



December 1-4, 2016
The Mart
Chicago

Exhibitor Manual



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WELCOME

One of a Kind Show and Sale® Chicago 2016

Welcome to the One of a Kind Holiday Show Chicago! We are thrilled to be partnering with you for the 16th 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 an expansive audience of over 65,000 shoppers!

This exhibitor manual will provide you with important information that will help you to make the most of your experience at the One of a Kind Holiday Show. In it, you will find useful 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

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REGISTRATION

REGISTRATION

ARTIST/ASSISTANT BADGES

- Each Exhibiting Company is required to register the names of each assistant authorized to work in your booth. Visit <https://new.martreg.com/mars/prereg.cfm?LID=9199> to pre-register or visit the Show Office during move-in upon your arrival.
- Artists & Assistants must show Photo I.D to pick up their badges at the Show Office 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

| | |
|------------------------|--------------------|
| Tuesday, November 29 | 8:00 am – 3:00 pm |
| Wednesday, November 30 | 8:00 am – 4:00 pm |
| Thursday, December 1 | 10:00 am – 2:00 pm |
| Friday, December 2 | 10:00 am – 2:00 pm |

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 Show Office 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://oneofakindshowchicago.com/holiday/attend/travel>.

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 Street (see map on next page).

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. [17 W Hubbard](#)
2. [2421 S State Street](#) (Under EI)

To reserve a spot at one of these lots in advance:

- 1) Go to 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 \$23 per day for a box truck and \$23 per day for a car plus trailer. Directions to the lot are as follows:

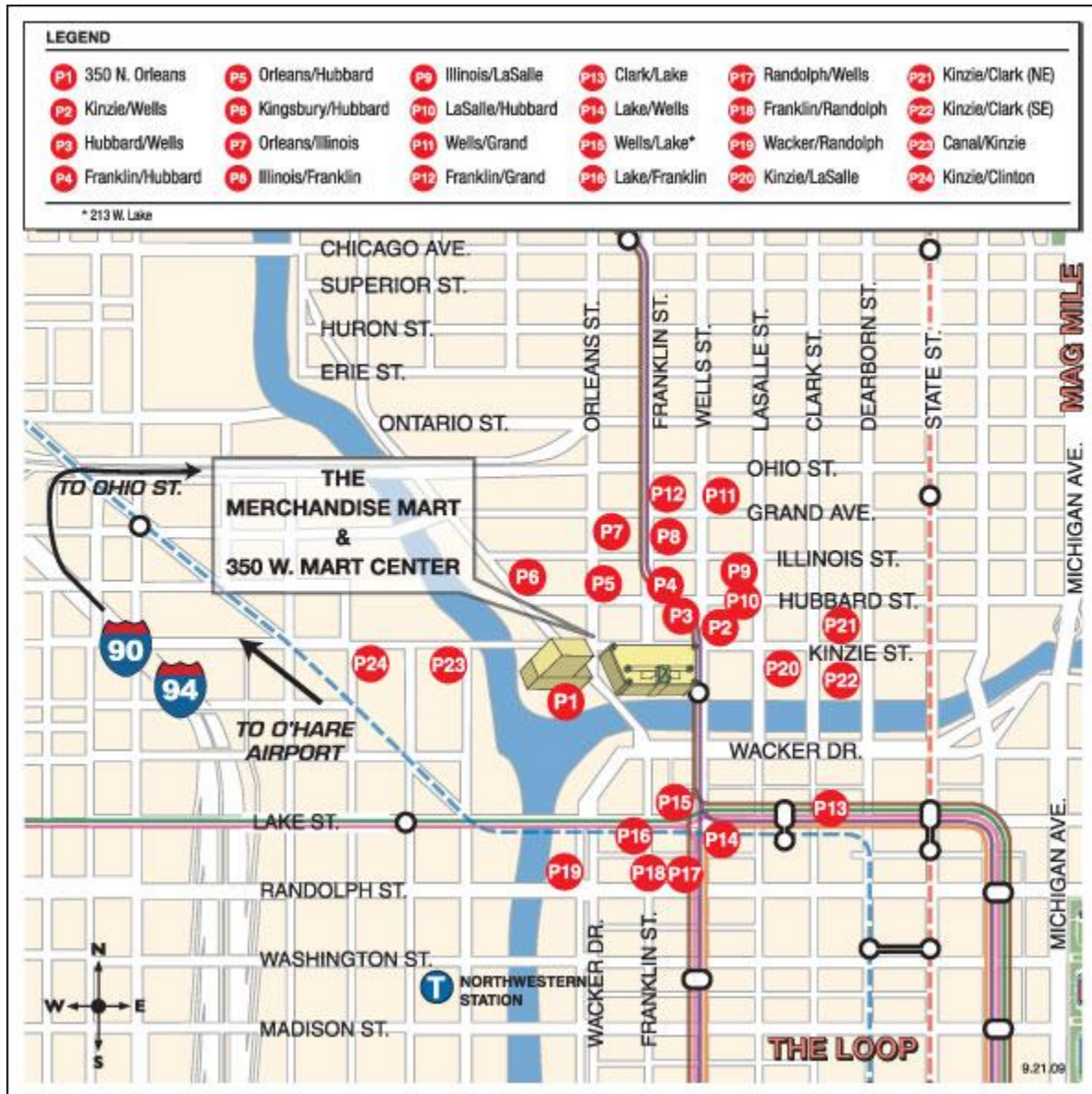
The Merchandise Mart to McCormick Place: Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right, just past 18th Street. Then bear left to go North on Interstate 55 to Martin Luther King Drive (about 3/4 of a mile). Right (south) to 26th Street. Right (west) on 26th Street to State Street. Left (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 INFO

