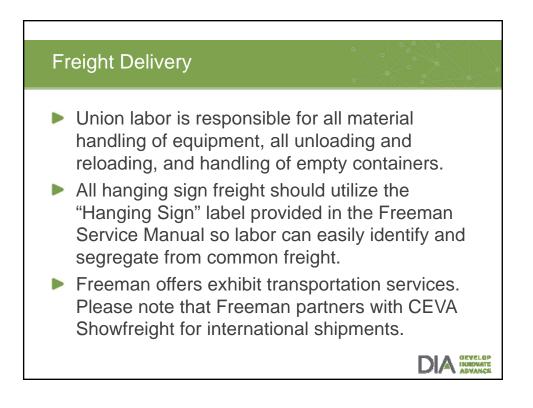






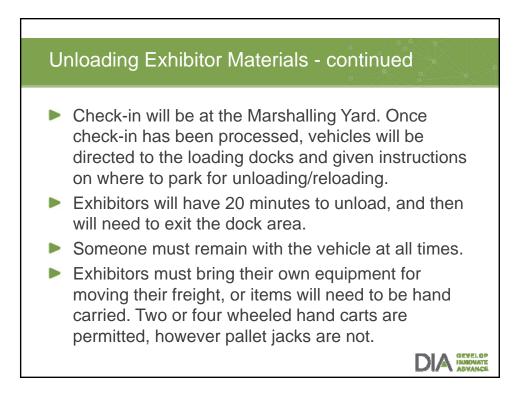
Exhibit Hall H	lours	
Exhibitor Installation Saturday, June 17 Sunday, June 18	8:00 AM – 5:00 PM	ALL EXHIBITORS MUST BE SET BY 8:00AM ON MONDAY,
Exhibit Hours: Monday, June 19 Lunch Reception	10:00 AM - 6:00 PM 12:00 PM - 2:45 PM 4:30 PM - 6:00 PM	JUNE 19 ALL EXHIBITS MUST BE STAFFED DURING
Tuesday, June 20 Lunch Guest Passes	9:30 AM – 5:00 PM 11:30 AM – 2:00 PM 1:30 PM – 3:30 PM	EXHIBIT HOURS
Wednesday, June 21 Lunch Guest Passes	9:30 AM – 4:00 PM 11:30 AM – 2:00 PM 1:30 PM – 3:30 PM	NO DISPLAYS MAY BE DISMANTLED BEFORE 4:00PM ON WEDNESDAY,
Exhibitor Dismantle: Wednesday, June 21 Thursday, June 22	4:00 PM - 10:00 PM	JUNE 21

