December 3-6, 2015
The Merchandise Mart
Chicago

Exhibitor Manual
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WELCOME

One of a Kind Show and Sale® Chicago 2015

Welcome to the One of a Kind Show and Sale® Chicago! We are thrilled to be partnering with you for the 15th annual show. You are among a select group of artists, craftspeople and designers who have the opportunity to participate in One of a Kind – one of the top rated fine art and fine craft fairs in the country! Your participation in the One of a Kind Show will expose you to qualified audience of over 65,000 shoppers!

This exhibitor manual will provide you with important information to help you make the most of your experience at the One of a Kind Show. In it you will find useful information about the show and The Merchandise Mart; promotional information and ways for you to maximize your exposure at the show; and operational information with move in, run of show and move out details. If at any time you have questions, please do not hesitate to contact any member of our team.

Once again, welcome! We look forward to seeing you soon!
ONE OF A KIND TEAM

SALES & MARKETING
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MEETING PLANNING & SPECIAL EVENTS
Liz Waters
Senior Event Manager
ewaters@mmart.com
312.527.7061
REGISTRATION

ARTIST/ASSISTANT BADGES

- Each Exhibiting Company **MUST** fill out the Online Registration Form including the names of staff authorized to work in your booth. Visit [http://www.martreg.com/reg/artistreg/ooakexh.cfm](http://www.martreg.com/reg/artistreg/ooakexh.cfm) to pre-register.
- Artists & Assistants must show Photo I.D to pick up their badges at the Artist Registration desk on the show floor.
- Badges may be picked up during stated hours below.
- Artists are asked to wear their badges at all times when on the show floor.
- You may also register your assistants on-site. All assistants registering on site must be accompanied by the artist when picking up their badges, or they will need to provide a letter or business card verifying employment with the artist. We recommend you pre-register to save time on-site.

ARTIST REGISTRATION DATES AND HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday, Dec 1</td>
<td>8:00 am – 3:00 pm</td>
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<tr>
<td>Wednesday, Dec 2</td>
<td>8:00 am – 4:00 pm</td>
</tr>
<tr>
<td>Thursday, Dec 3</td>
<td>10:00 am – 2:00 pm</td>
</tr>
<tr>
<td>Friday, Dec 4</td>
<td>10:00 am – 2:00 pm</td>
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CONTRACTOR BADGES

The Exhibitor Service Desks, located on the 7th floor, will issue temporary badges, valid only for set-up and dismantling, to contractors on a daily basis.

CHECK-IN PACKET

Your check-in packet (containing important show info) can be picked up in the Sales Office up on the 7th floor.
TRAVEL

HOTELS
Special rates for artists have been negotiated at select hotels in the area of The Merchandise Mart. Please visit http://www.oneofakindshowchicago.com/attend/travelinformation/

LOCATION: 222 MERCHANDISE MART PLAZA, CHICAGO IL 60654
The Merchandise Mart is located in the heart of a city that is home to prestigious fine art institutions, world-class museums, award-winning architecture, professional entertainment venues and diverse restaurant offerings. The Merchandise Mart is a short, leisurely walk to the famous Magnificent Mile, where exclusive shops and four-star hotels bustle with activity from the Tribune Tower to North Avenue Beach. Also nearby is Millennium Park, Chicago's newest architectural landmark featuring celebrated public art works and breathtaking views of both the lakefront and the skyline.

The world comes and goes effortlessly every day at The Merchandise Mart. El trains, buses and taxi’s stop at our doorstep. We're walking distance from the Metra stations and moments from the Ohio Street ramp of I-90/94. A variety of parking facilities are just steps away.

PUBLIC TRANSPORTATION
An Elevated Train stop, appropriately called The Merchandise Mart, on the CTA’s brown and purple lines conveniently drops visitors on the 2nd floor of the building. Additionally, there is easy access to multiple CTA bus routes within 4 blocks of the Merchandise Mart.

DRIVING DIRECTIONS TO THE MERCHANDISE MART LOADING DOCK

From Northwest:
Take I-90/94 East (Kennedy) to downtown Chicago. Exit at Ohio Street. Continue east on Ohio until you reach Wells Street. Take a right on Wells. Continue for four blocks. Turn right onto Kinzie Street and pass 2 STOP signs before turning left under the viaduct into the Merchandise Mart Loading Dock.

From Lake Shore Drive:
Take Lake Shore Drive and exit at Upper Wacker Drive. Continue west on Wacker until you reach Orleans Street. Turn right and cross the bridge. Continue to Hubbard Street and turn right and then another quick right onto Orleans Street. After STOP sign, veer right/straight to enter the Merchandise Mart Loading Dock.

From West:
Take I-290 East (Eisenhower) and merge onto I-90W/I-94W toward Wisconsin. Take the Lake Street Exit 51A and then turn right onto W. Lake Street. Take the first left onto N. Desplaines Street. Turn right onto W. Kinzie Street and head East over the bridge. After the bridge, pass the STOP sign at Kingsbury Street and under the viaduct turn right to enter the Merchandise Mart Loading Dock.

From Southwest:
From I-55 North (Stevenson) merge onto I-90W/I-94W. Take the Lake Street Exit 51A and then turn right onto W. Lake Street. Take the first left onto N. Desplaines Street. Turn right onto W. Kinzie Street and head East over the bridge. After the bridge, pass the STOP sign at Kingsbury Street and under the viaduct turn right to enter the Merchandise Mart Loading Dock.

From South:
Take 90/94 West (Dan Ryan) to downtown Chicago. Take the Lake Street Exit 51A and then turn right onto W. Lake Street. Take the first left onto N. Desplaines Street. Turn right onto W. Kinzie Street and head East over the bridge. After the bridge, pass the STOP sign at Kingsbury Street and under the viaduct turn right to enter the Merchandise Mart Loading Dock.
PARKING
More than 6,000 parking spaces are located within a four-block radius of The Merchandise Mart, including the MartParc Wells garage, located at the corner of Kinzie and Wells Streets; and MartParc Orleans, located at the corner of Orleans and Hubbard Streets.

OVERSIZED VEHICLE PARKING

Spot Hero (not run by OOAK show)
Spot Hero is a website which you can reserve parking and pay in advance for a spot. There are two lots that can accommodate larger sized vehicles with no height restrictions.

1. **Directions to 840 S. Canal/Lot (510 W. Taylor Street):** From the Merchandise Mart turn right onto N. Orleans St. Take the 3rd left onto W. Grand Ave. Turn left onto N. Des Plaines St. Turn left onto W. Taylor St. The lot will be on the left.

2. **Directions to 944 W. Belmont:** From the Merchandise Mart turn right onto N. Orleans St. Turn right onto W. Ohio Street. Turn left on N. LaSalle Street. Turn left onto N. Clark Street. Turn left onto W. Belmont Ave. The lot will be on the right.

3. **Directions to 2421 S State Street:** From the Merchandise Mart turn right onto N. Franklin St. which becomes N. Orleans St. Turn right onto W. Hubbard St. and then turn right onto N. LaSalle St. Turn left onto W. Washington St. and then turn right onto N. Michigan Ave. Turn right onto E. 24th Place and keep right at the fork to continue on E. 24th Place. Turn slight right onto S. State St. The lot is on the right.

To reserve a spot at one of these lots in advance:
1) Go to [www.spothero.com](http://www.spothero.com)
2) Choose Chicago
3) Type address of desired lot
4) Choose the dates you will be at the lot
5) Indicate the number of parking spots you will need to accommodate your vehicle.
6) Enter payment information
7) If you have any questions, please contact Spot Hero at (312) 566-7768 or email: support@spothero.com

McCormick Place Marshalling Yard (not run by OOAK show)
Large Vehicle parking is available at the McCormick Place Marshalling Yard. The rate is $21 per day for a box truck and $30 per day for a car plus trailer. Directions to the lot are as follows:

**The Merchandise Mart to McCormick Place:** Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right, just past 18th Street. Then bear left to go North on Interstate 55 to Martin Luther King Drive (about 3/4 of a mile). Right (south) to 26th Street. Right (west) on 26th Street to State Street. Left (south) on State Street to 31st Street. Left (east) on 31st Street to the bridge, just before Lake Shore Drive. Cross the bridge. Turn left into the parkway to the Marshalling Area.

For more information please call Standard Parking at (312) 808-3125.

*If you plan to utilize either Spot Hero or McCormick Place, please call them directly to confirm availability and pricing.*
MAP OF PARKING GARAGES (NOT FOR OVERSIZED VEHICLES)
GENERAL SHOW INFORMATION

The 15th annual One of a Kind Show and Sale® Chicago is a premier fine art and fine craft show scheduled during one of the busiest shopping weekends of the year. Located in downtown Chicago at The Merchandise Mart, this juried, indoor show features original, handmade work by over 600 top artists, designers, and craftspeople. An annual must-attend event for 65,000 Chicagoans who LOVE to shop, the show is considered “Chicago’s Holiday Shopping Show.”

Dates/Hours
Thursday, December 3    11am-8pm
Friday, December 4    11am-8pm
Saturday, December 5    10am-7pm
Sunday, December 6    10am-5pm

Location
The Merchandise Mart
222 Merchandise Mart Plaza
7th Floor
Chicago, IL 60654

Ticketing
Tickets are $12. Children 12 and under are free.
A portion of ticket sales will benefit Ann & Robert H. Lurie Children’s Hospital of Chicago.

Website
Our website address is www.oneofakindshowchicago.com
SHOW FEATURES

Fashion Shows
Attendees will enjoy art on the runway! Live fashion shows featuring exhibiting artist-designed clothing, jewelry and accessories will be produced daily at the show’s stage.

Live Music
Attendees will be treated to live music throughout weekend.

Artist Demonstrations
Attendees will be able to experience artwork in the making as you share stories behind your work and the skill behind your techniques. If you have not already done so, we encourage you to sign up for these 20-minute demonstrations (apply via the Artist Website).

