor plan expedite fee. This is in addition to Standard Pricing for internet service.
- Please see the terms and conditions for the cancellation policy.

Order online at cyberservices.theexpogroup.com

Code	Description	Qty	Advance Price	Standard Price		Total
WIRELESS INTERNET SERVICE						
To utilize the VIP Class Wireless Services your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices						
3410	VIP Wireless (1.5 Mbps) Contact your Customer Service Manager (CSM) for multi-user pricing.		\$300.00	\$375.00	=	
3415	VIP Plus Wireless (10 Mbps Speed) Contact your Customer Service Manager (CSM) for multi-user pricing.		\$450.00	\$525.00	=	
3425	VIP Ultimate Wireless (Unthrottled Speed) Contact your Customer Service Manager (CSM) for multi-user pricing.		\$600.00	\$750.00	=	

***Connecting a wireless access point not permitted on these services.**

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. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time and material basis.

TAX BREAKDOWN	
State Excise	7%
State Infrastructure	0.5%
City Excise	7%

ADDITIONAL INFORMATION

An Internet floor plan must be provided with this order. See Internet Service Location form.

Attached
 To Follow **(Must be received by Disc. Deadline for Advance Rate)**
 Standard Location

CALCULATING YOUR TOTAL

Subtotal	_____
14.5% Sales Tax	_____
Late Floorplan Fee (received after 4/24/24)	\$300.00
TEG Service Convenience Charge (15% of Total Order or \$45.00 Minimum)	_____
TOTAL	_____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



McCormick Place - West Building

Please complete one (1) Form per Wireless Access Point and Return By March 25, 2024.

1. Have you ordered Internet Services? Yes No

If so, Please provide your Order Number: _____

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

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

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel (please check one):

1 6 11

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand out terms and conditions as stated in page 23a-j.

Signature: _____

Printed Name: _____

Date: _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Email Address: _____

Phone Number: _____



Discount Deadline: March 25, 2024

McCormick Place - West Building

Please complete this form along with your Order if you require service installation by a specific date or networking/fanning out of CAT5 cables. Please contact your Customer Account Manager for assistance with placing a "labor only" order. NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.

EVENT NAME: IMMUNOLOGY2024		EVENT DATES: May 4-6, 2024	
COMPANY NAME:		REQUESTED BY (Name):	
BOOTH #:		DATE:	
BUILDING:	<input type="checkbox"/> NORTH	<input type="checkbox"/> SOUTH	<input type="checkbox"/> EAST <input type="checkbox"/> WEST

THE LINE BELOW IS FOR INTERNAL USE

WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #'s:
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DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

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

Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE ONLY

Date	Technician	Straight Time Hours Code 3930 @ \$116.00	Overtime Hours Code 3940 @ \$166.00	Double Time Ho6rs Code 3950 @ \$216.00	Total

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

Authorized Signature: _____ Date: _____

Print Name: _____

Cancellation Policy: Please see the terms and conditions for the cancellation policy.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
An Internet floor plan must be provided with this order. See Internet Service Location form.	Subtotal _____
<input type="checkbox"/> Attached	14.5% Sales Tax _____
<input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i>	Late Floorplan Fee (received after 4/24/24) \$300.00
<input type="checkbox"/> Standard Location	TEG Service Convenience Charge (15% of Total Order or \$45.00 Minimum) _____
	TOTAL _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



McCormick Place - West Building

Return this information sheet with the Internet Service order form.

Please provide the location of the Internet connection on your equipment (include dimensions), assign location numbers and describe the service requested.

Booth Size: _____ x _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
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0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	

Adjacent Booth # _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



Discount Deadline:
March 25, 2024

McCormick Place - West Building

- All materials and plants are available on a rental basis only, except for cut flower arrangements. Items missing from the booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- Orders placed on the show floor are subject to availability.
- Special floral options are available on request.
- Cancellations received less than 10-days prior to the first day of exhibitor scheduled move-in will be billed at 100%.
- **Please specify container color for plants:** Black White

Order online at cyberservices.theexpogroup.com

TROPICAL PLANTS

Item	Quantity	Advanced Price	Standard Price	Total
Potted Fern	X	\$ 51.45	\$ 64.31	=
Potted Ivy	X	\$ 51.45	\$ 64.31	=
2'-3' Plants	X	\$ 57.15	\$ 71.44	=
4' Plants	X	\$ 68.60	\$ 85.75	=
5' Plants	X	\$ 80.00	\$100.00	=
6'-7' Plants	X	\$ 94.30	\$117.88	=
8'-9' Plants	X	\$150.00	\$187.50	=

BLOOMING PLANTS AND ACCESSORIES

Potted Mums	X	\$ 37.15	\$ 46.44	=
Mum color choice:	<input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender			
Potted Azaleas	X	\$ 51.45	\$ 64.31	=
Azalea color choice:	<input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White			
Bromeliads	X	\$ 51.45	\$ 64.31	=
Bubble Bowl	X	\$ 64.30	\$ 80.38	=

PROFESSIONAL FLORAL SERVICES

Floral Arrangement: Tropical Seasonal

Single Stem Phalaenopsis Orchid Plant	X	\$114.30	\$142.88	=
Double Stem Phalaenopsis Orchid Plant	X	\$178.60	\$223.25	=
Orchid color choice:	<input type="checkbox"/> White <input type="checkbox"/> Fuchsia			
Small Arrangement (12" x 12")	X	\$121.45	\$151.81	=
Medium Arrangement (18" x 14")	X	\$135.75	\$169.69	=
Large Arrangement (24" x 18")	X	\$150.00	\$187.50	=
Custom Arrangement	X	Please call	Please call	=

ADDITIONAL INFORMATION

Can't find it? Please call your Customer Service Manager with any questions, needs or special requests.

CALCULATING YOUR TOTAL

Subtotal	
9% Sales Tax of Subtotal	
Delivery, Maintenance and Removal	\$25.00
TOTAL	

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____