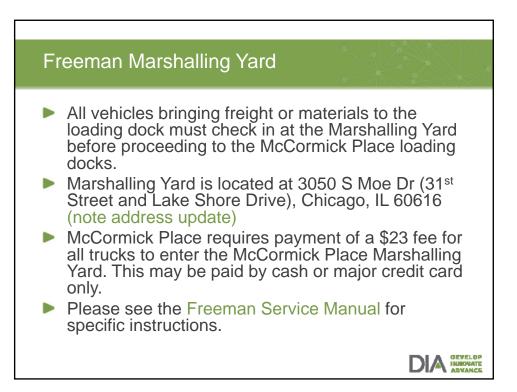


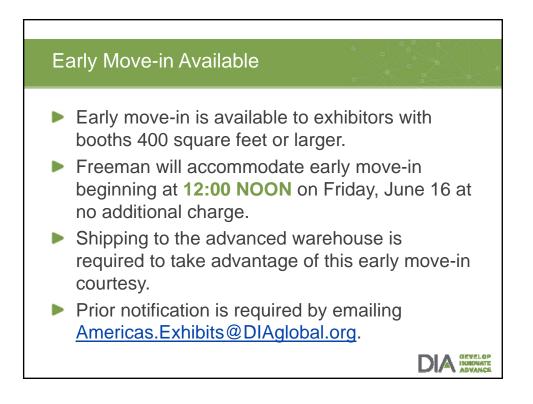


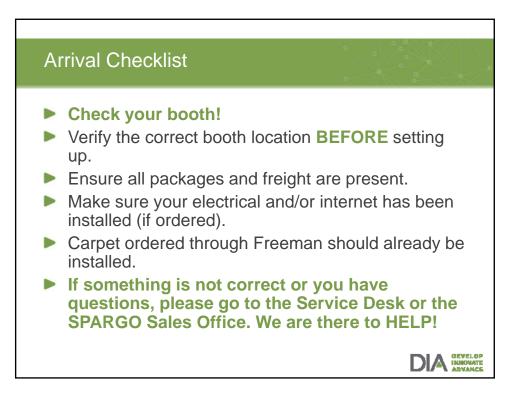


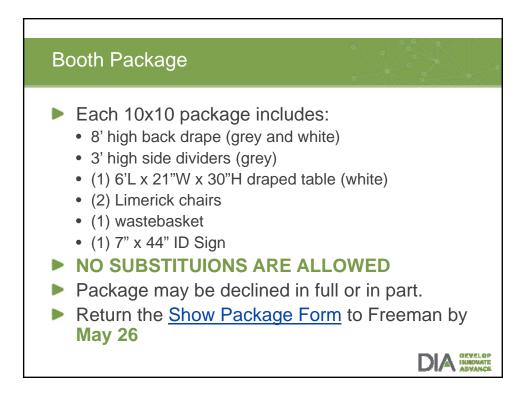
- Exhibitors may unload and reload materials from non-commercial automobiles, station wagons, minivans, SUVs, and non-commercially registered 4 wheel pick-up trucks or vans through McCormick Place's ASUV Program.
- Unloading/reloading is permitted from the loading dock area, however, you must first check in at the Marshalling Yard.
- Exhibitors driving in their materials may do so on Saturday from 1:00PM to 4:30PM or on Sunday from 9:00AM to 12:30PM. Access for dismantle is on Wednesday from 4:00PM to 7:30PM.