Etsy Pavilion
Through our partnership with Etsy, the show will feature an Etsy Pavilion, a special indie artist section on the show floor showcasing the “New Craft Movement”. Approximately 40 selected Etsy-seller artists will join us for this exciting show section. Qualified artists must meet handmade/quality criteria, have less than 3 years professional experience and cannot have exhibited at any One of a Kind Show previously. As our show partner, Etsy will be marketing the One of a Kind Show and Sale® Chicago through significant attendee promotion on Etsy.com.

Fine Art Gallery
At this year’s show, One of a Kind’s Fine Artists will be offered a unique opportunity to display their work in our Fine Art Gallery. This is an area on the show floor dedicated to offering a curated selection of fine art in a gallery-like setting. Attendees can step into the tranquility of the Gallery, sipping wine and/or lounging while viewing your work. Each piece will be given an appropriate tag with the name and price of the piece and the name and booth number of the artist. Fine art categories that will be considered are: ceramics, drawing, fiber art, furniture, glass, mixed-media, painting, paper, photography, printmaking, sculpture and wood. Fine artists who exhibit in our Fine Art Booths will be offered this opportunity at no additional cost. Other fine artists may apply for consideration. Upon acceptance, a $125 fee applies. The Fine Art Gallery is a wonderful opportunity to display a piece of your work outside of your booth space. For more information and to apply by our September 11 deadline, please click here – Fine Art Gallery Application.
ARTIST SEMINARS

ARTIST ORIENTATION SEMINAR
Tuesday, October 6, 10:00am-12:00pm
All artists - new or returning - are invited to a special Artist Orientation Seminar on Tuesday, October 6 from 10:00a.m.-12:00p.m. The seminar will be held at The Merchandise Mart. At the seminar, we will walk through all of the details covered in this Exhibitor Manual, as well as information covered in the Promotional Tool Kit. Artists will be given the opportunity to talk directly with the One of a Kind Show operations, sales and marketing staff and raise any questions or concerns that may come up. If you are planning on attending, please R.S.V.P. to Erin Hartz by October 2 at 312.527.7757 or ehartz@mmart.com.

ARTIST ORIENTATION WEBINAR
Tuesday, October 20, 11:00am—1:00pm (CST)
All artists - new or returning - are invited to a special Artist Orientation Webinar on Tuesday, October 21 from 11:00a.m.-1:00p.m (CST). The webinar will be held on the web and over the phone through GoToMeeting®. At the webinar, we will walk through all of the details covered in this Exhibitor Manual, as well as information covered in the Promotional Tool Kit. Artists will be given the opportunity to talk directly with the One of a Kind Show operations, sales and marketing staff and raise any questions or concerns that may come up. If you are planning on attending, please R.S.V.P. to Erin Hartz by October 16 at 312.527.7757 or ehartz@mmart.com.

CENTRAL CASHIER PROGRAM SEMINAR
Thursday, December 3 at 9am
The central cashier program is an optional service provided by MMPI at the show. This convenient and affordable program can streamline your on-site money handling and sales transactions onsite. If you plan on taking advantage of our central cashier program, please join us for a central cashier information session before the show opens on Thursday, December 5 at 9am. We will walk you through the system and answer any questions you may have. To sign up for the program please fill the “Central Cashier Application” found in the back of this packet, by November 2, 2015. You may also sign up on-site but any application received after November 2nd will be charged a $125.00 Service Fee.

ARTIST EDUCATIONAL SEMINARS
We are in the process of finalizing educational seminars for our artists. More information will be provided when details are confirmed.
MARKETING

MARKETING OPPORTUNITIES

MARKETING CAMPAIGN
The 2015 One of a Kind Show and Sale® Chicago is marketed via an aggressive attendee communications effort combining advertising, online marketing, outdoor marketing, direct mail and public relations, drawing an anticipated 65,000 attendees to artist booths at the show.

Communications include:
- “Save the Date” postcards for artist use
- “Promotional Stickers” template for artist use
- Artist Postcards with complimentary ticket offer
- Show Posters
- Advertising in the Chicago Tribune and other key Chicago media
- Show website with artist directory and artist locator/image gallery feature
- E-blast campaign to e-mail lists of 50,000 plus
- Street banners throughout downtown Chicago
- Public relations efforts focused on multi-media coverage including all important print, broadcast and online outlets
- City-wide cultural partner outreach
- Social media outreach including Facebook, Twitter, Instagram and Pinterest

THE ARTIST WEBSITE
The Artist Website is an online resource for artists and includes marketing information and online forms for: Artist Directory; Artist Locator/Image Gallery; E-Mailing Lists; Artist Demonstrations; Product Displays; Fashion Shows & Fashion Displays; Artist Stickers; Web Banner Ads; and Posters. Upon contracting, each artist was assigned a personal ID and password. Feel free to contact Aida Sarvan at 312.527.7933 or asarvan@mmart.com with any questions or concerns. You can access the Artist Website at http://mmpimodularapp.com/exhibitor/.

SHOW PARTNERS
Major partners for the 2015 show include:
- Chicago Tribune
- Ann & Robert H. Lurie Children’s Hospital of Chicago
- Etsy
- Andersonville Galleria
- After School Matters
- Marwen

Please check our website for a full list of partners and periodic updates.
MARKETING MATERIALS FOR ARTISTS
By mid-October, you will receive a shipment with 100 Complimentary Passes, each good for 2 people.

These are for your distribution/mailing to clients and prospects and will help you promote your presence at the One of a Kind Show. Additional materials may be available. Please contact Aida Sarvan at 312.527.7933 or asarvan@mmart.com with requests or questions.

In addition, you will receive an e-mailable version of the Complimentary Pass that you can forward to your customer e-mail lists. You will receive this email on Tuesday, November 3.

ONLINE MARKETING OPPORTUNITIES
- **Online Banner Ads**
  We have created online banner ads which you can copy and paste onto your website and other online communications. You can download these from the Artist Website.
- **E-mailable Complimentary Pass to the One of Kind Show Chicago**
  On November 3, the One of Kind Show and Sale® team will be sending you an e-mailable complimentary pass that you can forward to your e-mail lists.
- **E-blast Campaign**
  We are in the process of sending out a series of e-blasts about the show to our database of consumer e-mails. Each time we send out an e-blast, we will also e-mail them to you. We encourage you to forward them on to your e-mail lists.
- **Artist Locator/Image Gallery**
  The Artist Locator/Image Gallery allows users to search and view information and images from each artist in the show. This function is live on the One of Kind Show and Sale® website. Please take a look at your information and the images listed and if you have any changes, please visit the Artist Website.

MEDIA AND PUBLICITY
We are thrilled to have Carol Fox & Associates (CF&A) as our PR firm for the 2015 One of a Kind Show Chicago. Carol Fox & Associates has a long history of successfully publicizing and promoting a wide array of prestigious art shows, installations, and gallery openings. In addition to promoting the overall event, our PR team is interested in hearing about you and your work. Please contact Nick Harkin or Arielle Ismail about anything that might be newsworthy at nickh@carolfoxassociates.com, 773-327-3830 x103.
## SCHEDULE

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<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>Tues. Dec. 1</td>
<td>8am - 3pm</td>
<td>Direct Deliveries 8 am - 3 pm</td>
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<td></td>
<td></td>
<td>Set-up 8 am - 4 pm</td>
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<tr>
<td>Wed. Dec. 2</td>
<td></td>
<td>Direct Deliveries 8 am - 3 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Set-up 8 am - 7 pm</td>
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<tr>
<td>Thurs. Dec. 3</td>
<td></td>
<td>Show Hours 11 am - 8 pm</td>
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<tr>
<td>Fri. Dec. 4</td>
<td>9 am - 11 am</td>
<td>Show Hours 11 am - 8 pm</td>
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<tr>
<td>Sat. Dec. 5</td>
<td>Pick-up/Replenish 8 am - 10 am</td>
<td>Show Hours 10 am - 7 pm</td>
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<tr>
<td>Sun. Dec. 6</td>
<td>Pick-up/Replenish 8 am - 10 am</td>
<td>Show Hours 10 am - 5 pm</td>
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<td>Mon. Dec. 7</td>
<td>Dismantling 8 am - 12 pm</td>
<td>Dismantling 5 pm - 10 pm</td>
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<td>Freight Load Out 8 am - 12 pm</td>
<td>POV Load Out</td>
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### DELIVERY HOURS/LOADING DOCK HOURS
- **Tuesday, December 1**: 8:00 am – 3:00 pm
- **Wednesday, December 2**: 8:00 am – 3:00 pm
*Any deliveries made outside these times will be subject to a charge of $55.00 per 100 lbs.*

### SET-UP HOURS
- **Tuesday, December 1**: 8:00 am – 4:00 pm
- **Wednesday, December 2**: 8:00 am – 7:00 pm

### SHOW HOURS *
- **Thursday, December 3**: 11:00 am – 8:00 pm
- **Friday, December 4**: 11:00 am – 8:00 pm
- **Saturday, December 5**: 10:00 am – 7:00 pm
- **Sunday, December 6**: 10:00 am – 5:00 pm
*Exhibitors will be allowed on the floor one hour prior to the show opening each day. Jewelers will be allowed on the floor two hours prior to the show opening each day.*

### DISMANTLING HOURS
- **Sunday, December 6**: 5:00 pm – 10:00 pm
- **Monday, December 7**: 8:00 am – 12:00 pm

### FREIGHT AND PERSONALLY OWNED VEHICLE (POV) LOAD OUT HOURS
- **Sunday, December 6 (POVs only)**: The loading of POV's will begin upon the completion of the return of empties. We strongly encourage local artists to return on Monday, December 7, to load their POV
- **Monday, December 7**: 8:00 am – 12:00 pm (Common carriers must be checked in by 12:00 pm)
SET-UP PROCEDURES

SET-UP HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Tuesday, December 1</td>
<td>8:00 am – 4:00 pm (Loading Dock Closes at 3:00 pm)</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>8:00 am – 7:00 pm (Loading Dock Closes at 3:00 pm)</td>
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All exhibits must be set up by 7:00 pm on Wednesday, December 2. No construction, arranging, or setting up of exhibits, including deliveries or moving of products, are permitted during show hours.

