



December 7-10, 2017
The Mart
Chicago

Exhibitor Manual



Welcome	3
Contact Information	4
Registration	5
Travel/Directions and Parking	6
Map	8
General Show Information	
Dates, Times, Location	9
Show Features	10
Artist Seminars	11
Marketing Opportunities	12
Exhibiting Information	
Schedule	14
Setup & Dismantling Procedures	15
Contractor & Labor Information	16
Overview of Booth Package	17
Booth Equipment & Services	18
Vendors & Services	20
Storage	22
Sales Tax Information	23
Shipping Information	
Shipping Address/Guidelines	24
Freight Move-in/Move-out	25
Domestic Shipping	26
International Shipping	27
Forms	
Exhibitor Checklist	28
Merchandise Mart Forms	
▪ Method of Payment Form	29
▪ Shipment Information Form	30
▪ Booth Equipment Order Form	31
▪ Customization of Booth Request Form	32
▪ Paint Form	33
▪ Labor Request Form	34
▪ Exhibitor Appointed Contractor Form	35
▪ Central Cashier Application	36
Outside Vendor Forms	
▪ Classic Party/Linen Order Form	38
▪ Alex Display Grid Order Form (4)	39
▪ Pedestal Order Form	43
▪ Display Case/VU Case Rental Form	44
▪ Custom Signage Form	46
▪ Staffing Order Form	48



WELCOME

One of a Kind Show and Sale® Chicago 2017

Welcome to the One of a Kind Holiday Show Chicago! We are thrilled to be partnering with you for the 17th 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 70,000 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

SALES & MARKETING

Susan McCullough
Senior Vice President
smccullough@themart.com
312.527.7756

Kathleen Hogan
Director of Sales
khogan@themart.com
312.527.7642
Fx- 312.379.6062

Erin Hartz
Exhibitor Relations
ehartz@themart.com
312.527.7757
Fx- 312.527.7564

Lisa Simonian
Vice President of Marketing
lsimonian@themart.com
312.527.7838

Aida Sarvan
Director of Marketing
asarvan@themart.com
312.527.7933
Fx- 312.379.6075

FINACIALS

Arelys Roman
Exhibitor Relations Specialist
aroman@themart.com
312.527.3214
Fx- 312.527.7705

EXHIBITOR REGISTRATION

Wendy Confrey
Director of Registration Services
wconfrey@themart.com
312.527.7603

OPERATIONS

Walter Young
Director of Tradeshow Operations
wyoung@themart.com
312.527.7988
Fx- 312.276.4049

PUBLIC RELATIONS

Lucy Emery
Henson Consulting
lemery@hensonconsulting.com
312.374.8569

MEETING PLANNING & SPECIAL EVENTS

Liz Waters
Senior Event Manager
ewaters@themart.com
312.527.7061





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=12375> 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, December 6	8:00 am – 3:00 pm
Wednesday, December 7	8:00 am – 4:00 pm
Thursday, December 8	9:00 am – 2:00 pm
Friday, December 9	9:00 am – 12:00 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:

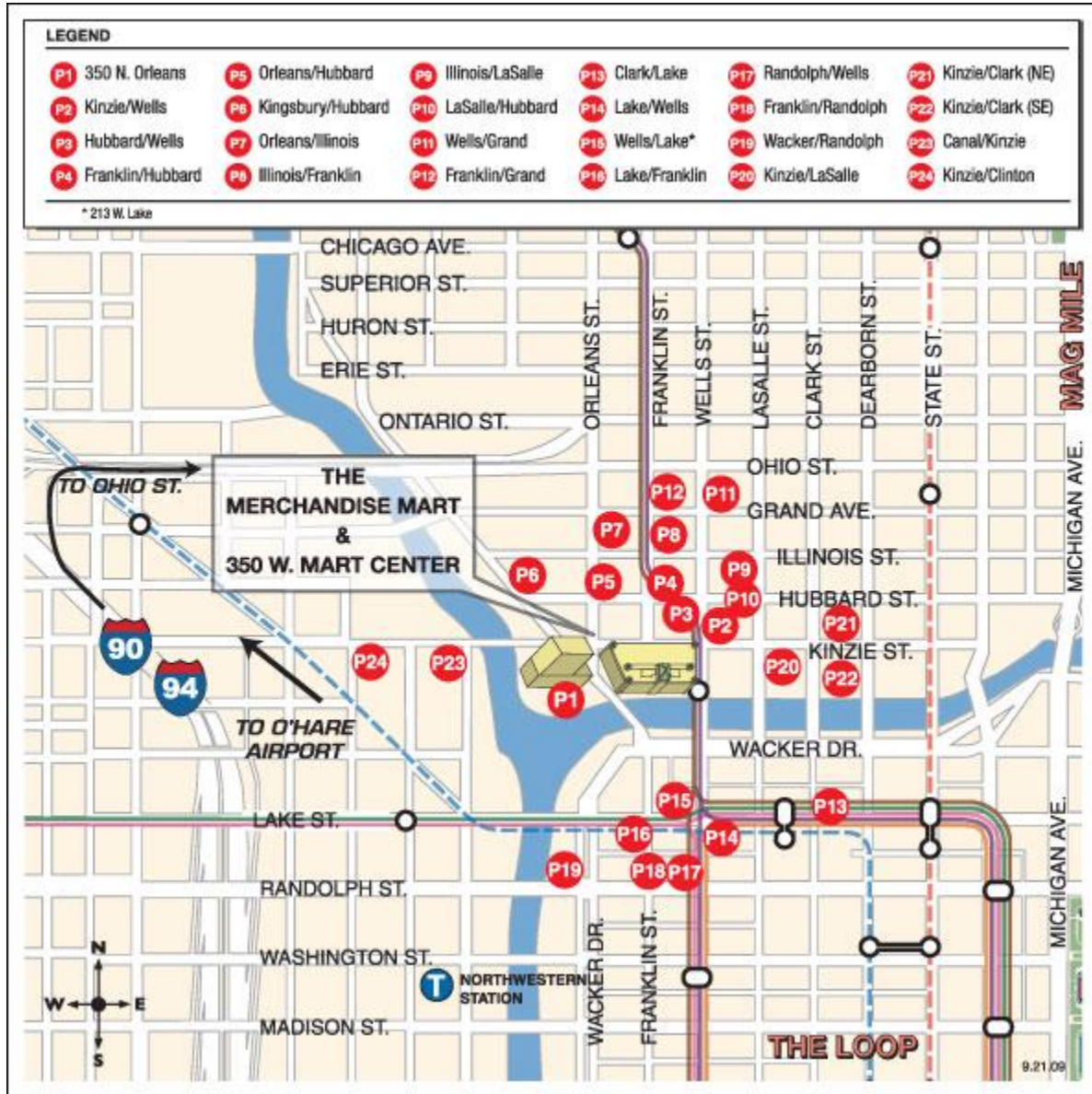
The Merchandise Mart to McCormick Place: Interstate 90 (Kennedy Expressway) to Interstate 55. Bear right, just past 18th Street. Then bear left to go North on Interstate 55 to Martin Luther King Drive (about 3/4 of a mile). Right (south) to 26th Street. Right (west) on 26th Street to State Street. Left (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 17th 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 70,000 Chicagoans who LOVE to shop, the show is considered “Chicago’s Holiday Shopping Show.”