GENERAL SHOW INFORMATION

The 16th annual One of a Kind Holiday Show 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 1 | 11am-8pm |
| Friday, December 2 | 11am-8pm |
| Saturday, December 3 | 10am-7pm |
| Sunday, December 4 | 10am-5pm |

*We will be open early on Thursday, December 1, 2016 for Early Access Admission Ticket holders (available for purchase on our ticket page.) On this particular day December 1, 2016 ONLY, the Early Access Admission Ticket will allow shoppers to enter at 10am. Artists are expected to be in their booths at this time.

Location

The 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





GENERAL SHOW INFO

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.

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.

NEW! EMERGING ARTIST SECTION

The One of a Kind Holiday Show will be including emerging artists in this year's show. The designated spaces will be dedicated to talented up and coming artists, designers and makers.





GENERAL SHOW INFO

ARTIST SEMINARS

ARTIST ORIENTATION WEBINAR

Thursday, October 6, 11:00am-1:00pm (CST)

All artists – new or returning – are invited to a special Artist Orientation Webinar on Thursday, October 6 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 marketing information. 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 September 30 at 312.527.7757 or ehartz@mmart.com.

CENTRAL CASHIER PROGRAM SEMINAR

Wednesday, November 30, 4pm

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 Wednesday, November 30 at 4pm. 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 Form by November 1, 2016. You may also sign up on-site but any application received after November 1 will be charged a \$125.00 Service Fee.



MARKETING OPPORTUNITIES

MARKETING CAMPAIGN

The 2016 One of a Kind Holiday Show 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:

- Show Postcards (with complimentary admission for 2) for artist use
- “Promotional Stickers” template for artist use
- Advertising in the Chicago Tribune and other key Chicago media
- Show website with artist locator/image gallery feature
- E-blast campaign to e-mail lists of 100,000 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 Vimeo

ONLINE EXHIBITOR PROFILE

The Online Exhibitor Profile allows you to upload and update the information and images that attendees will see on the One of a Kind website. Your listing will appear under Artist locator page from which each one of our exhibiting artists will have their own artist profile with details, contact information and images. This is the most visited section on our website as shoppers will look to see who will be exhibiting at the show. It is very important to have correct information and fresh images on your Online Exhibitor Profile because this information often turns into pre-show and post-show sales.

Upon contracting, each artist was assigned a personal ID and password.

Feel free to contact Aida Sarvan at 312.527.7933 or asarvan@themart.com with any questions or concerns. You can access the Artist Website at <http://mmpimodularapp.com/exhibitor/>.

MARKETING MATERIALS FOR ARTISTS

Soon after contracting with the show, you should have received a shipment with 100 Show Postcards with complimentary admission 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 Holiday Show. Additional materials may be available. Please contact Aida Sarvan at 312.527.7933 or asarvan@themart.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 1.



MARKETING MATERIALS FOR ARTISTS

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 1, 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**

The Artist Locator 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 Henson Consulting as our PR firm for the 2016 One of a Kind Holiday Show Chicago. In addition to promoting the overall event, our PR team is interested in hearing about you and your work. Please contact Abby Baric and Brooke Maher about anything that might be newsworthy at abaric@hensonconsulting.com or 312.374.8572 and bmaher@hensonconsulting.com or 312.374.8580.



OVERVIEW OF BOOTH PACKAGE

BOOTH PACKAGE

- 8' high hard walls, 1" thick, painted white
- 6 flood lights
- Multiple booth configuration options
- Gray carpeting
- Drayage (the moving of work to and from loading dock and artist booth space)
- Standard electrical outlet
- Free Wifi
- Waste basket
- Booth signage
- Chair (if requested)
- Storage for inventory replenishment

BOOTH LIGHTING

Exhibit space includes a standard booth lighting package: (6) 17W PAR38 3500K Narrow Floods for every 100 sq. ft. of rented booth space. A maximum of 6 lights can be put in each 100 sq. ft. booth. 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.

All electrical services will be provided and installed by The Mart. To order additional lights, please see the **Booth Equipment Order Form**. Questions regarding the acceptability of your electrical set-up may be directed to Walter Young at 312.527.7988 or wyoung@themart.com.

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.

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 IDENTIFICATION SIGN (BLADE 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.