NOTE:

If you are unsure if your display requires labor, submit the Customization of Booth Request Form and our Operations Team will gladly respond.

Please note that display materials must adhere to Chicago Fire Department Rules and Regulations. If you require further information, please contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com.

Exhibitors may hand-carry small items, but we ask that they refrain from using handcarts, flatbeds, or dollies. Our Material Handling Staff is on hand to facilitate such moves.

DISMANTLING PROCEDURES

DISMANTLING HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday, December 6</td>
<td>5:00 pm – 10:00 pm</td>
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<tr>
<td>Monday, December 7</td>
<td>8:00 am – 12:00 pm</td>
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- Any artists breaking down their booth prior to the show closing (5:00 p.m. Sunday, December 6) will be fined $1000. Please arrange travel accordingly.
- All booths must be left in a reasonable state that enables them to be easily repaired and repainted. All nails, Velcro, staples, paper or other materials applied to the booth walls must be removed prior to vacating the booth. Exhibitors will be assessed repair charges based on time and materials if they choose not to comply.
- Please note that every effort to return empty boxes as quickly as possible at the close of the show will be made, but it may take several hours for all empty containers to be returned. Please make travel plans accordingly.
- If bringing down merchandise from your booth during Load Out, please make sure that you have room in your vehicle for all merchandise. An hourly charge will be assessed to the artist for any merchandise that has to be returned to your booth because it does not fit.
CONTRACTOR AND LABOR INFORMATION

You have the option of employing your own union labor to assist with the installation of your booth. If you choose to use the services of an outside contractor, also referred to as an Exhibitor Appointed Contractor (EAC), we ask that you return the Exhibitor Appointed Contractor Form.

CONTRACTOR GUIDELINES

Exhibitors who wish to employ EACs should make known to them the following guidelines:

1. The EAC shall be given the right to provide services requested of them by an exhibitor in set-up and dismantling on the show floor, and shall have the right to utilize qualified employees registered in advance.
2. Services shall not conflict with labor regulations or contracts including jurisdictions claimed by local labor unions. The EAC shall adhere to the rules and regulations in this manual.
3. The EAC shall possess a valid public liability and property damage insurance policy for at least $2,000,000. The certificate of insurance must name Merchandise Mart Properties, Inc., Merchandise Mart L.L.C., Vornado Realty Trust and Vornado Realty L.P. as additional insured.
4. The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor or during move-in or move-out dates.
5. The EAC will share with MMPI all reasonable costs related to their operation including overtime pay for stewards, restoration of the exhibit space to its initial condition, etc.
6. The EAC shall cooperate fully with MMPI, especially with regard to the efficient utilization of labor.

LABOR

Any labor personnel working in your booth must be one of the following:

1) Your own company personnel (depending on the type of work being done, union labor may be required). See Union Regulations for additional information.
2) Exhibitor appointed contractor. EACs must comply with guidelines regarding EACs. See Exhibitor Appointed Contractors for additional information.

To request MMPI Union Labor, please refer to the Installation/Dismantle Labor Request Form. Additional guidelines regarding Labor should be reviewed on this form.

All orders for dismantling labor must be confirmed no later than 10:00 am on Friday, December 4.

UNION REGULATIONS

Various unions claim jurisdiction over all set-up and dismantling of exhibits including carpentry, electrical and material handling to name a few. Your personnel may work along with a union installer, if one is necessary. Please contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com for questions regarding union regulations.

Helpful Hints for Set-Up and Dismantling

- Review the Exhibitor Checklist for any Merchandise Mart and Outside Vendor Forms.
- Be aware of the schedule for Set-Up and Dismantling. Make travel plans accordingly.
OVERVIEW OF BOOTH PACKAGE

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 except in the following cases: **Oversize deliveries and deliveries received outside the posted times (page 22) will be charged at a rate of $55.00 per 100 lbs. (cwt).**

BOOTH LIGHTING
Exhibit space includes a standard booth lighting package: (6) 75 watt halogen floodlights for every 100 sq. ft. of rented booth space. A maximum of 6 floodlights can be put in each 100 sq. ft. booth. **The fluorescent fixture in the booth will not be on during the show.** We can provide more light fixtures, and electricity if needed. Please see the **Booth Order Form.** The first 15 minutes of light adjustments for every 100 sq. ft. of rented booth space is complimentary. Additional time will be billed at the on-site electrical labor rates.

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 **Booth Order Form,** and we will gladly respond to your request.

ACCESSIBLE STORAGE
Secure storage will be available on-site during the Show at no extra cost. To replace sold goods, exhibitors will have access to their stored materials 1 hour prior to show opening (during the show days). Only items that can be hand carried by an individual can be removed during show hours. Please stop at the Service Desk on-site or call Sergio Camargo at (312) 527-7587 or email scamargo@mmart.com for additional information.

WIRELESS INTERNET ACCESS
Available through Boingo Wireless for a charge. Wireless Internet access is available on the 7th and 8th floor for the convenience of exhibitors. More information regarding Boingo will be available in November.

BOOTH IDENTIFICATION SIGN
All exhibitor spaces will be identified with a clean, simple booth sign that includes artist’s name, city, and booth number. As necessary, multiple signs will be available for large spaces to help attendees navigate the show floor.
EXHIBITING INFORMATION

BOOTH EQUIPMENT & SERVICES

BOOTH CLEANING

As part of our service, 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 Booth Equipment Order Form found at the end of this packet and we will gladly respond to your request.

BOOTH CUSTOMIZATION

If you would like to have MMPI customize your booth in any way that involves construction, painting, or flooring, please return the Customization of Booth Request Form at the back of this packet. MMPI will provide a quote that must be approved by the Exhibitor before the production of the custom work starts. Alternatively, you may contract an installer to do such work for you, consistent with the rules regarding Exhibitor Appointed Contractors.

BOOTH EQUIPMENT

Please see below for the lighting that comes with your booth space. Each exhibitor also receives booth identification signage and one wastebasket. Please note that your booth is not equipped with any tables or chairs. See Order Forms for a listing of additional equipment and services available. For questions regarding these services, contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com. In order to more quickly facilitate your on-site requests, we ask that all exhibitors submit the Method of Payment Form by November 3, 2015.

BOOTH FLOORING

Booths and corridors are carpeted in gray. If you would like to install custom flooring, please submit the Customization of Booth Request Form found at the back of this packet.

BOOTH LIGHTING AND ELECTRICAL SERVICES

Each 10’ x 10’ space will be provided with (6) 75 watt halogen floodlights, preinstalled in the overhead track and a 150 watt duplex outlet. The first 15 minutes of light adjustments for every 100 sq. ft. of rented booth space is complimentary. Additional time will be billed at the on-site electrical labor rates. All electrical services will be provided and installed by The Merchandise Mart. To order additional lights, please see the Booth Equipment Order Form found at the back of this packet. Questions regarding the acceptability of your electrical set-up may be directed to Sergio Camargo at (312) 527-7587 or scamargo@mmart.com.

BUSINESS SERVICES/SERVICE DESK

The Exhibitor Service Desk, located on the 7th floor, offers business services, including photocopying and faxing. The Service Desk can also respond to questions about shipping, materials handling, and billing, and will be happy to assist you in placing orders for booth services or equipment.
EXHIBITING INFORMATION

BOOTH EQUIPMENT & SERVICES (CONTINUED)

COMPLIMENTARY ARTIST COAT CHECK
During set-up, coat racks will be set up in Artist storage and will be available to all artist and assistants. Badges must be shown.

CENTRAL CASHIER PROGRAM
MMPI will provide an optional Central Cashier Program at the show. This convenient and affordable service can streamline your on-site money handling at the show and can benefit you in many ways, specifically by:

- Handling all sales transactions for you for a small fee throughout the duration of the show.
- Filing all required state and local sales tax paperwork for you.
- Accepting payment in the form of cash, check and/or credit card on your behalf.
- Eliminating the risk of storing cash in your booth.
- Providing you with daily detailed sales reports.

All cash proceeds for sales through Saturday evening will be paid in US dollars to the exhibitor on Sunday morning before the opening of the last day of the Show. All additional payment proceeds will be paid out in a check format within fifteen business days after the close of the Show.

Convenient Central Cashier Kiosks will be located strategically on the show floor. Your customer will supply a sales ticket to the cashier, and the cashier will finalize the sale. Once complete, the customer will supply you with a proof of purchase receipt, so they may remove their paid in full item from your booth. If you would like to participate in this service, please complete the Central Cashier Form found at the back of this packet and submit it to MMPI no later than November 3, 2015.
VENDORS AND SERVICES

AUDIO VISUAL
For audio visual rentals, please contact:

AV Chicago
Contact: Jerry Bernachi
Phone: (630) 943-9822
Email: jerry@avchicago.com
www.avchicago.com

CATERING
A number of food-service providers conveniently located within The Merchandise Mart are prepared to meet your catering requests. Please see most-used catering contacts below. For additional providers, please contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com.

- Artisan Cellar
  Wine & Cheese
  Contact: Phillip Bernstein
  (312) 527-5810

- Au Bon Pain
  Drop Off Service
  Contact: Paula or Andrea
  (312) 755-9779

- Holiday Inn Mart Plaza
  Full Service
  Contact: John Dexter
  (312) 529-1133

- Foodstuffs
  Full Service
  Contact: Jay Liberman
  (847) 328-7710

- The Chopping Block
  Full Service
  Contact: Anna Stevens
  (312) 644-2678 x2117

- Nick’s Fish Market
  Bar & Grill
  Full Service Contact: Chelle
  (312) 621-0211

CUSTOM SIGNAGE
Custom signs including vinyl lettering and other special requests can be ordered from Katherine Frank Creative at www.katherinefrank.com or call Michael at (630) 620-7720. Please see the Forms section of the manual for more information.

