
OVERVIEW OF BOOTH PACKAGE, BOOTH EQUIPMENT & SHOW SERVICES**BOOTH PACKAGE & EQUIPMENT**

Exhibit space includes carpet, (2) 60 Watt track lights per each 100sq ft, a single receptacle 1500 watt electrical outlet, and one wastebasket. Each booth will be identified with a clean, simple **Booth Identification Sign** that includes the space number and company name.

Each exhibitor receives the Basic Equipment Package when filled out and ordered with the show contract. Please contact Walter Young at (312) 527-7988 or wyoung@mmart.com if you have questions on equipment quantities allowed with your show contract or placing additional equipment orders. See the **Booth Equipment Order Form** in this exhibitor manual for listing of standard booth equipment and to order additional quantities you may need.

In order to more quickly facilitate your on-site requests, we require that all exhibitors submit the **Method of Payment Form** by September 10, 2015.

BOOTH FLOORING

All booths and aisles will have carpet.

BOOTH LIGHTING AND ELECTRICAL SERVICE

Aside from the lighting that is included in your booth package, all electrical services will be provided or supervised by Port Electrical technicians. Electrical services should be ordered in advance using the **Electrical Services Order Form**. Prepayment is required. No one other than a Port Electric Electrician can make any electrical connections or install/remove electrical cables or fixtures. Therefore if you provide your own light fixtures and cables, Port Electrical must do the installation and removal of your light fixtures and cables. There is an additional labor charge for this service. Rates are posted on the **Electrical Service Order Form**.

Electrical equipment must conform to City of New York code requirements.

Examples of these requirements are as follows:

- 1) All wiring or flexible cords shall be 3-wire, "hard usage approved", 14 gauge, grounded, unless cord is a component part of an assembly approved by a nationally recognized testing laboratory or the City of New York.
- 2) Only porcelain socket lamps or plastic lamp holders may be used. Brass-shelled socket lamps are prohibited.
- 3) Exhibit spot or floodlights must be positioned so as to be "unreachable" by the public, free from and unattached by any material or fabric.

Any questions regarding electrical utilities should be directed to the Port Electrical at (212) 977-7414.

BOOTH CLEANING

MMPI ensures that all booths will be vacuumed prior to the first day of the show at no charge. If you require additional cleaning services, please complete the **Cleaning Order Form**.

DRAYAGE

Also known as "materials handling," drayage is the labor to receive freight during move-in, delivering it to your booth, removing empty containers, storing and returning them after the show, and loading materials for outbound shipping. This cost is included in your booth package.