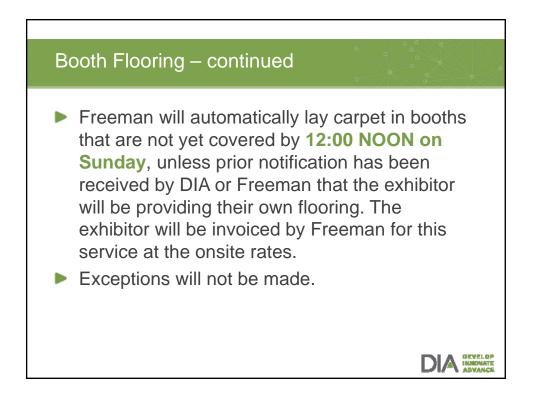


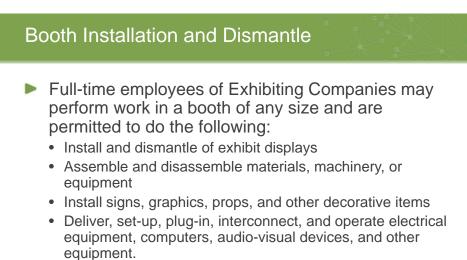




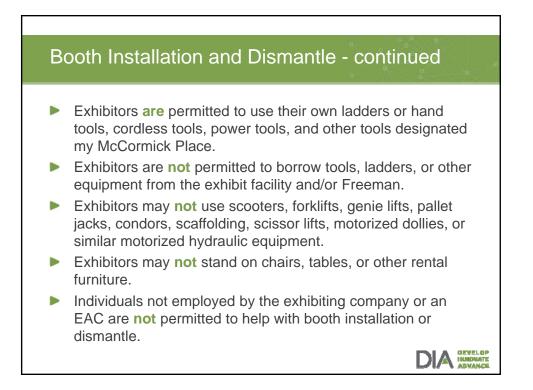




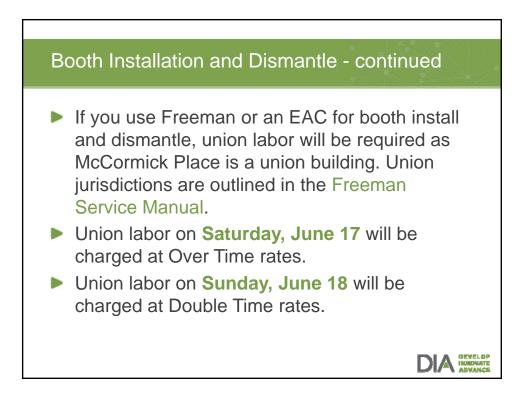


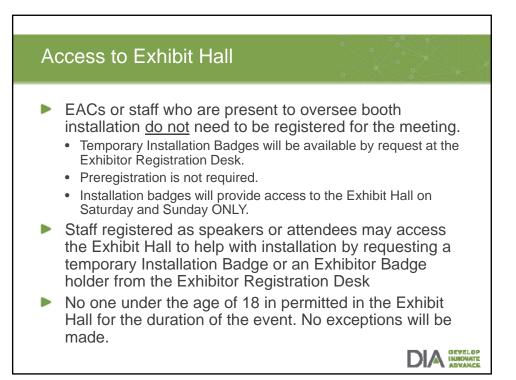


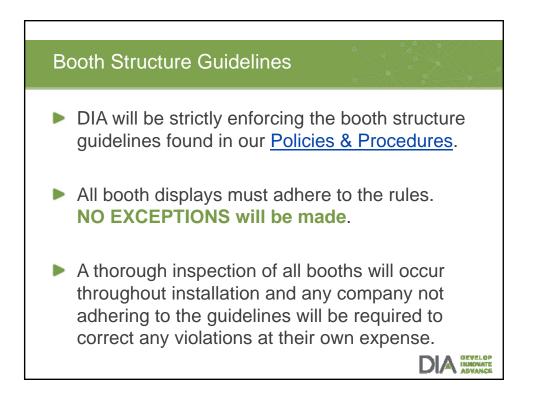
• Skid, position, and re-skid exhibitor materials, machinery, and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks, and dollies











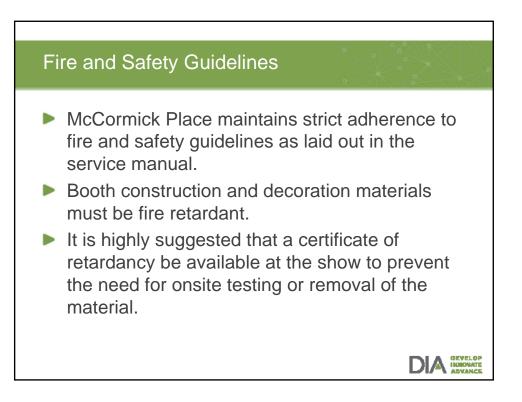


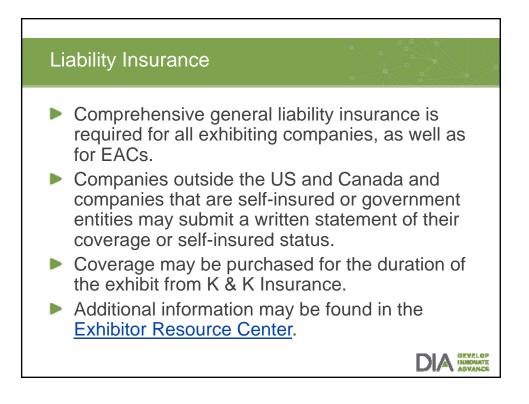
- Inline Booths
 - 10x10, 10x12, 10x30, etc.
 - Max height of 8ft (2.44m) in the rear half of the booth space
 - Max height of 4ft (1.22m) in front portion of booth
 - Display materials must not be arranged so as to not obstruct sight lines of neighboring booths