FURNITURE RENTAL
For furniture needs, please contact Alex Displays at (312) 829-2948 or sfelder@alexdisplays.com. For more information, visit www.alexdisplays.com.
VENDORS AND SERVICES (CONTINUED)

PEDESTALS
To rent pedestals for your booth, please complete the form for the Art Source Group (page 45) in the Forms section of this manual.

PHOTOGRAPHY, VIDEOTAPING & BROADCASTING
Photographing, videotaping, filming, or sound recording is prohibited without the prior written consent of Show Management.

SECURITY
Show security will be on duty 24 hours a day from move-in to move-out, but cannot and should not be counted on to provide more than a presence to inhibit theft. To help provide for the security of your merchandise in your booth, we advise you to staff your booth at all times and not to leave valuables unattended. Any exhibitor requiring special guard services may request such services with the approval of Show Management.

TABLE DRAPES
The Merchandise Mart does not provide draping for tables. You can make arrangements for table draping by contacting Dave Yargus with Classic Party Rental at (708) 485-8554. Please see the Forms section of the manual for more information.

TELECOMMUNICATIONS
Available through Boingo Wireless for a charge. Wireless Internet access is available throughout the show floor for the convenience of exhibitors. More information will be available in November.

Hard line dial-up telephone service is not available.

GRATUITY
All members of the MMPI staff are a team. Show Management requests that exhibitors do not offer gratuity for labor.

TRAVEL
Please contact OnPeak at (800) 528-8700 to reserve the lowest available airfare and discounted rates at Chicago’s finest, most conveniently located hotels. You will receive a discount on the lowest published price on American Airlines flights, the official carrier for One of a Kind Show and Sale® (some restrictions apply). Please refer to the travel section of this manual.
STORAGE

SECURE STORAGE FOR ART REPLENISHMENT

Located on the 8th floor (one floor above the show floor) Secure Storage will be available during set-up and throughout the Show at no extra cost. To replace sold goods, exhibitors will have access to their stored materials two hours prior to show open daily. Only items that can be hand carried by an individual can be removed during show hours. Please stop at the Service Desk on-site or contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com for additional information.

EMPTY CONTAINER STORAGE

Due to City of Chicago Fire Ordinances, packing materials may not remain on the show floor while the show is open. Flammable containers must be removed from the floor.

When your containers are empty, obtain "EMPTY" labels from the Exhibitor Service Desk. Use the labels to mark your crates, boxes and containers with your company name and booth number. Leave the containers in the aisle; for your convenience, these empty labeled containers will be picked up by MMPI staff and returned to you at the end of the Show. Please remember that you will not have access to these containers during the show.

Exhibiting Information Helpful Hints

- Register in advance for all your staff badges.
- Save money by being aware of deadlines for ordering equipment and labor.
- Ensure that you have submitted the Method of Payment Form by November 3, 2014.
SALES TAX

A 9.25% sales tax must be charged on all art being sold in the State of Illinois and remaining in this State. It is each exhibitor’s responsibility to collect and remit this sales tax.

If a piece of art work is sold in the State of Illinois, but shipped to the buyer who resides outside of Illinois, no sales tax needs to be collected. It is recommended that the exhibitor retain all shipping receipts indicating an out-of-state destination. If an out-of-state buyer purchases a work of art and takes possession of it within the State of Illinois, then sales tax must be collected.

Sales tax charged on art sold during One of a Kind Show and Sale® must be filed with the Special Events Bureau of the Illinois Department of Revenue (see address below). The IDOR-6-SETR is available at the back of this packet. This form is intended for anyone Out of State or In State that does not have a valid Illinois Business Tax Number. Any questions regarding this Sales Tax should be directed to IDOR.

Those exhibitors who have a valid Illinois Business Tax Number should file according to the requirements set by IDOR and your company.

OUT-OF-STATE EXHIBITORS

If you participate in three or more trade shows, art fairs, etc. based in Illinois a year, you must apply for an Illinois Business Tax Number. Once you are registered, you will receive a ST-1 Form along with payment instructions. If you participate in less than three trade shows, art fairs, etc. based in Illinois a year, you must use the Special Event Form, which is located in the Order Forms section of the packet. These forms will also be available on-site at the Show Offices.

You should return the completed form and sales tax monies within ten (10) days after the end of the show to:

Illinois Department of Revenue
Attn: Barbara Wagner
Special Events Coordinator
9511 Harrison Avenue
Des Plaines, IL 60016
Tel: (847) 294.4475
Fax: (847) 294.4214
SHIPPING INFORMATION

SHIPPING ADDRESS AND GUIDELINES

DIRECT SHIPPING TO DOCK ADDRESS

2015 One of a Kind Show and Sale®
(Your Company Name)
(Your Booth Number 7-XXXX)
c/o MMPI
222 Merchandise Mart Plaza
Chicago, IL  60654

DRAYAGE

Material handling involves receiving freight during move-in, delivering it to your booth, removing empty containers and returning them after the show, and loading materials for outbound shipping. This service is also known as drayage and is included in your booth package.

SHIPPING GUIDELINES

1. Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.
2. Clearly label all packages with show name, company name, and booth number. Remove all old labels.
3. All freight must be no larger than 5’ wide x 10’ long x 5’8” high and weigh less than 2,000 pounds. Any freight that exceeds these measurements and MMPI does feel safe to turn on its side will be charged a handling fee of $50 per item, per trip. MMPI is not responsible for damage or loss to product during turning. Any items too large to move will be held at the loading dock for unpacking. An hourly surcharge will be applied and your booth set-up will be delayed.
4. Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.
5. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
6. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

A handling charge of $55.00 per 100lbs is applied to shipments that arrive outside the designated shipping schedules OR to shipments that exceed the freight size limitations.

You may hand-carry small items in via the regular show entrances, but you will not be permitted to use handcarts, flatbeds, or dollies. Small luggage carts are acceptable.

UPS/FED EX/SMALL PACKAGE SERVICES

All packages will be received through the loading dock. Please note that piece counts cannot be guaranteed for such shipments. Where possible, exhibitors may avoid delays and extra charges by having express deliveries shipped to their hotel. Any packages received outside of the designated shipping schedule will be billed at a rate of $55.00 per 100lbs.

DIRECTIONS TO THE MERCHANDISE MART LOADING DOCK

Common Carrier/Large Trucks: From I-90/94, exit on Ohio Street. At the first light, turn right onto Orleans. Proceed for 3 blocks and turn right onto Hubbard. Proceed for 1 block and turn left onto Kingsbury. Continue for 1 block and turn left onto Kinzie. Continue on Kinzie for 1 block until you reach a stop sign. Turn right into the dock.

Cars and Small Trucks: From I-90/94, exit on Ohio Street. At second light, turn right onto Franklin. Continue our blocks south on Franklin to Kinzie. Turn right onto Kinzie. At the first stop sign, turn left into the dock.
SHIPPING INFORMATION

FREIGHT MOVE-IN AND OUT

MOVE-IN

DELIVERY HOURS/LOADING DOCK HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, December 1</td>
<td>8:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Wednesday, December 2</td>
<td>8:00 am – 3:00 pm</td>
</tr>
</tbody>
</table>

* Any deliveries made outside these times will be subject to a charge of $55.00 per 100 lbs.

MOVE-OUT

Sunday, December 6

The loading of POV’s will begin upon the completion of the return of empties.

We strongly encourage local artists to return on Monday, December 7, to load their POV

Monday, December 7

8:00 am – 12:00 pm

(Loading of Common Carriers)

Carriers must be checked in by 12:00 pm.

You may ship your materials from the show via any carrier. You are required only to contact your carrier, pack your materials, and file a Bill of Lading with the freight desk. Merchandise Mart Properties, Inc. assumes no responsibility for shipments until they are collected from the exhibitor’s booth. A representative of the exhibitor should remain with their property until this has been done.

Helpful Hints for Shipping

- Make sure your shipper is aware of the delivery and pick-up schedule.
- When preparing to ship for One of a Kind Show and Sale, be conscious of the freight size limitations. Freight cannot exceed 5’ wide x 10’ long x 5’8” high or weigh over 2,000 lbs.
- Check with your International Shipper and/or Broker for Importation Guidelines & Duty.
- Remember to include your Company Name and Booth Number on all shipments to The Merchandise Mart.
DOMESTIC SHIPPING

The exhibitor is free to choose his/her means of shipping. To aid in your shipping needs, One of a Kind Show and Sale® commonly works with the companies listed on the left for domestic ground transportation services:

Yellow Freight is the official carrier of the One of a Kind Show. They will be available on site to answer outbound shipping questions. You can contact Yellow Freight Systems at (800) 610-6500 for advanced questions and scheduling.

Art in Motion specializes in the transportation of art work to and from several shows throughout North America. They will be available for shipments in and out of the One of a Kind Show. Art in Motion will not be on site for the show. You can contact them in advance with questions.

DOMESTIC SHIPPING

All Shipments must be consigned to:
2015 One of a Kind Show and Sale®
(Your Company Name)
(Your Booth Number 7 - XXXX) 7th Floor
c/o MMPI
222 Merchandise Mart Plaza
Chicago, IL  60654
c/o Shipper’s Name, address and phone number

Important: These shippers are provided for your convenience only. MMPI makes absolutely no representation or warranty as to the ability, quality or expertise of any shipper, and disclaims any liability for any loss, cost or damage to any artwork in the care, custody or control of any shipper.

Exhibitors must maintain their own insurance, as customary insurance provided by shippers is usually inadequate. Please see your shipper for additional technical details.

