

## Merchandise Mart Fact Sheet 2009

### Location:

The Merchandise Mart: 222 Merchandise Mart Plaza, Chicago

Historic Chicago Bungalow & Green Home Expo: 8<sup>th</sup> Floor.

Entrance to the Merchandise Mart: South Drive (Chicago River) between Orleans and Wells.

Parking Lots: corner of Hubbard and Wells and corner of Hubbard and Orleans as well as street parking.

The Merchandise Mart is also a CTA stop for the Brown and Purple lines.

### Load In & Out & Union Regulations:

The Merchandise Mart is a union building. Therefore, various unions claim jurisdiction over all set-up and dismantling of booth spaces. Exhibitors may hand-carry small items, but will not be permitted to use handcarts, flatbeds or dollies.

All product, unless it can be hand carried, must be moved by Merchandise Mart Material Handlers. Material handling involves receiving freight during move-in, delivering it to your booth, removing empty containers and returning them after the show, and loading materials for outbound shipping. Please note that all freight must be no larger than 5' wide x 10' long x 5'8" high and must weigh less than 2,000 pounds.

#### Loading Dock Location:

222 Merchandise Mart Plaza

The loading dock in on Kinzie Street between Wells and Orleans.

There is directional signage outside of the Merchandise Mart as well.

#### Shipping Location:

Merchandise Mart Loading Dock Address:

Historic Chicago Bungalow & Green Home Expo

Exhibiting Company Name/Booth Number

c/o Merchandise Mart Properties, Inc.

222 Merchandise Mart Plaza

Chicago, IL 60654

Load in: Friday, October 16<sup>th</sup> between 8am – 3pm. You can remain on the floor for set-up until 4pm.

Load out: Saturday, October 17<sup>th</sup> between 4pm – 7pm.

To send/receive products or supplies:

**FedEx office is available on the second floor from**

M-F 9:00 am-9:00 pm

222 Merchandise Mart Plaza

Chicago, IL 60654

Ph: (312)661-1027

### Booth Size & Accommodations:

Each booth is approximately 10' x10' (each space varies slightly by location) with 7' ceilings. Booth spaces are on tracks with walls separating vendor booths and CANNOT be moved. Booths must be set up on September 29. Every booth is equipped with one 120 volt, 150 watt duplex electrical outlet, a 1' by 4' fluorescent ceiling fixture, two 4' tables, two chairs and a table covering. Exhibitors' fees are \$200 for individual craftspeople and \$750 for business enterprises. Questions on booth space should be directed to Shannon Cross at MK Communications (312) 822-0505.

## Union Regulations:

Union labor will be required for certain aspects of your exhibit set-up. Your personnel may work along with a union installer. The use of power tools, including battery operated tools, and ladders are strictly prohibited. Any such work must be completed by union labor. You may set up your exhibit display if one person can accomplish the task in less than ½ hour, without the use of tools and the booth is 100 sq ft (10x10) or smaller. Union labor will be at the loading dock on Kinzie between Wells and Orleans to unload and load your vehicles. If you have questions on the union regulations please call Shannon Cross, MK Communications at (312) 822-0505.

## Booth Set-Up and Tear-Down Labor:

When setting up and tearing down your booth the labor personnel working with you must be one of the following unless you are simply unpacking and packing small boxes.

- 1) Your own company personnel (depending on the degree of work being done, union labor may be required). See Union Regulations above.
- 2) Exhibitor Appointed Contractor (EAC). EAC's must comply with guidelines regarding EAC's.
- 3) Merchandise Mart Properties Union Labor. To order labor, please refer to the Installation/Dismantle Labor Request Form.

If your booth set-up involves any work that will require drilling into the ceiling or base building, or producing excessive noise, please see Show Management at the Exhibitor Services Desk. As an accommodation, work will be scheduled during non-business hours.

## Electrical Services:

All electrical services must be provided and installed by The Merchandise Mart. Electrical equipment must conform to City of Chicago code requirements.

## Security:

Show security will be on duty from move-in to move-out, but cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind.

## Telecommunications:

Wireless Internet service is available through AT&T Freedom Link. For \$7.95 a day you can charge your internet service to your credit card by logging onto to the internet the day of the show.

## Copy Center:

Kinko's is located outside The Merchandise Mart at 444 N. Wells.

## Food:

The Merchandise Mart offers a wide range of food options: Food court located on the 2<sup>nd</sup> floor as well as café's including Au Bon Pain and Potbelly's on the 1<sup>st</sup> floor.