- Island Booths
 - 20x20, 20x30, 20x40, etc.
 - Island booths have aisles on all 4 sides
 - Max height of 20ft (6.1m) including hanging signage
 - Must have ample sight lines to assure adjacent exhibits are visible







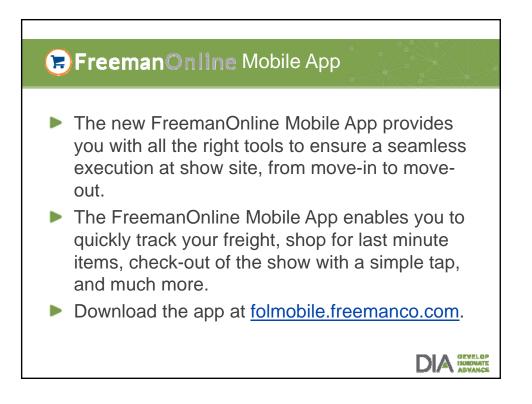




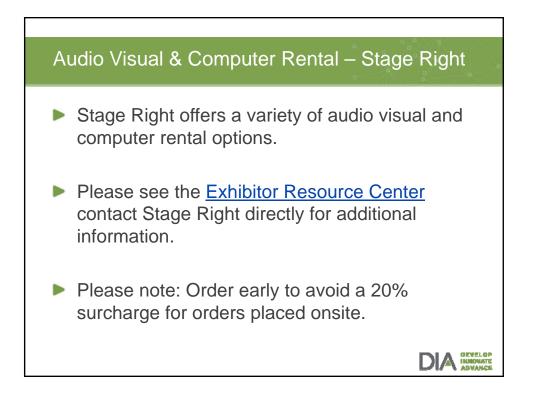
- Please refer to the Authorized Vendors page in the <u>Exhibitor Resource Center</u> for service providers and contact information.
- Every year we hear of numerous unauthorized companies soliciting our exhibitors so it's a good idea to check the Authorized Vendors page or contact <u>Americas.Exhibits@DIAglobal.org</u> for verification before entering into an agreement with a vendor.
- DIA will be unable to assist in resolving any issues that may arise from using an unauthorized vendor.

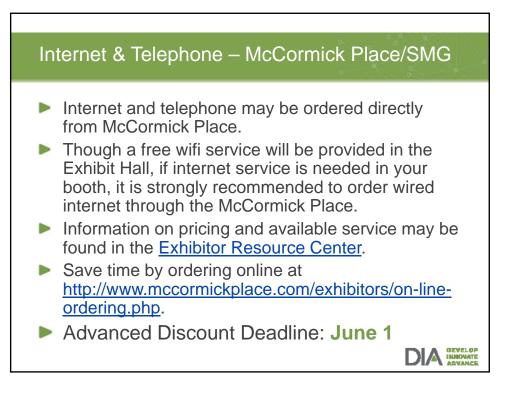
Service Pro	oviders		
Service	Provider	Service	Provider
Audio Visual	Stage Right	Hotel Reservations	onPeak
Booth Cleaning	Freeman	Internet	McCormick Place/SMG
Carpeting	Freeman	Labor	Freeman
Custom Booth	Freeman	Lead Retrieval	Experient
Custom Graphics	Freeman	Material Handling	Freeman
Electrical	Freeman	Plumbing	Freeman
Floral	Northern Greenhouses	Rigging	Freeman
Food & Beverage	SAVOR Chicago	Telephone	McCormick Place/SMG
Furniture	Freeman		