Airways Freight (UPS)
Ed Andel
eandel@airwaysfreight.com
Tel: (866) 745-7515
Fax: (630) 260-8056

Art In Motion
Richard Tretiak
info@artmoves.biz
www.artmoves.biz
Tel: (802) 893-7777
Fax: (888) 235-7665

The Icon Group, Inc. (Chicago)
Kevin Brosnan
kevin@icongroup.us
www.icongroup.us
Tel: (773) 533-1800
Fax: (773) 533-1900

RAF, Inc. (Chicago)
Stuart Ross
info@rafinc.com
Tel: (312) 829-9466
Fax: (312) 829-9624

Terry Dowd (Chicago)
Louisa Tamba
ltamba@terrydowd.com
Tel: (773) 342-8686 (ext 234)
Fax: (773) 342-4830
INTERNATIONAL SHIPPING

The international shipping company listed below can handle all of your shipping needs including: customs brokerage, recommendations on transport carries both internationally and locally, advice on accurate documents and customs procedures, and any arrangements regarding importation and exportation rules.

**INTERNATIONAL SHIPPING**

All air/ocean freight shipments must be consigned to:

2015 One of a Kind Show and Sale®
(Your Company Name)
(Your Booth Number (7-XXXX) 7th Floor

c/o MMPI

222 Merchandise Mart Plaza
Chicago, IL 60654

c/o Shipper’s Name, address and phone number

**BROKER’S SERVICES**

Upon arrival in the United States your shipment must go through customs. You may accompany your own shipment through customs or make arrangements with your shipper to receive the shipment and file the appropriate papers with U.S. customs. MMPI accepts no liability for inaccurate information provided to customs brokers or the U.S. Customs Service regarding contents and descriptions of shipments.

**Important information:** Since 2001, U.S. Customs has experienced unusual delays that may compromise the timely delivery of your shipment. Please plan your shipment accordingly.

**Important:** These shippers/brokers are provided for your convenience only. MMPI makes absolutely no representation or warranty as to the ability, quality, or expertise of any shipper, and disclaims any liability for any loss, cost, or damage to any artwork in the care, custody, or control of any shipper.

Exhibitors must maintain their own insurance, as customary insurance provided by shippers is usually inadequate. Please see your shipper for additional technical details.

**INTERNATIONAL SHIPMENTS – CLEARING CUSTOMS**

MMPI is available to receive freight directly at the trade show facility and will operate all drayage services in the trade show facility.

However, pursuant to all applicable laws, MMPI is not the importer or the appointed agent of any exhibitor or tenant of a trade show. Therefore, MMPI will not provide its federal tax identification number to act as the importer of record for US customs clearance of any international shipments for exhibitors/tenants of the trade shows it manages. If you require a FEN of a consignee, we need to review your custom broker shipment paperwork for approval. Each tenant or exhibitor must work directly with a customs broker to clear trade show shipments in the broker’s name or in the exhibitor’s name through a customs power of attorney form.

**Shipments Originating in Canada Only**

The Commerce Trade Show Logistics Group Ltd
Brian Moore
BrianM@commercetradeshows.com
Tel: (905) 673-5445
Fax: (905) 673-2574

**Shipments Originating in other Countries**

Rogers Worldwide
Sherri Pelc
spelc@rerogers.com
Tel: (702) 272-1596
Fax: (702) 408-6481

**Shipments Originating in other Countries**

The Commerce Trade Show Logistics Group Ltd
Brian Moore
BrianM@commercetradeshows.com
Tel: (905) 673-5445
Fax: (905) 673-2574

**Shipments Originating in other Countries**

Rogers Worldwide
Sherri Pelc
spelc@rerogers.com
Tel: (702) 272-1596
Fax: (702) 408-6481
EXHIBITOR CHECKLIST

Merchandise Mart Forms
Deadline: November 3, 2015

- Method of Payment (Required) p. 29
- Shipment Information Form (Required) p. 30
- Booth Equipment Order Form p. 31
- Customization of Booth Request Form p. 32
- Optional Paint Form p. 33
- Labor Request Form p. 34
- Exhibitor Appointed Contractor Form p. 35
- Central Cashier Form p. 36

Outside Vendor Forms
Deadline: See each form

- Classic Party Rentals/Linens p. 38
- Alex Displays Order Forms (4) p. 39-42
- Pedestal Order Form p. 43
- Showcase/VU Case Rental Forms p. 44-45
- Custom Signage Forms p. 46
- Staffing/Expo Temp Order Form p. 48
**METHOD OF PAYMENT FORM**

**DEADLINE: NOVEMBER 3, 2015**

All exhibitors must complete a method of payment.

<table>
<thead>
<tr>
<th>Booth Name:</th>
<th>Booth Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: (City/State/ZIP)</td>
<td></td>
</tr>
<tr>
<td>Ordered By:</td>
<td>Print Name:</td>
</tr>
<tr>
<td>Date:</td>
<td>Phone:</td>
</tr>
</tbody>
</table>

☐ **CREDIT CARD** (Required of all exhibitors)

For your convenience, we will use this for authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor, equipment rental, material handling and any damages to the suite. An alternate method may be provided at show site.

☐ AMERICAN EXPRESS  
☐ MASTERCARD  
☐ VISA

Account No: _____________________________

Expiration Date: _________________________

Cardholder's Name: _______________________

Signature: _______________________________

Billing Address: __________________________

City/State/Zip: __________________________

While we require a credit card of all exhibitors, you may elect to pay for services by cash, check, or with an alternate credit card. If you plan to provide an alternate method of payment at show site, check the appropriate box below. Pre-orders will be charged to the card number provided above unless payment accompanies the order. No orders will be processed until credit card information has been provided.

Pre-order rates apply only to orders received with payment before the NOVEMBER 3, 2015 deadline.

☐ **COMPANY CHECK** (must accompany order)

Make Checks Payable to: MMPI

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

Signature: _______________________________

Print: _________________________________

Date: _________________________________

**IF YOU PLAN TO USE AN EXHIBITOR APPOINTED UNION CONTRACTOR:**

☐ **THIRD PARTY AUTHORIZATION**

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party:

☐ ALL SERVICES  
☐ RENTAL FURNITURE

☐ I & D LABOR  
☐ SIGNS

☐ MATERIAL HANDLING  
☐ OTHER (Please specify)

**THIRD PARTY AGENT:**

☐ Personal Credit Card  
☐ Company Credit Card

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

Account No.: _____________________________

Expiration Date: _________________________

Cardholder's Name: _______________________

Signature: _______________________________

Address: ________________________________

City/State/Zip: __________________________

Phone: _________________________________

Fax: ________________________________

E-Mail or Fax this form to: 2015 One of a Kind Show and Sale®. Attn: Sergio Camargo  
PHONE: (312) 527-7587, FAX: (312) 379-6122, E-MAIL: scamargo@mmart.com
**SHIPMENT INFORMATION FORM**

**REQUIRED**

**DEADLINE: NOVEMBER 3, 2015**

SHIPMENTS WILL BE RECEIVED AND HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH IN THE EXHIBITOR MANUAL. A METHOD OF PAYMENT FORM MUST ACCOMPANY THIS ORDER.

<table>
<thead>
<tr>
<th>Booth Name:</th>
<th>Booth Number:</th>
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</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Telephone:</th>
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</tr>
</tbody>
</table>

**SHIPMENTS TO THE MERCHANDISE MART DOCK**

<table>
<thead>
<tr>
<th>Shipper name:</th>
<th>From City/ State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How will you ship:  
- Common Carrier □  
- Van Line □  
- Company Truck □  
- Air Freight □  
- Personal Owned Vehicle (POV) □

<table>
<thead>
<tr>
<th>Delivery Date to Dock:</th>
<th>Number of Pieces:</th>
<th>Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Shipment: lbs.

<table>
<thead>
<tr>
<th>Carrier (If known):</th>
<th>PRO Number (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Comments/Special Handling Requirements:

---

*Attach separate sheet for multiple shipments if necessary.*

**OUTBOUND SHIPMENTS**

<table>
<thead>
<tr>
<th>Shipper name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

How will you ship out:  
- Common Carrier □  
- Van Line □  
- Company Truck □  
- Air Freight □  
- Personal Owned Vehicle (POV) □

<table>
<thead>
<tr>
<th>Shipping Date:</th>
<th>Number of Pieces:</th>
<th>Weight:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carrier (If known):</th>
<th>PRO Number (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

E-Mail or Fax this form to: **2015 One of a Kind Show and Sale®, Attn: Sergio Camargo**  
PHONE: (312) 527-7587, FAX: (312) 379-6122, E-MAIL: scamargo@mmart.com
DEADLINE: NOVEMBER 3, 2015
If you need additional equipment or services, complete and return this form.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Preorder Rate</th>
<th>On-Site Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rack: 60” Chrome Standing Rack</td>
<td>$21.50</td>
<td>$27.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Table: 2’x4’x30” green laminate top</td>
<td>$46.75</td>
<td>$59.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Chair: Black</td>
<td>$30.25</td>
<td>$38.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Riser: wooden, 11”x11”x4’</td>
<td>$13.50</td>
<td>$17.25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>$17.75</td>
<td>$22.25</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

+8% rental tax

(A) Total Equipment $ 

<table>
<thead>
<tr>
<th>Lighting</th>
<th>Preorder Rate</th>
<th>On-Site Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Watt Halogen Floodlight</td>
<td>$44.00</td>
<td>$55.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>GFI Cord</td>
<td>$58.75</td>
<td>$73.50</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

+8% rental tax

(B) Total Lighting $ 

<table>
<thead>
<tr>
<th>Wattage</th>
<th>Preorder Rate</th>
<th>On-Site Rate</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>151-500</td>
<td>$109.75</td>
<td>$137.50</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>501-1000</td>
<td>$212.75</td>
<td>$266.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1001-1500</td>
<td>$366.25</td>
<td>$457.50</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1501-2000</td>
<td>$533.00</td>
<td>$665.00</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

(C) Total Power $ 

Each 10’ x 10’ space will be provided with (6) 75 watt halogen floodlights, preinstalled in the overhead track and a 150 watt duplex outlet.

