

CIROBE 2011--Tabletop Two Day Show Important Exhibitor Information

Your CIROBE booth number is: #

In the **BOOTH
SET-UP PAGES**

IN THIS PACKET YOU WILL FIND:

- 1 • **Booth Set Up and Additional Furniture Information**
Remember! All materials must be displayed **on top** of your 2' x 6' display table(s). Please call with any questions. It is understood that orders should not be written during set up.
- 2 • **PRE-REGISTRATION FORM** **DUE OCTOBER 7, 2011**
Fill out this form for exhibitor **badges** and table **signage**
- 3 • **RENTAL OF ADDITIONAL FURNITURE FORM**..... **DUE OCTOBER 7, 2011**
Fill out this form for **round work tables, bookcases** and table **risers**.
- 4 • **HOTEL REGISTRATION FORM**..... **PLEASE FILL OUT IMMEDIATELY**
CIROBE hotel rate good while availability lasts or until October 4, 2011--Use group code CIR for online reservations
- 5 • **ELECTRICAL & PLUMBING ORDER FORM** **DUE OCTOBER 10, 2011***
- 6 • **TELEPHONE SERVICES / DIRECT INTERNET ACCESS ORDER FORM** **DUE OCTOBER 10, 2011***
- 7 • **Chicago Area Union Jurisdictions**
- 8 • **General Fire Safety Policies & Procedures** *FDC DISCOUNT RATE DEADLINE
- 9 • **Directions to the Hilton Chicago**

In the **SHIPPING PAGES**

- 1 • **Shipping and Drayage Information**
All materials should be shipped to the **Freeman Decorating Company Warehouse**; no materials should be sent to the Hilton. Shipments should arrive no earlier than September 26, no later than October 19, 2011 for the discount rate.
- 2 • **MATERIAL HANDLING ORDER FORM** **DUE OCTOBER 19, 2011***
- 3 • **METHOD OF PAYMENT FORM** **DUE OCTOBER 19, 2011***
- 4 • **Shipping warning** from the Hilton Chicago *FDC DISCOUNT RATE DEADLINE
- 5 • **Shipping rates chart** for last-minute freight
- 6 • **SHIPPING OUTBOUND**
- 7 • **LABELS** for your shipment
- 8 • Freeman Decorating Company Transportation Information (Optional)
- 9 • Freeman Decorating Company's **TERMS & CONDITIONS**

In the **BREAKDOWN
PAGES**

- 1 • **Breakdown and Move-out Information**
Breakdown may not begin until 5 pm on Saturday and your booth must be packed by 3 pm on Sunday. Please make your travel plans accordingly. If you will be shipping your booth back to your company, please make arrangements to have your materials picked up **on Monday, October 31 between 8 am & 11 am**.
- 2 • Sample **CIROBE OUTBOUND FREIGHT INTENTION FORM** (actual form to be received and completed on show site)
- 3 • Chicago fire marshal's **Rules regarding boxes**

**EXHIBITOR
SCHEDULE**

	Thurs., Oct 27	Fri., Oct 28	Sat., Oct 29	Sun., Oct 30
Set-Up	1 p.m. - 5 p.m.			
Show Hours		9 a.m. - 5 p.m.	9 a.m. - 5 p.m.	
Breakdown				9 a.m. - 3 p.m.**

** Moveout continues 8 a.m. - 11 a.m. Monday, October 32. Exhibitors are not allowed on the floor on Monday without prior authorization.

Chicago International Remainder and Overstock Book Exposition

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