BOOTH EQUIPMENT

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 Walter Young at (312) 527-7988 or wyoung@themart.com. In order to more quickly facilitate your on-site requests, we ask that all exhibitors submit the **Method of Payment Form** by November 1, 2016.



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 FOR ART REPLENISHMENT

Located on the 8th floor (one floor above the show floor) Secure Storage will be available to store additional inventory. To replace sold goods, exhibitors will have access to their stored materials two hours prior to show open daily. Additional access hours will be listed in your Welcome Packet given to you at check-in. Please stop at the Service Desk on-site or contact Walter Young at (312) 527-7988 or wyoung@themart.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.

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.

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.

WIRELESS INTERNET ACCESS

We are pleased to announce that COMPLIMENTARY Wi-fi will now be available on the Show Floor to all exhibitors. The password code is: **oak2016**. Access instructions will be included in your Welcome Packet given to you at check-in.



VENDORS AND SERVICES

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 1, 2016**.

AUDIO VISUAL

For audio visual rentals, please contact Jerry Bernachi at AV Chicago www.avchicago.com.

PHOTOGRAPHY, VIDEOTAPING & BROADCASTING

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

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.

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 Megan Davidson at (312) 527-7514 or mdavidson@themart.com.

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Artisan Cellar Wine & Cheese Contact: Phillip Bernstein (312) 527-5810 | <ul style="list-style-type: none"> • Holiday Inn Mart Plaza Full Service Contact: John Dexter (312) 529-1133 | <ul style="list-style-type: none"> • The Chopping Block Full Service Contact: Anna Stevens (312) 644-2678 x2117 |
| <ul style="list-style-type: none"> • Au Bon Pain Drop Off Service Contact: Paula or Andrea (312) 755-9779 | <ul style="list-style-type: none"> • Foodstuffs Full Service Contact: Jay Liberman (847) 328-7710 | <ul style="list-style-type: none"> • Nick's Fish Market Bar & Grill Full Service Contact: Chelle (312) 621-0211 |



VENDORS AND SERVICES (CONTINUED)

FURNITURE RENTAL

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

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. Please note there is no secure lock up available. 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 Stephanie D'Ambrosio with **Classic Party Rental** at 708-485-8010. Please see the Forms section of the manual for more information.

GRATUITY

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

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.



OUTSIDE CONTRACTOR 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, we ask that you submit an Exhibitor Appointed Contractor Form (EAC), please contact Walter Young at (312) 527-7988 or wyoung@themart.com for the 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 Tuesday, November 1. |
|---|

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 Walter Young at (312) 527-7988 or wyoung@themart.com for questions regarding union regulations.





EXHIBITING INFORMATION

SALES TAX

A 10.25% 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



SCHEDULE

| | 8am | 9am | 10am | 11am | 12pm | 1pm | 2pm | 3pm | 4pm | 5pm | 6pm | 7pm | 8pm | 9pm | 10pm | |
|---------------|--|-----|----------------------------|----------------------------|-------------------------------|-----|-----|-----|--|-----|-----|-----|-----|-----|------|--|
| Tues. Nov. 29 | Freight and POV Deliveries 8 am - 3 pm | | | | | | | | | | | | | | | |
| | Set-up 8 am - 4 pm | | | | | | | | | | | | | | | |
| Wed. Nov. 30 | Freight and POV Deliveries 8 am - 3 pm | | | | | | | | | | | | | | | |
| | Set-up 8 am - 7 pm | | | | | | | | | | | | | | | |
| Thurs. Dec. 1 | | | | Show Hours 11 am - 8 pm | | | | | | | | | | | | |
| Fri. Dec. 2 | Pick-up/Replenish 9 am - 11 am | | Show Hours 11 am - 8 pm | | | | | | | | | | | | | |
| Sat. Dec. 3 | Pick-up/Replenish 8 am - 10 am | | Show Hours 10 am - 7 pm | | | | | | | | | | | | | |
| Sun. Dec. 4 | Pick-up/Replenish 8 am - 10 am | | Show Hours 10 am - 5 pm | | | | | | Dismantling 5 pm - 10 pm POV Load Out | | | | | | | |
| Mon. Dec. 5 | Dismantling 8 am - 12 pm | | | | Freight Load Out 8 am - 12 pm | | | | | | | | | | | |

FREIGHT AND POV (Personally Owned Vehicles) LOAD IN HOURS

Tuesday, November 29 8:00 am – 3:00 pm

Wednesday, November 30 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, November 29 8:00 am – 4:00 pm (Loading Dock Closes at 3:00 pm)

Wednesday, November 30 8:00 am – 7:00 pm (Loading Dock Closes at 3:00 pm)

All exhibits must be set up by 7:00 pm on Wednesday, November 30. 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 Order 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 Walter Young at (312) 527-7988 or wyoung@themart.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.