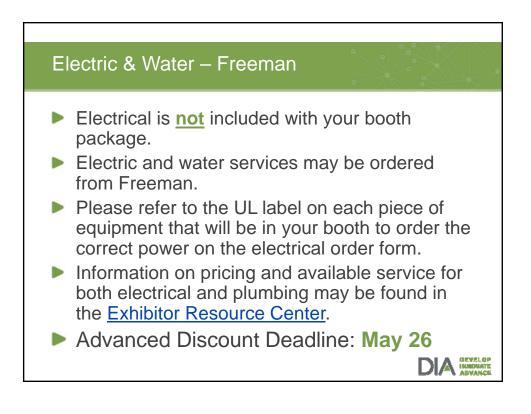






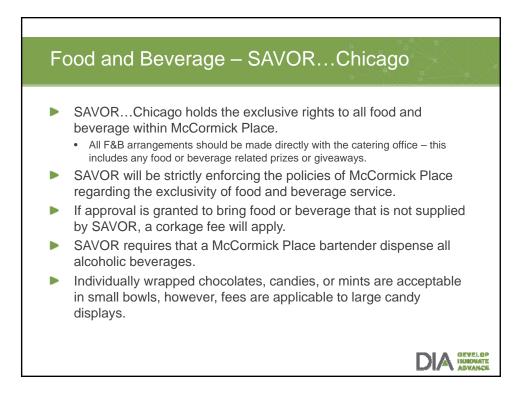






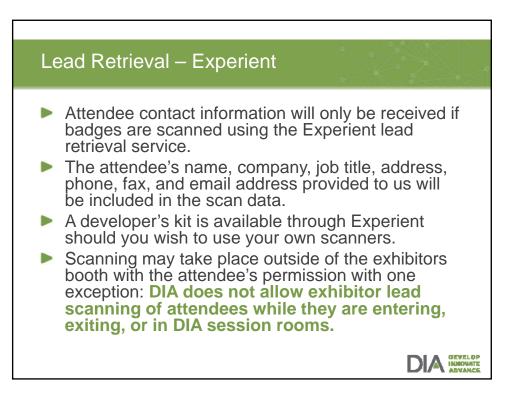


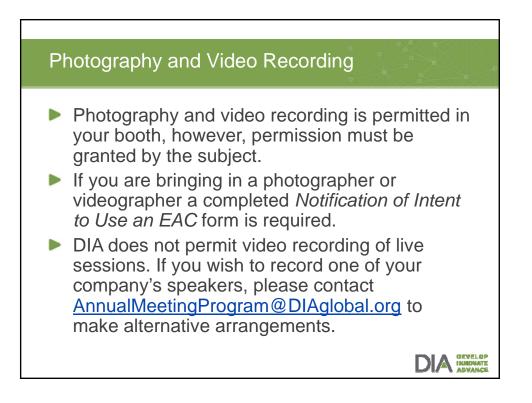
- Unless otherwise specified on a scaled floor plan, electrical drops for inline booths will be along the back drape of the booth.
- For island booths, make sure to submit a scaled floor plan of your booth designating electrical drop(s) and orientation.
- Please refer to the Freeman Service Manual for additional information, including the Electrical Usage Guide to help you determine the amount of wattage to order.

