

**OPTUMHEALTH 23rd ANNUAL NATIONAL CONFERENCE  
 SEPTEMBER 10-11, 2014  
 MARRIOTT CHICAGO MAGNIFICENT MILE**

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**EXHIBITOR INFORMATION & CHECKLIST**

The Meetinghouse Companies, Inc. are pleased to have been selected as the Exhibit Services Contractor for “OptumHealth 23rd Annual National Conference”. Please take a few minutes to review this packet of information. A few minutes now will ensure all the details will be handled for a successful show.

The show contact is: Samantha Witanen                      Email: switanen@meetinghouse.com  
 Phone: 630-941-0600 Extension: 210. Please direct all questions to the show contact.

The schedule for the show is as follows:

<b>Exhibitor Registration</b>	<b>Wednesday, September 10, 2014, from 8:00am to 11:00am</b>
<b>Exhibitor Move-In</b>	<b>Wednesday, September 10, 2014, from 8:00am to 11:00am</b>
<b>Drayage Delivered</b>	<b>Wednesday, September 10, 2014, from 8:00pm to 10:00pm</b>
<b>Empty Box Pickup</b>	<b>Wednesday, September 10, 2014 : 10:00am to 11:30am</b>
<b>Exhibit Hours</b>	<b>Wednesday, September 10, 2014 : 12:00pm to 1:00pm      Wednesday, September 10, 2014 : 5:00pm to 7:00pm      Thursday, September 11, 2014 : 1:45pm to 2:30pm      Thursday, September 11, 2014 : 5:00pm to 6:30pm</b>
<b>Show Close</b>	<b>Thursday, September 11, 2014 at 6:30pm</b>
<b>Exhibit Dismantle</b>	<b>Thursday, September 11, 2014 : 6:30pm to 8:30pm</b>
<b>Empty Box Return</b>	<b>Thursday, September 11, 2014 : 6:00pm to 7:00pm</b>
<b>Outbound Drayage Pickup</b>	<b>Thursday, September 11, 2014 : 8:00pm to 9:00pm</b>

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**Exhibitor Forms Checklist For Forms Included In This Package**

Use this list to make sure you have completed and submitted all appropriate forms for services required.

- |   |  |
|---|--|
| <input type="checkbox"/> Payment Authorization        | <input type="checkbox"/> Labor Order                 |
| <input type="checkbox"/> Additional Equipment Order   | <input type="checkbox"/> Material Handling Agreement |
| <input type="checkbox"/> Floral Order                 | <input type="checkbox"/> Shipping Labels             |
| <input type="checkbox"/> Audio Visual Equipment Order |  |

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**PAYMENT AUTHORIZATION FORM**

**Please note, this form must be completely filled out or your order will not be processed.**

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

**CHARGES**

Labor	\$	_____
Equipment	\$	_____
Material Handling	\$	_____
Floral	\$	_____
Audio Visual	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____

**PAYMENT TYPE:** American Express  Visa  Master Card  Discover

Check Enclosed

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ \*CCV # \_\_\_\_\_

*\* VISA, Master Card, and DISCOVER the CCV # is the 3 digit number located on the back of the card.  
 American Express is the 4 digit number on the front of the card.*

Name as it appears on card: \_\_\_\_\_  
 (please print)

Billing Address: \_\_\_\_\_

*\*The billing address must be the same as the address on the cardholder's billing statement.*

\_\_\_\_\_  
 City State Postal Code

I authorize The Meetinghouse Companies to charge this credit card for advance orders as well as any additional amounts resulting from show site orders. Charges may also include any fees which The Meetinghouse Companies, Inc. may be obligated to pay on behalf of exhibitor, including but not limited to return to warehouse fees, outbound shipping and/or storage.

Authorized Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Show Contact: Samantha Witnen  
 switnen@meetinghouse.com  
 Phone: 630.941.0600 Ext. 210  
 Fax: 630.941.7777  
 781 N. Church Road, Elmhurst, IL 60126

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**LABOR ORDER INSTRUCTIONS**

**If you need labor for the installation and dismantlement of your exhibit, please complete this form.**

NOTE: Your order must be received by **August 27, 2014** to guarantee labor availability. Orders received after the above date will be subject to a 20% surcharge and will be handled on a first come, first served basis.

HERE'S HOW IT WORKS:

1. The charge is \$75.00 per person, per hour, with a one-hour minimum per person.
2. You must provide a representative to direct our laborers.
3. Your representative must check in at the Exhibitor Service Desk to pick up the laborers.
4. Hourly billing begins when your representative picks up the laborers and ends when your representative signs and validates the Labor Order form.
5. Only the first labor orders of the day will have a guaranteed start time. All subsequent start times are approximate, and are based upon completion of first job assignments.
6. When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth after show closing.
7. Upon completion of work, your representative must sign and validate your Labor Order form verifying hours worked.