Electric equipment must conform to City of Chicago code requirements.
1. Zip cords, taps, extension cords over 6’, clamp lights or track lights are not permitted.
2. All wiring or flexible cords shall be 3-wire, "hard usage approved", 12-gauge, grounded, unless a component part of an assembly approved under Chicago Electrical Code.
3. Christmas tree lights are permitted only with the use of a GFI cord. GFI cords must be rented through MMPI.
4. All fixtures must be UL listed, though this does not ensure passage of Chicago Electrical Code.
5. Only MMPI light tracks and fixtures are to be used.
6. MMPI reserves the right to review all other lighting and electrical to ensure it meets City of Chicago Electrical Code and Building Code. Additional charges may be assessed.

<table>
<thead>
<tr>
<th>HOUSEKEEPING</th>
<th>Dates</th>
<th>Price/sq. ft./Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet Vacuuming-Night of (circle date)</td>
<td>12/4 12/5 12/6</td>
<td>$.42</td>
</tr>
</tbody>
</table>

(D) Total Cleaning $ 

Total (A-D) $ 

Exhibitor Information
Booth Name: ___________________________ Booth Number: ______________
Ordered by: ___________________________ Telephone Number: ____________

E-Mail or Fax this form to: 2015 One of a Kind Show and Sale®. Attn: Sergio Camargo
PHONE: (312) 527-7587, FAX: (312) 379-6122, E-MAIL: scamargo@mmart.com
CUSTOMIZATION OF BOOTH REQUEST FORM

DEADLINE: NOVEMBER 3, 2015

If you would like to customize your booth in any way that involves construction (i.e. special flooring, painting, and custom lighting), please complete and return this form to us no later than November 3, 2015. If your request is not received by the deadline date, service cannot be guaranteed. An MMPI staff member will contact you about implementing your plan and give you quotes on the costs involved. If you have any questions, contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com

Note: There may be some requests that cannot be accommodated.

Booth Name:                                    Booth Number:

Name:                                          

Phone:                                         Fax: 

Please specify your needs. Include complete description (floor plan, drawings, etc.) to assist us in calculating the cost for this request.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

E-Mail or Fax this form to: 2015 One of a Kind Show and Sale®, Attn: Sergio Camargo
PHONE: (312) 527-7587, FAX: (312) 379-6122, E-MAIL: scamargo@mmart.com
DEADLINE: NOVEMBER 3, 2015

OAK will paint (1) 10’ wall complimentary to all 2014 returning exhibitors. If a specific wall is not noted, we will paint the back wall of the booth with the color submitted.

All paint requests must be in by November 3, 2015. If your request is not received by the deadline date, your booth will be painted white.

If you are not a 2014 returning artist or would like to paint additional walls, or use a custom color, please submit a booth customization form (average cost $180 - $220 per 10 foot panel). If you have any questions, contact Sergio Camargo at (312) 527-7587 or scamargo@mmart.com.

Booth Name: ___________________________ Booth Number: 7 -

Name: ___________________________

Phone: ___________________________ Fax: ___________________________

Please place a check mark next to only one color. Please note that colors appear different depending on individual settings on your computer monitor or printer. For exact match, request a color chip from your nearest Benjamin Moore retailer or go to www.benjaminmoore.com.

The following four colors are offered at no cost:

☐ White
☐ Blue Jean
☐ Shaker Beige
☐ Gray Timber Wolf

A $45 restoration fee will be charged when choosing one of the following three colors:

☐ Jalapeno Pepper
☐ Chili Pepper
☐ Black
INSTALLATION & DISMANTLING LABOR REQUEST FORM

DEADLINE: NOVEMBER 3, 2015

Use this form if you will require assistance in installing or dismantling your display.

LABOR RATES PER HOUR (25% surcharge applied to orders received after 11/03/15):

<table>
<thead>
<tr>
<th></th>
<th>Straight Time</th>
<th>Overtime</th>
<th>Double Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(8 am-4:30 pm: M-F)</td>
<td>(After 4:30 pm: M-F)</td>
<td>(After 4:30 pm: Sat)</td>
</tr>
<tr>
<td>Carpenter</td>
<td>$131.50</td>
<td>$197.50</td>
<td>$263.25</td>
</tr>
<tr>
<td>Electrician</td>
<td>$122.25</td>
<td>$183.00</td>
<td>$244.00</td>
</tr>
</tbody>
</table>

*Double Time Rates also apply to carpenter labor after 6:30 pm Monday – Friday.*

All labor before 8:00 am and after 4:30 pm Monday through Friday, and all hours Saturday, Sunday and holidays will be charged at the posted overtime and double time rates. (One (1) hour minimum per worker thereafter ½ hr. increments.)

Note: Starting time can be guaranteed only in those instances where personnel are requested for the start of the working day, which is 8:00am, and only for orders placed by the deadline date. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a charge of ½ the total time scheduled, per man ordered (one hour minimum), unless we receive written cancellation 24 hours prior to starting time.

Please indicate the service desired and number of personnel required.

### INSTALLATION

<table>
<thead>
<tr>
<th>No. of Personnel</th>
<th>Date</th>
<th>Start Time</th>
<th>*Estimated Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICIAN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Type of work to be performed:

### DISMANTLE

<table>
<thead>
<tr>
<th>No. of Personnel</th>
<th>Date</th>
<th>Start Time</th>
<th>*Estimated Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRICIAN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Type of work to be performed:

Exhibitor Information

<table>
<thead>
<tr>
<th>Booth Name:</th>
<th>Booth Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordered by:</th>
<th>Telephone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fax Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

E-Mail or Fax this form to: 2015 One of a Kind Show and Sale®, Attn: Sergio Camargo
PHONE: (312) 527-7587, FAX: (312) 379-6122, EMAIL: scamargo@mmart.com
DEADLINE: NOVEMBER 3, 2015

TO THE EXHIBITOR: Forward this Form to the contractor after completing the top portion.

If you plan to use the services of an independent set-up contractor or display house, rather than those services offered by The Merchandise Mart, Show Management must be notified, using this form, by the deadline date.

Booth Name:  Booth Number:  
Ordered by:  
Exhibitor Responsible at the Show Site:  
Telephone Number:  Fax Number:  

TO THE CONTRACTOR: Return this form with certificate of insurance to the address below by NOVEMBER 3, 2015.

Provide below the names of full-time employees who will be working in the booth listed above, and the dates work is contracted for. Services provided must not conflict with existing labor regulations or contracts, and the independent contractor shall adhere to the regulations set up by Show Management regarding entrance.

This form, accompanied by a Certificate of Insurance showing possession of a public liability and property damage insurance policy of not less than $2,000,000, and Workmen’s Compensation Insurance to cover employees, must be submitted by the contractor and approved by Show Management or access will be denied. The certificate of insurance must name Merchandise Mart Properties, Inc., Merchandise Mart L.L.C., Vornado Realty Trust and Vornado Realty L.P. as additional insured. By submitting this form, the independent contractor named below hereby agrees to conform to guidelines contained in the exhibitor manual. If your client has not supplied to you a copy of the Exhibitor Guidelines, you may request a copy from Show Management.

Name of Contractor:  
Name of Supervisor:  
Address/City/State/Zip:  
Phone Number:  Dates For Contracted Work:  
Fax Number:  

Name of Authorized Personnel  Name of Authorized Personnel  
Name of Authorized Personnel  Name of Authorized Personnel  
Name of Authorized Personnel  Name of Authorized Personnel  

E-Mail or Fax this form to: 2015 One of a Kind Show and Sale®, Attn: Sergio Camargo 
PHONE: (312) 527-7587, FAX: (312) 379-6122, E-Mail: scamargo@mmart.com
**This form MUST be returned to Merchandise Mart Properties, Inc. by November 3, 2015. Any application received after this date will be charged a $125.00 Service Fee.**

**EXHIBITOR INFORMATION**

Exhibitor’s Name:_________________________________   Booth/Space #________________________
Address:       City:______________________   ______
State/Province:       Zip Code:______________________   Country:_________________
Phone #:_______________________________Email:______________________

**If you would like your check sent to a different address or if your payable information is different than as stated above, please fill in your payable information below:**

Name (as it should appear on the check):_________________________________
Address:       City:______________________   ______
State/Province:       Zip Code:______________________   Country:_________________

**1. EXHIBITOR AGREEMENT**

This Agreement now exists between MTS-MM LLC, c/o Merchandise Mart Properties, Inc. ("MMPI") as Show Management, located at Suite 470, 222 Merchandise Mart Plaza, Chicago, Illinois 60654, and the undersigned exhibitor ("Exhibitor") who shall be attending One of a Kind Show and Sale® in Chicago, Illinois (the "Show").

**2. RECEIPT OF APPLICATION**

Only Exhibitors who have received a confirmation of receipt by email or standard mail will be authorized to participate in the Show. Due to the extensive registration procedures, MMPI is unable to register Exhibitors on-site. If you have not received confirmation within 7 days of application submission, please contact Arelys Roman at 312-527-3214 or aroman@mmart.com. MMPI reserves the right to deny all Exhibitors entry and participation in Show at any time at its sole discretion.

**3. RECEIPT OF PAYMENT**

In accordance with the terms outlined herein, MMPI shall provide cashier services, which includes receiving all payments for purchases and processing the receipt of all corresponding payments on behalf of Exhibitor and in the following manner:

A. **Id Numbers:** MMPI shall provide Exhibitor with an ID number specifically attached to its exhibit space.

B. **Forms for Merchandise:** MMPI shall provide a form for the Exhibitor to identify all merchandise to be sold.

C. **Collections and Distribution.** MMPI shall collect all funds for the sold items by:

   - **Cash.** All cash proceeds for sales through Saturday evening will be paid in US dollars to the Exhibitor on Sunday morning before the opening of the last day of the Show. All additional cash proceeds will be paid to the Exhibitor in check format within fifteen business (15) days after the close of the Show. If you would like your check to be delivered via Federal Express, please provide your Federal Express billing number: Federal Express billing number ____________________________

   - **Credit Cards** (Visa, MasterCard or American Express). MMPI will distribute to the Exhibitor within fifteen (15) business days after the close of the Show all of the proceeds paid by credit card less the sales taxes, Compensation for Services (as described herein) and the applicable credit card discount rate (2.75% for Visa and MasterCard – 3.15% for American Express). The credit card proceeds will be included in the aforementioned check for any remaining cash proceeds. MMPI will not handle any refunds; should a purchaser want to return something they will have to go directly to the Exhibitor.
D. **Reports of Sales.** MMPI shall provide Exhibitor with a sales report showing the sales by item, form of payment and net remittance (total credit card sales less the discount rate and applicable MMPI charges) at the close of each day’s Show. A final sales report will be distributed at the close of the Show. The Exhibitor is responsible for auditing the reports and has ten (10) days after the close of the Show to notify MMPI of any irregularity. MMPI is not responsible for any discrepancies after the ten (10) day audit period has expired.