SHOW HOURS

*Thursday, December 1 10:00 am – 8:00 pm
Friday, December 2 11:00 am – 8:00 pm
Saturday, December 3 10:00 am – 7:00 pm
Sunday, December 4 10:00 am – 5:00 pm

** We will be open early on Thursday, December 1, 2016 for Early Access Admission Ticket holders (available for purchase on our ticket page.) On this particular day December 1, 2016 ONLY, the Early Access Admission Ticket will allow shoppers to enter at 10am. Artists are expected to be in their booths at this time.*

DISMANTLING HOURS

Sunday, December 4 5:00 pm – 10:00 pm
Monday, December 5 8:00 am – 12:00 pm

DISMANTLING PROCEDURES

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.

FREIGHT AND POV (Personally Owned Vehicles) LOAD OUT HOURS

Sunday, December 4 5:00 pm – 10:00 pm
(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 5, to load their POV

Monday, December 5 8:00 am – 12:00 pm (Common carriers must be checked in by 12:00 pm)



SHIPPING ADDRESS AND GUIDELINES

DIRECT SHIPPING TO DOCK ADDRESS

2016 One of a Kind Holiday Show and Sale®
(Your Company Name)
(Your Booth Number 7-XXXX)
c/o MMPI
222 Merchandise Mart Plaza
Chicago, IL 60654

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 not 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.

You may ship your materials to and 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.



DOMESTIC SHIPPING

Airways Freight

Ed Andel

eandel@airwaysfreight.com

Tel: (630) 221-8850

Fax: (630) 260-8056

Art In Motion

Richard Tretiak

info@artmoves.biz

www.artmoves.biz

Tel: (802) 893-7777

Fax: (888) 235-7665

The exhibitor is free to choose his/her means of shipping. Most exhibitors use UPS and FedEx. 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:

Airways 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 Airways Freight at (630) 221-8850 for advanced questions and scheduling.

Art in Motion specializes in the transportation of art work to and from several shows throughout North America. They should be contacted in advance for shipments in and out of the One of a Kind Show. Art in Motion will not be on site for the show.

DOMESTIC SHIPPING

All Shipments must be consigned to:

2016 One of a Kind Holiday 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.



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.

Shipments Originating in Canada Only

Mendelssohn Commerce

Brian Moore
bmoore@mend.com
Tel: (905) 808-1006
Fax: (905) 673-2574

Shipments Originating in other Countries

Rogers Worldwide

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

INTERNATIONAL SHIPPING

All air/ocean freight shipments must be consigned to:
2016 One of a Kind Holiday 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.





METHOD OF PAYMENT FORM
(for Incidentals)
REQUIRED

DEADLINE: NOVEMBER 1, 2016

All exhibitors must complete a method of payment.

Booth Name: Booth Number:

Address: (City/State/ZIP)

Ordered By: Print Name:

Date: Phone: Fax:

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 1, 2016 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 this form to: 2016 One of a Kind Show and Sale®, Attn: Walter Young
PHONE: (312) 527-7988, E-MAIL: wyoung@themart.com





BOOTH EQUIPMENT ORDER FORM

DEADLINE: NOVEMBER 1, 2016

If you need additional equipment or services, complete and return this form.

| Equipment | Preorder Rate (Before or on 11/1/16) | On-Site Rate (After 11/1/16) | Quantity | Total |
|--------------------------------------|--|---------------------------------|-----------------|-----------|
| Rack: 60" Chrome Standing Rack | \$23.25 | \$29.00 | | \$ |
| Table: 2'x4'x30" green laminate top | \$48.50 | \$61.25 | | \$ |
| Chair: Black (1 included by request) | \$31.50 | \$39.50 | | \$ |
| Riser: wooden, 11"x11"x4' | \$14.00 | \$18.00 | | \$ |
| | | | +9% rental tax | |
| | | (A) Total Equipment | | \$ |
| Lighting | | | | |
| 17W PAR38 3500K Narrow Flood | \$45.75 | \$57.00 | | \$ |
| GFI Cord | \$58.75 | \$73.50 | | \$ |
| | | | +9 % rental tax | |
| | | (B) Total Lighting | | \$ |
| Wattage | | | | |
| 151-500 | \$109.75 | \$137.50 | | \$ |
| 501-1000 | \$212.75 | \$266.00 | | \$ |
| 1001-1500 | \$366.25 | \$457.50 | | \$ |
| 1501-2000 | \$533.00 | \$665.00 | | \$ |
| | | (C) Total Power | | \$ |

Each 10' x 10' space will be provided with (6) 17W PAR38 3500K Narrow Floods, preinstalled in the overhead track and a 150 watt duplex outlet.

Electrical equipment must conform to City of Chicago code requirements.