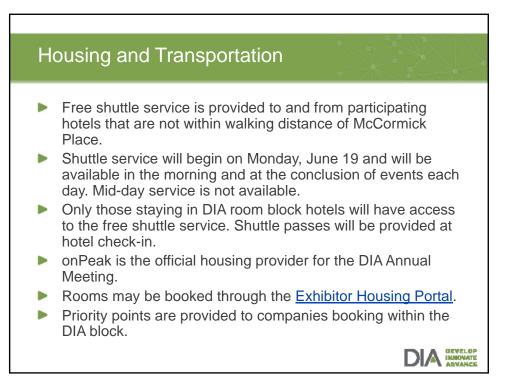


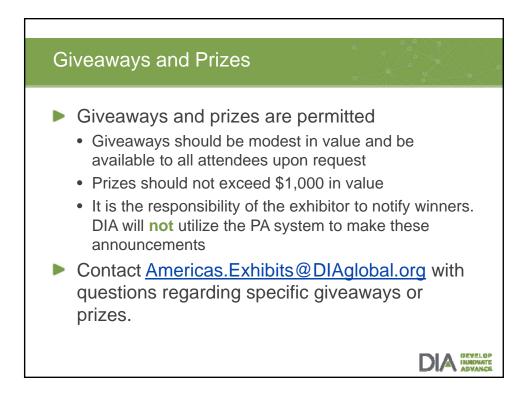


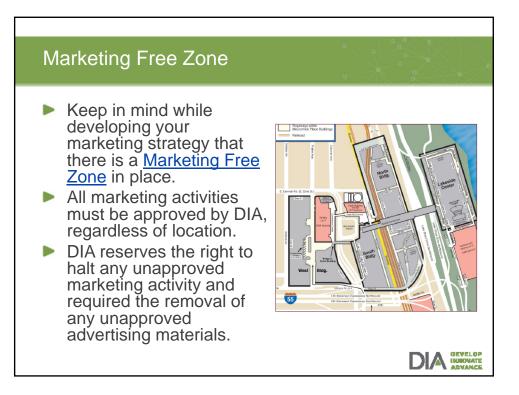




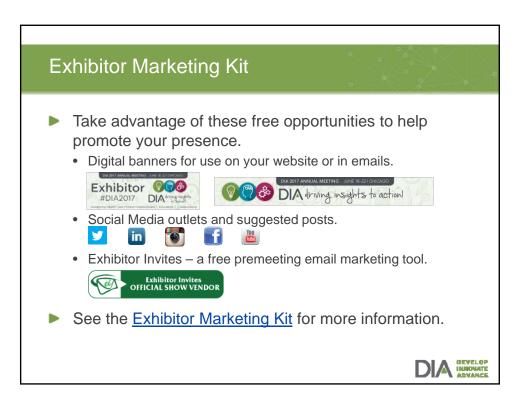


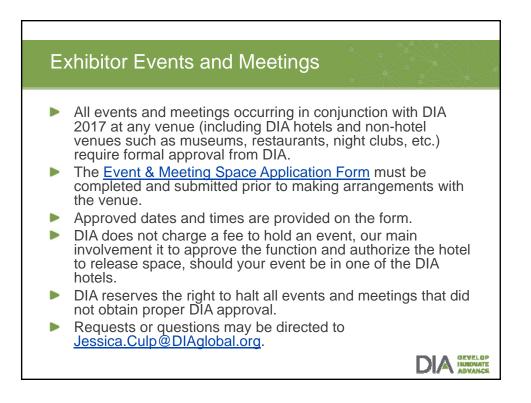


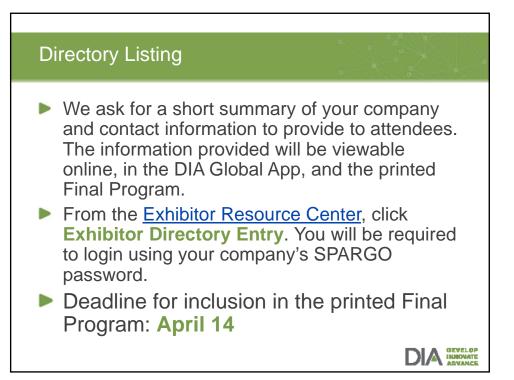


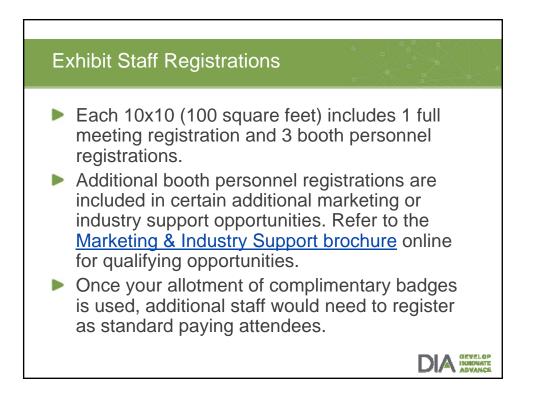










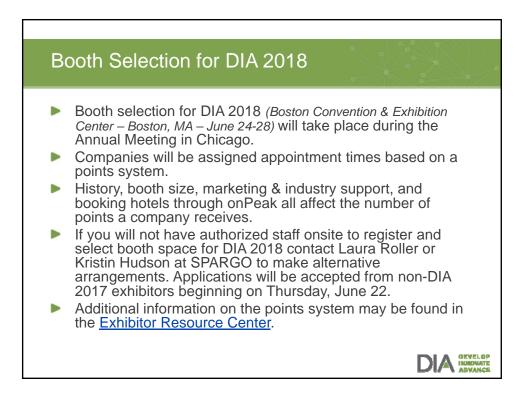




- Register your staff using either the <u>Online</u> <u>Personnel Registration System</u> (Contact person's DIA login required) or the <u>PDF form</u>.
- Deadline for names to appear in the printed Attendee List: 5:00 PM EDT, May 8
- Deadline for all registrations and personnel changes: 11:59 PM EDT, Thursday, June 15
- Any new registrations or changes received after June 15 will not be available for pick-up at the Scan & Go desks, but will need to be processed onsite.

Exhibit Staff Registrations – continued				
The table below sho Keep in mind additio industry support opp	nal badges may be	e included with certa		
Booth Size	Full Meeting	Booth Personnel	Total Badges	
10x10 or 100 sq ft	1	3	4	
10x20 or 200 sq ft	2	6	8	
10x30 or 300 sq ft	3	9	12	
20x20 or 400 sq ft	4	12	16	
20x30 or 600 sq ft	6	18	24	
20x40 or 800 sq ft	8	24	32	
20x50 or 1000 sq ft	10	30	40	
30x40 or 1200 sq ft	12	36	48	
40x40 or 1600 sq ft	16	48	64	

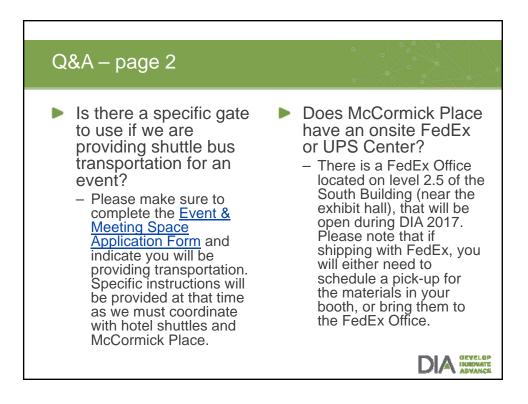
Deadline Ch	ecklist		
April 14 – Friday	Company Summary to SPARGO		
April 24 – Monday	Lead Retrieval incentive 1		
May 8 – Monday	Personnel Registrations to DIA for Final Program		