E. **Charge Backs.** MMPI shall require payment from Exhibitor to recover any chargeback made by Exhibitor’s customer for a period of one year. Please provide a credit card number for charge backs:

<table>
<thead>
<tr>
<th>Name on Credit Card: ________________________________</th>
<th>Type of Credit Card: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Number: ________________________________</td>
<td>Expiration Date: ______________________________</td>
</tr>
</tbody>
</table>

Exhibitor hereby authorizes MMPI to charge its provided credit card for charge backs that may occur in connection with its participation in the Central Cashier program or any other fees including the Set-Up Fee or Service Fee (all fees are NON-REFUNDABLE):

Signature: _____________________________________________
Authorized Signatory

F. **Compensation for Services.** As compensation for the services outlined above, Exhibitor shall pay to MMPI: 1) a Seventy-Five Dollar ($75.00) set-up fee ("Set-up Fee"), to be paid to "Merchandise Mart Properties, Inc." upon execution of this Agreement; plus 2) the sum of two and one-half percent (2 1/2%) of all gross sales less the applicable sales taxes that MMPI receives on behalf of Exhibitor ("Compensation"). If a check for the Set-Up Fee is not attached to this Agreement, Exhibitor hereby authorizes MMPI to charge the Set-up Fee to the above Credit Card (fees are NON-REFUNDABLE).

i. **Deduction of Payment from Collections.** Exhibitor agrees that MMPI may deduct its Compensation, with the exception of the Set-up Fee, directly from the total amounts collected on Exhibitor’s behalf prior to distributing such payments to Exhibitor.

ii. **Sales Tax.** MMPI will be responsible for collecting and reporting sales taxes as required by local and state law.

G. **Indemnity/Insurance.** To the fullest extent permitted by law, Exhibitor shall indemnify, defend and hold harmless MMPI, its parent, affiliates, and their respective partners, members, shareholders, directors, officers, agents, employees, beneficiaries, successors, and assigns ("Indemnified Parties") from and against all claims, including without limitation product liability claims, damages, losses, and expenses, including but not limited to attorney's fees, and any liability incurred by the Indemnified Party, arising out of or resulting from the transactions contemplated herein, including but not limited to retail sales, regardless of the cause. Exhibitor shall, at its sole cost and expense, purchase and maintain insurance to insure against loss, damage or destruction to its property and all applicable proceeds, however caused, for the full value and to cause the insurer to waive subrogation against MMPI. MMPI is not responsible for any lost, stolen or damaged goods or proceeds regardless of cause.

H. **Governing Law.** Additionally, the parties agree that the Illinois law, both as to interpretation and performance, governs this contract. If any party lawfully sues another party in a suit under or relating to this Agreement, the party bringing the suit shall do so in the courts of the State of Illinois. Each of the parties to this Agreement hereby irrevocably accepts the personal jurisdiction of those courts in any such suit.

Merchandise Mart Properties, Inc. 
By: ________________________________ 
Its: ________________________________

Exhibitor: 
By: ________________________________ 
Authorized Signatory 
Company: ____________________________

Mail or Fax this form to: One of a Kind Show and Sale® 2014, Attn: Arelys Roman, 222 Merchandise Mart Plaza, Suite 470, Chicago, IL 60654, (312) 527-3214, FAX: (312) 276-4078
# Merchandise Mart Vendor Rental Order Form

The Merchandise Mart - Chicago

CLASSIC PARTY RENTALS - DAVE YARGUS & SARA SOTELO
Please e-mail all forms to Chicagoteamdavid@classicpartyrentals.com
Any questions should be addressed by calling 708/485-8476

Exhibitor: ___________________________ Booth #: ___________________________
Contact Name: ________________________ Contact Phone: ________________________
Email Address: ________________________

## ORDER FORM

<table>
<thead>
<tr>
<th>ITEM DESCRIPTION</th>
<th>COST PER ITEM</th>
<th>#</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAGING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage, 4’x4’x8” Biljax</td>
<td>$37.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Skirting 8’x8” (per section)</td>
<td>$24.72</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Covering, Black Turf</td>
<td>$1.35 (sq foot)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Red Carpet Runner (4’W)</td>
<td>$9.75 (linear ft)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**additional fees for installation of carpet or turf

## CHIAVARI BALLROOM CHAIRS**

<table>
<thead>
<tr>
<th>CHAIR</th>
<th>COST PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Chiavari</td>
<td>$12.75</td>
</tr>
<tr>
<td>White Chiavari</td>
<td>$12.75</td>
</tr>
<tr>
<td>Gold Chiavari</td>
<td>$12.75</td>
</tr>
<tr>
<td>Silver Chiavari</td>
<td>$12.75</td>
</tr>
<tr>
<td>Fruitwood Chiavari</td>
<td>$12.75</td>
</tr>
<tr>
<td>Natural Wood Chiavari</td>
<td>$12.75</td>
</tr>
</tbody>
</table>

** Cost includes tie-on cushion in white, ivory, or black. Colored caps available for an additional fee.

## CHAMELEON CHAIRS

<table>
<thead>
<tr>
<th>CHAIR</th>
<th>COST PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antique Gold Chameleon</td>
<td>$16.15</td>
</tr>
<tr>
<td>Silver Chameleon</td>
<td>$16.15</td>
</tr>
<tr>
<td>Chloe Topper</td>
<td>$11.65</td>
</tr>
</tbody>
</table>

## LAMOUR LINEN

<table>
<thead>
<tr>
<th>LINEN</th>
<th>COST PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>90” round</td>
<td>$31.50</td>
</tr>
<tr>
<td>90”x132” banquet</td>
<td>$39.37</td>
</tr>
<tr>
<td>90”x156” banquet</td>
<td>$45.20</td>
</tr>
</tbody>
</table>

## POLY LINEN

<table>
<thead>
<tr>
<th>LINEN</th>
<th>COST PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>90” round</td>
<td>$11.25</td>
</tr>
<tr>
<td>90”x132” banquet</td>
<td>$31.50</td>
</tr>
<tr>
<td>90”x156” banquet</td>
<td>$35.55</td>
</tr>
</tbody>
</table>

## TABLES

<table>
<thead>
<tr>
<th>TABLE</th>
<th>COST PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>6’x30” Banquet</td>
<td>$13.80</td>
</tr>
<tr>
<td>Highboy</td>
<td>$19.50</td>
</tr>
</tbody>
</table>

We are a full service rental company! To view our entire product catalogue, visit our website at: Chicago.ClassicPartyRentals.com
A New Display Alternative

Fixture comes in brushed stainless steel that is 50” wide x 8’ tall

These units can be designed and modified to fit your booth’s specifications with shelves, hanging bars, faceouts, waterfalls, or any combination of the above.

Price includes installation, all hang bars, shelves, or other hardware as needed, and DRAYAGE.

Each 4’ fixture is $325.00

Show Name ___________________________ Suite # ___________________________
Company Name ______________________ Contact Name _____________________
Billing Address ____________________________

Phone Number __________________________ Fax Number ____________________

Email Address ____________________________

Quantity ___________________________ Number of Shelves ____________________
Number Hang Bars ___________________________ Additional Hardware ____________

- Please include diagram showing placement of fixtures and layout for shelves, hang bars and heights.
- Payment is due prior to the Show, accepted payment forms are check, cash, or credit card.
- This Order Form is your Invoice.
- Fixture based on availability.
- Fixture shown with upgraded table and chairs available from Alex Displays.

Contact Alex Displays with any questions regarding customizing, layouts or other display needs.

Credit card number ____________________ Expiration date ________________
**A New Display Alternative**

Available in maple laminate and brushed aluminum laminate.

These units can be designed and modified to fit your booth's specifications with shelves, hanging bars, or a combination of both.

Units are available in 4' and 8' widths with a height of 8'.

Units come with all shelves and hang bars that you require.

- 4' fixtures are $225.00
- 8' fixtures are $275.00

---

<table>
<thead>
<tr>
<th>Show Name</th>
<th>Market Suite #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Contact Name</td>
</tr>
<tr>
<td>Billing Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Quantity &amp; Size</td>
<td>Color</td>
</tr>
<tr>
<td>Number of Shelves</td>
<td>Number of Hang Bars</td>
</tr>
</tbody>
</table>

- Please include diagram showing placement of fixtures and layout for shelves and hang bars
- Payment is due prior to the show, credit card information below
- Price includes delivery, installation, and removal at the end of the show
- Add seamless paper to enhance your appearance, call for information

Contact Alex Displays with any questions regarding customizing, layouts or other display needs.

Credit card number ________________________ Expiration date ________________________

Three of four digit security code ________________________
Upgraded Table and Chair option for Chicago Merchandise Mart Shows

Alex Displays
401 North Leavitt Street
Chicago, IL 60612

Ph: 312.829.2548
Fax: 312.829.8505
Email: afeldler@alexdisplays.com

Package includes:
- one table 2’ x 4’ finished in black laminate on all edges
- three modern black chair with chrome frame
- delivery, installation and placement of tables and chairs
- dismantle and removal of all items

Price per package: $100.00
Individual tables: $ 50.00
Individual chairs: $ 25.00

Show Name__________________________ Market Suite # __________________
Company Name________________________ Contact Name____________________
Billing Address________________________
Phone #__________________________ Fax #________________________
Quantity of Tables____________________ Quantity of Chairs______________

> All table and rental packages will be done on a first come first serve basis based on availability.
> Payment to be made directly to Alex Displays in the form of check, money order or credit card.