- Zip cords, taps, extension cords over 6', clamp lights or track lights are not permitted.
- 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.
- Christmas tree lights are permitted only with the use of a GFI cord. GFI cords must be rented through MMPI.
- All fixtures must be UL listed, though this does not ensure passage of Chicago Electrical Code.
- Only MMPI light tracks and fixtures are to be used.
- 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.

| HOUSEKEEPING | Dates | Price/sq. ft./Day | |
|---|----------------|---------------------------|-----------|
| Carpet Vacuuming-Night of (circle date) | 12/1 12/2 12/3 | \$.50 | \$ |
| | | (D) Total Cleaning | |
| | | Total (A-D) | |
| | | | \$ |

Exhibitor Information

Booth Name: _____ Booth Number: _____

Ordered by: _____ Telephone Number: _____

E-Mail this form to: **2016 One of a Kind Show and Sale@, Attn: Walter Young**
PHONE: (312) 527-7988, E-MAIL: wyoung@themart.com





MART LABOR REQUEST FORM

DEADLINE: NOVEMBER 1, 2016

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 11/1/16):

| | Straight Time (8 am-4:30 pm: M-F) | Overtime (After 4:30 pm: M-F 8 am-4:30 pm: Sat) | Double Time (After 4:30 pm: Sat All day Sunday) |
|-------------|---|--|--|
| Carpenter | \$136.25 | \$204.50 | \$272.50 |
| Electrician | \$126.75 | \$189.50 | \$252.75 |

***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 | No. of Personnel | Date | Start Time | *Estimated Duration |
|---------------------|------------------|------|------------|---------------------|
| CARPENTER | | | | |
| ELECTRICIAN | | | | |

*Type of work to be performed:

| DISMANTLE | No. of Personnel | Date | Start Time | *Estimated Duration |
|--------------------|------------------|------|------------|---------------------|
| CARPENTER | | | | |
| ELECTRICIAN | | | | |

*Type of work to be performed:

Exhibitor Information

Booth Name: _____ Booth Number: _____
 Ordered by: _____ Telephone Number: _____
 Fax Number: _____

E-Mail this form to: **2016 One of a Kind Show and Sale®, Attn: Walter Young**
PHONE: (312) 527-7988, EMAIL: wyoung@themart.com





CENTRAL CASHIER APPLICATION

**This form MUST be returned to Merchandise Mart Properties, Inc. by November 1, 2016. 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:

Name on Credit Card: _____ Type of Credit Card: _____
Credit Card Number: _____ Expiration Date: _____

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, MTS-MMLLC, Merchandise Mart LLC, and their parents, affiliates, respective partners, members, trustees, 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® 2016,, Attn: Arellys 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 - STEPHANIE D'AMBROSIO & AIMEE KORINEK

Please e-mail all forms to ChicagoTeamStephanie@classicpartyrentals.com

Any questions should be addressed by calling 708-485-8010

Exhibitor: _____ Booth #: _____
 Contact Name: _____
 Contact Phone: _____
 Billing Address: _____
 Email Address: _____
 Event Name: _____ Date: _____

| ORDER FORM | | | |
|--|--------------------|---|------------|
| ITEM DESCRIPTION | COST PER ITEM | # | TOTAL COST |
| STAGING* | | | |
| Stage, 4'x4'x8" AS 2100 Biljax | \$45.00 | | |
| Stage Skirting 8'x8" (per section) | \$24.75 | | |
| Stage Covering, Black Turf | \$1.45 (sq foot) | | |
| Red Carpet Runner (4'W) | \$9.75 (linear ft) | | |
| **Additional fees for installation of carpet or turf | | | |
| CHIAVARI BALLROOM CHAIRS** | | | |
| Black Chiavari | \$13.28 | | |
| White Chiavari | \$13.28 | | |
| Gold Chiavari | \$13.28 | | |
| Silver Chiavari | \$13.28 | | |
| Fruitwood Chiavari | \$14.40 | | |
| Natural Wood Chiavari | \$13.28 | | |
| ** Cost includes tie-on cushion in white, ivory, or black. Colored caps available for an additional fee. | | | |
| CHAMELEON CHAIRS | | | |
| Antique Gold Chameleon | \$16.15 | | |
| Silver Chameleon | \$16.15 | | |
| Chloe Topper | \$11.65 | | |
| LAMOUR LINEN | | | |
| 90" round | \$33.00 | | |
| 90"x132" banquet | \$40.56 | | |
| 90"x156" banquet | \$45.20 | | |
| POLY LINEN | | | |
| 90" round | \$13.88 | | |
| 90"x132" banquet | \$33.75 | | |
| 90"x156" banquet | \$36.75 | | |
| TABLES | | | |
| 6'x30" Banquet | \$14.48 | | |
| 8'x30" Banquet | \$14.93 | | |
| 12" Leg extentions (Set of 4) | \$14.25 | | |
| Highboy | \$20.25 | | |

We are a full service rental company! To view our entire product catalogue, visit our website at:

Chicago.ClassicPartyRentals.com



Please Fill Out Each " X " Completely and Fax Back to: Stephanie D'Ambrosio Fax: 708-813-9041



Authorization to Charge Credit Card

By signing below, I/We authorize Classic Party Rentals, Inc. to charge my/our American Express / VISA / MasterCard / Discover Card for rentals or purchases from Classic Party Rentals. We further authorize Classic to charge the card for losses, damages and or cancellations fees that may occur as a result of the rental of Classic's equipment.