Dates/Hours

*Thursday, December 7	10am-8pm
Friday, December 8	11am-8pm
Saturday, December 9	10am-7pm
Sunday, December 10	10am-5pm

*We will be open early on Thursday, December 7 for Early Access Admission Ticket holders (available for purchase on our ticket page.) On this particular day December 7 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.

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

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

All artists – new or returning – are invited to a special Artist Orientation Webinar on Wednesday, October 11 from 11:00a.m.-1:00p.m (CST). The webinar will be held on the web and over the phone through GoToMeeting®. During 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 October 3 at 312.527.7757 or ehartz@themart.com.

CENTRAL CASHIER PROGRAM SEMINAR

Wednesday, December 6, 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, December 6 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 10. You may also sign up on-site but any application received after November 10 will be charged a \$125.00 Service Fee.



MARKETING OPPORTUNITIES

MARKETING CAMPAIGN

The 2017 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 70,000 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 7.



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 7, 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 2017 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 Lucy Emery about anything that might be newsworthy at lemery@hensonconsulting.com or 312.374.8569.



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. You can order 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 10.



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 INVENTORY STORAGE FOR ART REPLENISHMENT – MUST BE RESERVED

Located on the 6th floor (one floor below the show floor) Accessible Storage will be available for artists to keep extra product/inventory. However, new this year and moving forward these spaces **MUST BE RESERVED**. Accessible Storage spaces are approximately 5 ft by 5 ft and are meant solely for the back stock of product you might need over the course of the 4 day show. All empty containers/boxes/packing material should be placed in the Empty Container Storage (described below). 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. To RESERVE A STORAGE SPACE please go to this link – [ACCESSIBLE STORAGE RESERVATION FORM](#).

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: **oak2017**. Access instructions will be included in your Welcome Packet given to you at check-in.



EXHIBITING INFORMATION

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 10**.

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 Elizabeth Waters at (312) 527-7061 or ewaters@themart.com.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Artisan Cellar
Wine & Cheese
Contact: Phillip Bernstein
(312) 527-5810 | <ul style="list-style-type: none"> • Foodstuffs
Full Service
Contact: Jay Liberman
(847) 328-7710 |
| <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"> • Marshall's Landing
Full Service
Contact: Jessica Reno
(312) 972-4352 |



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 Friday, November 10.

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





EXHIBITING INFORMATION

SCHEDULE

FREIGHT AND POV (Personally Owned Vehicles) LOAD IN HOURS

Tuesday, December 5 8:00 am – 3:00 pm

Wednesday, December 6 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 5 8:00 am – 4:00 pm (Loading Dock Closes at 3:00 pm)

Wednesday, December 6 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, December 5. 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 7 10:00 am – 8:00 pm
Friday, December 8 11:00 am – 8:00 pm
Saturday, December 9 10:00 am – 7:00 pm
Sunday, December 10 10:00 am – 5:00 pm

* We will be open early on Thursday, December 7 for Early Access Admission Ticket holders (available for purchase on our ticket page.) On this particular day December 7 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 11 5:00 pm – 10:00 pm
Monday, December 12 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 10) 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 10 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 11, to load their POV

Monday, December 11 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

2017 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

UPS Freight

Tradeshow Department
Tel: (800) 988-9889

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:

UPS 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 UPS Freight at (800) 988-9889 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:
2017 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

Beyond Borders

Brian Moore

Brian@beyond-borderslc.com

Tel: (905) 808-1006

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:

2017 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.