Credit card number _______________________________ Expiration date ______________
Three of four digit security code ____________________________
Grid Rentals: 2' x 8' grid $50.00 per grid
- grids available in black, chrome, and white
- orders filled upon receipt and based on availability
- price includes delivery, installation, mounting hardware, and removal
- hardware available for grids at an additional expense, please inquire
- grids can be installed horizontally or vertically
- please include diagram showing how grids are to be installed

Ladder Rack Rentals: 4' x 8' unit $150.00
8' x 8' unit $175.00
- units are available in black and silver/en finish
- orders filled once order received and based on availability
- units are adaptable for shelves and hanging bars or both
- please include a diagram showing layout of shelves and hang bars

Keep Alex Displays in Mind for all of Your Trade Show Exhibit Needs:
- seamless paper
- cabinets
- panels
- tables
- clothing forms
- counters
- chairs
- pedestals
- slatwall

Show Name________________________ Market Suite #________________________

Company Name____________________ Contact Name____________________

Billing Address____________________

Phone #________________________ Fax Number________________________

E-mail Address____________________

Quantity of grids__________________ Color of Grids____________________

Credit card number________________ Expiration date____________________

Three of four digit security code________________

Payment due with order. We accept credit card or company check.
PEDESTAL ORDER FORM

2015 ONE OF A KIND SHOW AND SALE

Rates below are for duration of show and include pickup and delivery. Rental cost includes a choice of one matte finished color (white, black or medium gray) per pedestal. Pedestals will be painted white unless otherwise indicated.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Cost</th>
<th>Total</th>
<th>(circle color)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12&quot;x12&quot;x36&quot;</td>
<td>$57.50 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>12&quot;x12&quot;x42&quot;</td>
<td>$60.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>14&quot;x14&quot;x36&quot;</td>
<td>$60.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>14&quot;x14&quot;x42&quot;</td>
<td>$65.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>16&quot;x16&quot;x36&quot;</td>
<td>$67.50 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>16&quot;x16&quot;x42&quot;</td>
<td>$70.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>18&quot;x18&quot;x36&quot;</td>
<td>$72.50 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>18&quot;x18&quot;x42&quot;</td>
<td>$77.50 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>24&quot;x24&quot;x36&quot;</td>
<td>$85.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>24&quot;x24&quot;x42&quot;</td>
<td>$95.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>30&quot;x30&quot;x36&quot;</td>
<td>$120.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>30&quot;x30&quot;x42&quot;</td>
<td>$140.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>30&quot;x30&quot;x50&quot;</td>
<td>$160.00 ea.</td>
<td>$</td>
<td>White</td>
</tr>
</tbody>
</table>

Add Handling Charge* $___________
TOTAL $___________

*Handling Charges
1-5 Pedestals $90.00  16-20 Pedestals $150.00  Quantities are limited:
6-10 Pedestals $100.00  21-25 Pedestals $160.00.
11-15 Pedestals $140.00  26-30 Pedestals $170.00  Larger quantities by quote:

Return this form with check to Art Source Group. Payment is in U.S. dollars payable through a U.S. bank.

ART SOURCE GROUP
1000 West Grace
Chicago, Illinois 60613
Contact: Wells Offutt for special orders, fabrications and questions.
Telephone: 773.248.5005 Fax: 773.248.9479 Email: artsourcroup@msn.com

Note: Wire transfer information upon request.
A list will be supplied upon request.

Gallery/Booth #:
Street Address:
City/State/Zip:
Telephone/Fax:
Ordered by:
Signature:
Date:
# Showcase Order Form

**One of A Kind Show**

**December 4th - 7th, 2014**

**Deadline Date: November 20th, 2014**

**Merchandise Mart Market Suites**

<table>
<thead>
<tr>
<th>Style</th>
<th>Showcase Description</th>
<th>Size/Length</th>
<th>Quantity</th>
<th>Price Per Case</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Vision Case</td>
<td>Includes 1-8&quot; and 1-10&quot; glass shelf with adjustable brackets and a 26&quot; glass display front.</td>
<td>4' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>Half Vision Case</td>
<td>Includes 1-10&quot; shelf with adjustable brackets and a 18&quot; glass display front.</td>
<td>4' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>Quarter Vision/</td>
<td>Has a 12&quot; glass display front</td>
<td>4' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td>Jeweler's Case</td>
<td></td>
<td>5' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6' Case</td>
<td></td>
<td>$225.00</td>
<td></td>
</tr>
</tbody>
</table>

All of the above showcases are 20"D x 38"H with a light gray exterior, off-white interior, brushed aluminum frames and open storage beneath the case. They also include fluorescent lights and lockable sliding mirrored doors. 4" showcases and Corner cases are limited in supply and customers will be notified if we cannot fulfill their order.

<table>
<thead>
<tr>
<th>Case Type</th>
<th>Description</th>
<th>Size/Length</th>
<th>Price Per Case</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corner Case</td>
<td>Rear Access, with glass shelves the same as the above cases.</td>
<td>Full</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Half</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quarter</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td>Wall Case</td>
<td>Dimensions are 48&quot;L x 20&quot;D x 72&quot;H and include 4 - 12&quot; glass shelves, adjustable brackets, fluorescent lighting, and locking 60&quot; high sliding glass doors</td>
<td>See-Thru</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solid</td>
<td>$285.00</td>
<td></td>
</tr>
<tr>
<td>Tower Case</td>
<td>Dimensions are 20&quot;L x 20&quot;D x 80&quot;H, with 3 adjustable glass shelves, halogen lights and locks.</td>
<td></td>
<td>$295.00</td>
<td></td>
</tr>
</tbody>
</table>

- We are not liable for content, damage, breakdown and general security after the cases have been delivered.
- We are not responsible for setting up shelves or supplying castor wheels.
- Electrical hook-up is not included. Please order the outlet from the electrical contractor.
- There is a $100.00 cancellation fee and a $100.00 per case charge for late orders and changes made at show site or after the cases have been delivered. A $10.00 fee is assessed for keys that are not returned.
- Delivery charges may apply.

**General Terms & Conditions**

**Sub Total**

**Delivery**

**Total**

---

**Company Name:**

**Booth #:**

**Billing Address:**

**Zip Code:**

**Credit Card#: (AMEX, Visa, M/C)**

**Exp. Date:**

**Name on Card:**

**Security Code:**

**Email:**

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VU CASE RENTAL ORDER FORM

Cases are rented for display purposes only and we do not warrant the safety or security thereof.
We are not liable for contents, damage or breakage after cases have been delivered.

FULL VISION CASE

WALLCASE
SOLID AND SEE-THRU

HALF VISION CASE

QUARTER VISION CASE

TOWER CASE

CORNER
FULL VISION

CORNER
1/2 VISION

CORNER
1/4 VISION

H24 VU CASE (BACK) 2/8/01
We are an award-winning Creative Design Agency, with over 20 years of experience. With our out-of-the-box creativity, we have the ability to take your business or organization to new levels of recognition through state-of-the-art visual branding in shows, graphics, POS and POP in the most cost-effective ways.

- Indoor/outdoor signage & graphics
- Fabrication & Installation
- 3D renderings
- Creative graphic design & marketing
- Exhibit build (custom or portable)
- Vinyl window graphics
- Custom dimensional lettering
- Large format digital & screen graphics
- Fabric, vinyl, sorin & nylon banners

PLEASE FILL OUT FORM BELOW AND FAX BACK FOR MORE INFORMATION

COMPANY:

CONTACT NAME:

PHONE NUMBER:___________ EMAIL:_____________

ADDRESS:________________________

CITY, STATE, ZIP:____________________, COUNTRY:

KATHERINE FRANK CREATIVE
1025 N Lombard Rd, Lombard IL 60148
EMAIL: mike@katharinefrank.com
PHONE: 630.620.7720 • FAX: 630.620.8218

Any Comments or Special Requests?
COPY TO READ:

(Type or print copy for signs in this space. Attach logo here and call out color and size.)
# STAFFING ORDER FORM

**EVENT**

Booth #:  

Company Name:  

Mailing Address:  

Street:  

City:  

State:  

Zip:  

Country:  

Contact Information:  

Print Name:  

Phone:  

Fax:  

Email:  

**SERVICES**

<table>
<thead>
<tr>
<th>SERVICES</th>
<th>Rates Per Hour*</th>
<th># of Staff</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup / Packing Assistance</td>
<td>$32 / $27 preorder rate**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cashier / Runner / Assistant</td>
<td>$32 / $27 preorder rate**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Associate / Lead Retriever</td>
<td>$32 / $27 preorder rate**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostess / Greeter / Server</td>
<td>$32 / $27 preorder rate**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steamer / Wardrobe Assistant</td>
<td>$32 / $27 preorder rate**</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clerical / Marketing Services</td>
<td>Please request proposal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpreter</td>
<td>Please request proposal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please request proposal.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reservations are required. On-site services are limited.

*There is a non-refundable, four (4) hour minimum per person per day.

**Submit order (5) business days or more prior to start date to receive discounted preorder rate!**

**METHOD OF PAYMENT - MUST ACCOMPANY ORDER**

- [ ] CREDIT CARD
- [ ] AMEX  [ ] VISA  [ ] MASTERCARD

Please fax this form to 312-416-7991.

For your convenience, we will use this form as authorization to charge your credit card account for your advance order and any additional time incurred on-site. A final invoice will be provided upon request, after the event.

Advance orders will be charged to the credit card number provided unless check payment accompanies order.

Company Check (must accompany order)

Please make checks payable to Expo Temps and mail with order form to address below.

---

**EXPO TEMPS**

3400 West 111th Street, #461, Chicago, Illinois 60655

Ph: 312-731-6622 • Fx: 312-416-7991 • Orders@ExpoTemp.com

www.ExpoTemp.com

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**PLEASE NOTE:**

Full payment must be submitted with order prior to start date.