May 9– Tuesday	Lead Retrieval incentive 2		
May 19 – Friday	EAC Notification to DIA		
May 26 – Friday	Freeman incentive		
May 26 – Friday	Show Package form to Freeman		
May 26 – Friday	Catering incentive		
June 1 – Thursday	Internet and Telecommunications incentive		
June 9 – Friday	Advance Warehouse Deadline		
June 15 – Thursday	Personnel Registrations to DIA for Badge Pick-up Onsite		
June 16 – Friday	Direct Shipments to McCormick Place Permitted		
June 19 – Monday	ALL EXHIBITS SET BY 8 AM		
June 22 – Thursday	ALL EXHIBITS REMOVED BY 11 AM		



Q&A – page 1

- Are there staff available for hire for booth installation and dismantle?
 - You may use either your own staff (full-time employees) or hire
 Freeman or an
 Exhibitor Appointed
 Contractor (will use union labor).
- Are badges included with the booth able to be exchanged?
 - Yes, we do allow badge sharing for exhibitors. We can handle badge changes at the Exhibitor Registration Desk outside the Exhibit Hall.





Q&A – page 3

- Are pop-up displays permitted on the floor or on a table as well?
 - As this is a booth (not a tabletop) exhibit, pop-up displays are permitted on the floor and/or the table provided the 8 foot height restriction is adhered to.
- Are we permitted to use vendors not on DIA's authorized list?
 - Yes, you may. You will need to notify us using the <u>Exhibitor Appointed</u> <u>Contractor Intent Form</u>, and the vendor will need to be registered to work in McCormick Place.

