

Booth Set-up & Additional Furniture 2011

SET-UP HOURS: Thursday, October 27 1 p.m. - 5 p.m.

It is understood that orders should not be written during set up.

BOOTH SET-UP RULES: Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the material to your booth, and remove and reload material at the close of the show. Small items which can be easily carried by one person, in one trip, without the aid of flat trucks, dollies, etc., may be brought in through the front entrance of the hall. **Dollies, carts, and hotel bellhops are not allowed on the exhibit hall floor during set-up.** This rule is strictly enforced.

FURNISHINGS & SERVICES INCLUDED: You will be provided with two chairs per table. The booths are constructed of freestanding uniformly draped tables. As stated in the exhibitors agreement, **all materials must be displayed and sold from atop these tables.** Bookstands and bookshelves may be placed on the tables to broaden your display as long as they are not endangering any of the attendees or exhibitors. *No displays may be placed on the floor without the consent of CIROBE management. Any exceptions must be submitted in writing to CIROBE at least one month prior to the show and could result in additional fees.*

Please be aware that with increasing desire for electricity and phone service in our show and the architectural limitations at the Hilton, other exhibitors' electrical orders or phone line orders may unavoidably dictate the presence of an electrical junction box in your booth.

CIROBE provides security to prevent unauthorized entry to the exhibit halls throughout the show, including set-up, but does not provide security for materials at each individual booth. Exhibitors are responsible for their own materials and should secure any valuables when leaving their booths unattended. As stated in your contract, neither CIROBE, nor the Hilton maintains insurance covering exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

CHECK-IN & BADGES: **All exhibitors should check in first at the Will-Call desk at Registration, lower level,** at the Hilton Chicago to pick up their **badges,** programs, and other pertinent information. Will-Call will open Wednesday, October 26 at 9 a.m. Please fill out the enclosed pre-registration form to indicate which representatives from your company will be attending the show. (Note: Badges are strictly for the employees of exhibiting companies and no blank badges will be issued.)

SIGNAGE: CIROBE will provide **signage** for one business per booth. A pre-registration form is provided to indicate the proper booth name. You may bring your own signage, but **all signage must be attached to the tables.** No signage is allowed on the curtains or pillars, for example. Please plan accordingly.

CATERING: All food and beverages served on the exhibit floor must be ordered through the Hilton Chicago catering department. No outside food or beverage catering or services are allowed. For catering information, please call (312) 922-4400 and ask for catering.

ELECTRICITY & PHONE: Should you wish to have a phone line, electricity, and/or a high-speed internet connection at your booth, please return the enclosed forms by October 10 to ensure that these services will be available.

ADDITIONAL FURNITURE: CIROBE offers three kinds of additional furniture to expand your booth space and make it easier for you to work. As stated in your exhibitor contract, CIROBE is strictly a table-top show and all materials must be displayed from the top of your exhibit tables. We offer **portable bookcases** (3 shelves) and **table-top risers** (one shelf) to enhance and increase your table-top display space; and we offer **30" round work tables** to provide a place for you to do paperwork and take orders.

Furniture is available at a discounted rate if ordered and paid in full before October 7. After October 7, furniture orders are NON-REFUNDABLE and available at higher rates.

- Round tables will be available for rental at a cost of \$225 each, pre-ordered. We strongly advise you to pre-order your tables as a very limited supply of extras will be ordered. After October 8 the round table price is \$275, if available. Tables will be provided as work space only, and may not be used for the display of materials. They will only be provided on the condition that they do not encroach upon or crowd out your neighboring booths. If CIROBE or the fire marshal finds problems with their placement, the table(s) will be removed, and you will not be charged. You are not allowed to bring your own work tables.

- Six-foot risers may be rented for \$65 each. (After October 7 price: \$95) Risers are long, draped shelves that sit on top of the table to give you a two-level display.

- Folding portable bookcases (three shelves, approximately 28" wide) may be rented for \$85.00 each. (After October 7 price: \$110, if available. Supply is very limited.) The bookcases must be set up only on the 6-foot display tables. We have a very limited quantity of bookcases available so please order as soon as possible.

The above items must be ordered and paid in full by October 7, 2011. All furniture ordered after October 7 will be subject to higher rates and availability, and must be prepaid. Furniture that has not been paid for will not be delivered. If you intend to order furniture at the show site, please bring a check or a credit card.

PLEASE NOTE: AFTER **OCTOBER 7** FURNITURE ORDERS ARE NON-REFUNDABLE. YOU WILL BE GIVEN A STATEMENT OF YOUR FURNITURE ORDER WHEN YOU CHECK IN FOR SET-UP AND IT IS YOUR RESPONSIBILITY TO INFORM US OF ANY DISCREPANCIES. UNLESS YOU LET US KNOW THAT YOUR ORDER HAS NOT BEEN FILLED PROPERLY WITHIN TWO HOURS OF CHECK-IN, YOU WILL BE CHARGED EVEN IF YOUR FURNITURE IS MISSING OR WRONG.