Rental Contract #: _____ Rental Amount: _____

Date of Service: _____
(This information to be entered by Classic Staff)

X Credit Card Holder's Name: _____
(Please Print Legibly)

X Billing Address of card holder: _____
(This must match ccd company records) (Street Address)

(City, State & Zip Code)

X Card Holder Phone Number: _____

X Credit card #: _____
(An imprint may be taken at delivery)

X Expiration Date: _____ X CID# _____
(Number is usually on the back of the card)

Amount to be charged: _____
(Please Note: There may be additional charges once final invoice is issued)

Security Deposit: _____
(This card to be used as security only - card will be authorized - not charged)

Additional notes: _____

X Keep Credit Card on file: Yes No

X Signature: _____

X Printed Name: _____

X Date: _____

Please note: All information provided will be verified for accuracy. If the name on the account and the address do not match - an alternate payment method will be required. All of the above information will be kept secure and will not be used again without an additional signed form.

Classic Party Rentals, 9480 W. 55th Street, McCook, IL 60525-3636



Alex Displays
401 North Leavitt Street
Chicago, IL 60612
Ph. 312.829.2948

E-mail sfelder@alexdisplays.com
Web www.alexdisplays.com
F x. 312.829.8505

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 finish
-orders filled 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 | -tables | -chairs |
| -cabinets | -clothing forms | -pedestals |
| -panels | -counters | -slatwall |
-

Show Name _____ Market Suite # _____

Company Name _____ Contact Name _____

Billing Address _____

Phone # _____ Fax Number _____

Email 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

Rates below are for duration of show and include pick up 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.

| Quantity | Size | Cost | Total | (circle color) | | |
|----------|-------------|-----------------------------|----------|----------------|------|-------|
| _____ | 12"x12"x36" | \$57.50 ea. | \$ _____ | White | Gray | Black |
| _____ | 12"x12"x42" | \$60.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 14"x14"x36" | \$60.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 14"x14"x42" | \$65.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 16"x16"x36" | \$67.50 ea. | \$ _____ | White | Gray | Black |
| _____ | 16"x16"x42" | \$70.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 18"x18"x36" | \$72.50 ea. | \$ _____ | White | Gray | Black |
| _____ | 18"x18"x42" | \$77.50 ea. | \$ _____ | White | Gray | Black |
| _____ | 24"x24"x36" | \$85.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 24"x24"x42" | \$95.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 30"x30"x36" | \$120.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 30"x30"x42" | \$140.00 ea. | \$ _____ | White | Gray | Black |
| _____ | 30"x30"x50" | \$160.00 ea. | \$ _____ | White | Gray | Black |
| | | 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 **NOTE: Wire transfer information upon request.**
 1000 West Grace **Note: We have an inventory of odd size pedestals and shelves for rental.**
 Chicago, Illinois 60613 **A list will be supplied upon request.**
 Contact: Wells Offutt for special orders, fabrications and questions.
 Telephone: 773.248.5005 Fax: 773.248.9479 Email: artsourcegroup@msn.com

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



Showcase Order Form

Show Name:

Show Date:

Merchandise Mart Market Suites

VU Case Rentals, Inc.

P.O. Box 743

Wood Dale, IL 60191

Office :630-766-7443

Fax: 630-766-6113

Web: www.vucase.com

Email: orders@vucase.com

| Style | Showcase Description | Size/ Length | Color | | Quantity | Price Per Case | Total |
|---|--|-----------------|-------|-------|----------|-------------------|-------|
| | | | Gray | Black | | | |
| Full Vision Case | Includes 1 - 10" and 1 - 8" shelf with adjustable brackets and a 26" glass display front | 4' Case | | | | \$250.00 | |
| | | 5' Case | | | | \$250.00 | |
| | | 6' Case | | | | \$250.00 | |
| Half Vision Case | Includes 1 - 10" shelf with adjustable brackets and a 18" glass display front | 4' Case | | | | \$250.00 | |
| | | 5' Case | | | | \$250.00 | |
| | | 6' Case | | | | \$250.00 | |
| Quarter Vision/ Jewelers Case | Has a 12" glass display front | 4' Case | | | | \$250.00 | |
| | | 5' Case | | | | \$250.00 | |
| | | 6' Case | | | | \$250.00 | |
| All of the above showcases are 20"D x 38"H with off-white interior, brushed aluminum frames and storage below the case. The cases also include fluorescent lights and lockable sliding mirrored doors. Black Cases have a pure white interior. If showcase color is not clearly marked, you will be given gray showcases. 4', Corner, and Black Cases are in limited supply and customers will be notified if we cannot fulfill their order. | | | | | | | |
| Corner Cases | Rear access, with glass shelves, the same as the above cases | Full | | | | \$310.00 | |
| | | Half | | | | \$310.00 | |
| | | Quarter | | | | \$310.00 | |
| Wall Case | Dimensions are 48"L x 20"D x 72"H and include 4 - 12" glass shelves, adjustable brackets, fluorescent lighting, and 60" high sliding glass doors | See-Thru | | N/A | | \$310.00 | |
| | | Solid | | N/A | | \$310.00 | |
| Tower Case | Dimensions are 20L x 20D x 80"H with 3 adjustable shelves, lights and lockable door | | | | | \$320.00 | |
| General Terms and Conditions: | | | | | | Total | |

We are not Liable for content, damage, breakage and general liability after the cases have been delivered.

We are not responsible for setting up shelves or supplying extension cords. Electrical hookup is not included. Please contact the electrical contractor.

There is a 100% cancelation fee and a \$100 per case charge for late orders and changes made at show site or after the cases have been delivered. A

\$10 fee will be assessed for keys that are not returned.

Delivery charges may apply

Company Name: _____

Credit Card Billing Address: _____

City/State: _____

Print Name: _____

C.C.#(AMEX, Visa, M/C): _____

Name on Card: _____

Email: _____

Booth #: _____

Zip Code: _____

Fax #: _____

Phone #: _____

Exp. Date: _____

Security Code: _____

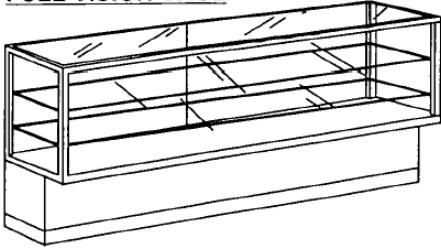
Date Ordered: _____



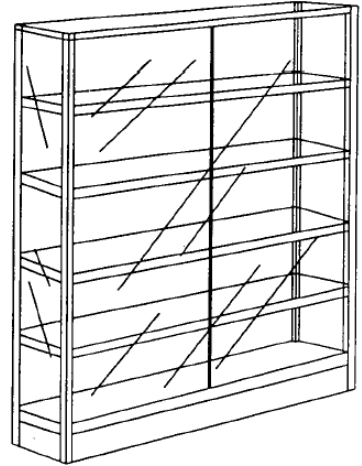
VU CASE RENTAL ORDER FORM

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.

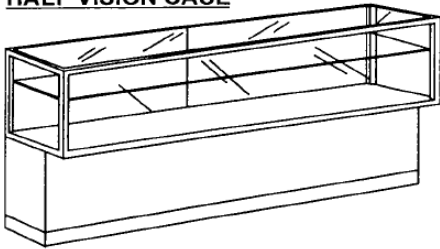
FULL VISION CASE



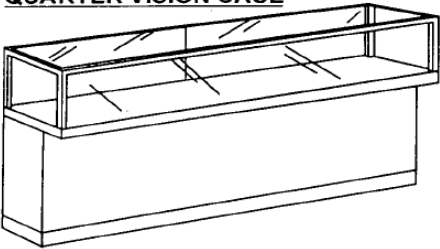
**WALLCASE
SOLID AND SEE-THRU**



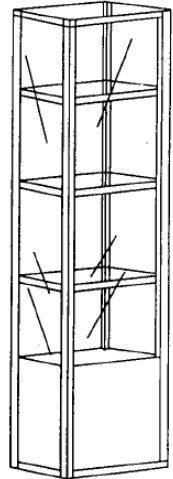
HALF VISION CASE



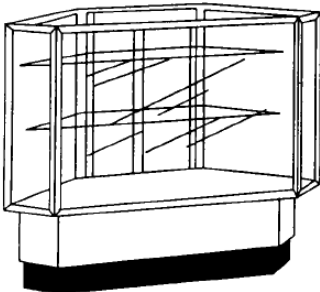
QUARTER VISION CASE



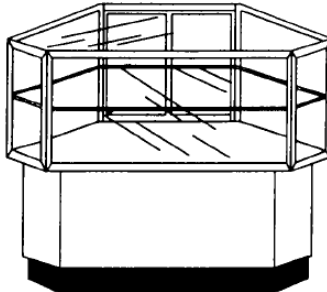
TOWER CASE



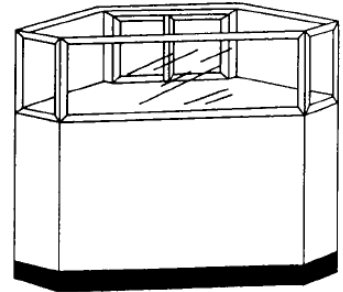
**CORNER
FULL VISION**



**CORNER
1/2 VISION**



**CORNER
1/4 VISION**



H24 VU CASE (BACK) 2/8/01



Expo Temps

Convention Services

STAFFING RESERVATION FORM

| | | | |
|----------------------|-------------|--------|---------------|
| EVENT: | | | |
| BOOTH #: | | | |
| COMPANY NAME: | | | |
| MAILING ADDRESS: | STREET: | | |
| | CITY: | STATE: | ZIP: COUNTRY: |
| CONTACT INFORMATION: | PRINT NAME: | | |
| | PHONE: | FAX: | EMAIL: |

| SERVICES | RATES PER HOUR* | # OF STAFF | DATES | START TIME | END TIME |
|----------------------------------|---------------------------------|------------|-------|------------|----------|
| UNPACKING/SET-UP ASSISTANCE | \$35 / \$30 preorder rate** | | | | |
| BREAKDOWN / PACKING ASSISTANCE | \$35 / \$30 preorder rate** | | | | |
| CASHIER / RUNNER / ASSISTANT | \$35 / \$30 preorder rate** | | | | |
| SALES ASSISTANT / LEAD RETRIEVER | \$35 / \$30 preorder rate** | | | | |
| HOSTESS / GREETER / SERVER | \$35 / \$30 preorder rate** | | | | |
| STEAMER / WARDROBE ASSISTANT | \$35 / \$30 preorder rate** | | | | |
| BOOTH DESIGN CONSULTATION | <i>Please request proposal.</i> | | | | |
| OTHER | <i>Please request proposal.</i> | | | | |

RESERVATIONS ARE REQUIRED. ON-SITE SERVICES ARE NOT AVAILABLE.

*THERE IS A NON-REFUNDABLE, FOUR (4) HOUR MINIMUM PER PERSON, PER DAY.

**SUBMIT RESERVATION (10) BUSINESS DAYS OR MORE PRIOR TO START DATE TO RECEIVE DISCOUNTED PREORDER RATE!

| | | | |
|--|--|-------------------------------|-------------------------------------|
| METHOD OF PAYMENT - MUST ACCOMPANY ORDER | <input type="checkbox"/> AMEX | <input type="checkbox"/> VISA | <input type="checkbox"/> MASTERCARD |
| <input type="checkbox"/> CREDIT CARD | ACCOUNT#: | | |
| | EXP. DATE: | CVC#: | |
| For your convenience, we will use this form as authorization to charge your credit card account for your reservation and any additional time incurred on-site. A final invoice will be provided after the event. | BILLING ADDRESS: | | |
| | CITY, STATE, ZIP: | | |
| Advanced orders will be charged to the credit card number provided, unless check payment accompanies reservation. | CARDHOLDER'S SIGNATURE: | | |
| | DATE: | | |
| <input type="checkbox"/> COMPANY CHECK (<i>must accompany order</i>) Checks should be made payable to : EXPO TEMPS | **PLEASE NOTE: FULL PAYMENT MUST BE SUBMITTED WITH RESERVATION PRIOR TO START DATE! | | |

EXPO TEMPS

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

PH: 312-834-3473 - Email: ExpoTemps@gmail.com





WALL COVERING REQUEST FORM

DEADLINE: NOVEMBER 1, 2016

We are proud to announce that MMPI is now offering seamless paper wall covering. Wall covering is offered a variety of colors as shown on the attached pages. If you would like to order wall covering for your booth, please complete and return this form (along with the Method of Payment form) to us no later than **NOVEMBER 1, 2016**. If your request is not received by the deadline date, service cannot be guaranteed.

Pricing includes materials, installation and restoration. Wall covering will be installed prior to move-in. Please note the pricing listed below does not include free standing booth columns. If your booth is larger than what is listed below or you would like additional walls or columns treated, please submit the booth customization form and an MMPI staff member will contact you regarding pricing.

| Booth Size | Price |
|---------------|----------|
| 10 X 10 Booth | \$275.00 |
| 10 X 20 Booth | \$409.00 |
| 10 X 30 Booth | \$472.00 |

Booth Size: _____

Color Requested: _____

Booth Name: _____ Booth Number: 7 _____

Name: _____

Phone: _____ Email: _____

For any questions regarding wall coverings, please contact Walter Young
PHONE: (312) 527-7988; EMAIL: wyoung@themart.com





| | | | | | |
|------------------|--|---------------|---------------|-------------------|--|
| | | | | | |
| 35 Yellow-Orange | 14 Forsythia Yellow | 18 Buff | 50 Aspen | 13 Tropical Green | 63 Apple |
| | | | | | |
| 09 Cobalt | 41 Marine Blue | 61 Blue Lake | 11 Royal Blue | 01 Deep Blue | 28 Snow |
| | | | | | |
| 68 Deep Purple | 64 Fawn | 33 Ivory | 65 Cream | 66 Wheat | 26 Pongee |
| | <p>Superior Seamless Paper available in 50 colors!</p> <p>Roll Sizes: 53in. x 36ft. (1.3 x 11m) 107in. x 36ft. (2.7 x 11m) 107in. x 165ft. (2.7 x 50m)</p> | | | | |
| 23 Dull Aluminum | <p>Superior Extra Wide Seamless Paper Roll Sizes: 140in. x 50ft. (3.5 x 15.2m) & 140in. x 100ft. (3.5 x 30.5m)</p> | | | | 69 Eco Bright White Contains a minimum of 30% Post-Consumer Fiber |
| | | | | | |
| 45 Ultra Black | 85 Chroma Key Green | 82 Royal Blue | 88 Grey | 97 Black | 90 White |