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**LABOR ORDER FORM**

**INSTALLATION (1 hour minimum per person)**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_  
Desired Start      Number of      Est. Hours      Total Hours      Total Est. Cost  
Time                      Laborers

**DISMANTLEMENT (1 hour minimum per person)**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_  
Desired Start      Number of      Est. Hours      Total Hours      Total Est. Cost  
Time                      Laborers

**Attach this form to the "Payment Authorization" form and mail or fax to:  
The Meetinghouse Companies, Inc.  
781 N. Church Road  
Elmhurst, IL 60126  
Fax: 630-941-7777**

Exhibitor Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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*For On Site Use Only*

*This form will be presented to you the day of the show to validate actual labor hours.*

The Meetinghouse Companies Inc. have provided labor as ordered, and the work has been performed to our satisfaction.

INSTALLATION SIGNATURE

**X** \_\_\_\_\_ Actual # of hours \_\_\_\_\_  
Authorized Exhibitor Signature

DISMANTLEMENT SIGNATURE

**X** \_\_\_\_\_ Actual # of hours \_\_\_\_\_  
Authorized Exhibitor Signature

Total To Be Billed \$ \_\_\_\_\_

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**ADDITIONAL EQUIPMENT ORDER FORM**

(Priced for Length of Show)

**BOOTH INCLUDES:**

One (1) 8' X 10' Drape Booth. 8' high backwall, 3' high sides, black drape color, black table skirting.

One (1) 6' Covered and Skirted Table, 29" high X 30" wide

One (1) 9" X 44" Booth Identification Sign (*one line of print*)

One (1) Wastebasket

Up to two (2) chairs (provided by the hotel)

**ADDITIONAL EQUIPMENT OPTIONS**

Based on date order and payment is received.

Qty	Description	Discounted <i>By August 10, 2014</i>	Standard Order <i>August 11 to August 26, 2014</i>	Show Order <i>After August 27, 2014</i>	Total
	6' Skirted Table, 29"H x 30"W	\$60	\$72	\$93	\$
	6' Skirted Counter, 42"H x 30"W	\$79	\$95	\$124	\$
	8' Skirted Table, 29"H x 30"W	\$65	\$78	\$101	\$
	Easel	\$20	\$24	\$ 31	\$
	Wastebasket	\$8	\$10	\$13	\$
	Folding Chair	\$7	\$9	\$12	\$
	Padded Bar Stool	\$32	\$42	\$50	\$
	4' x 8' Display (Poster) Board	\$95	\$114	Not Available	\$
	Other	TBD	TBD	TBD	\$
				Sub Total	\$
				* 8% Chicago Rental Tax	\$
				GRAND TOTAL	\$

Additional items are available upon request. Please contact us to discuss your specific needs.

**Attach this form along with the "Payment Authorization" form and mail or fax it to:  
The Meetinghouse Companies, Inc.  
781 N. Church Road  
Elmhurst, IL 60126. Fax: 630-941-7777**

Exhibitor Contact Name: **X** \_\_\_\_\_ Phone \_\_\_\_\_

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## **SHIPMENT LOCATION**

### **Send Your Shipment To:**

The Meetinghouse Companies, Inc.  
781 N Church Road  
Elmhurst, IL 60126-1413  
c/o Your Company Name

### **Have Your Shipment Picked Up From:**

The Meetinghouse Companies, Inc.  
781 N Church Road  
Elmhurst, IL 60126-1413  
c/o Your Company Name

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## **STORAGE BOOTH REGULATIONS DURING SHOW**

### Attention Exhibitors:

In order to minimize the risk of a fire and keep exhibit halls in the Marriott Chicago Magnificent Mile as safe as possible, all exhibitors must comply with regulations established by the Fire Department.

You may keep a one day supply of literature or product at your booth, however the Municipal Code states that nothing else (for example: fiber cases, cartons, boxes, personal items, give-aways, etc.) may be stored behind or between exhibit booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from the exhibition area. The Fire Department strictly enforces these regulations.

The Meetinghouse Companies, Inc. provides Material Handling Service which include the storage of crates, cases etc. during the show times. If you require this service additional charges apply. Please refer to the Material Handling Form in the exhibitor kit.



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**MATERIAL HANDLING AGREEMENT**

The show site does not accept shipments directly. You need to arrange for shipment to, and pick up from, The Meetinghouse Companies. This form explains that procedure.

The Meetinghouse Companies, Inc. hereinafter referred to as "TMC" have been selected as the exclusive Drayage (Material Handling) Contractor for the OptumHealth 23rd Annual National Conference. In order to insure timely and accurate handling of your exhibit goods, please follow these instructions.

1. Mail or fax this form and your advance bill of lading immediately to The Meetinghouse Companies.
2. Do not ship materials directly to the exhibit location, as they may be refused. If accepted by the location, you will be billed by the location and TMC for duplicate handling services.
3. You need to schedule your shipments to and from The Meetinghouse Companies with your carrier, as directed on the Material Handling form.
4. All shipments must be prepaid. Collect shipments will not be accepted.
5. Charges for freight service in accordance with rate schedules on the Material Handling form are due and payable when the form is submitted.
6. **All shipments must be received by Tuesday September 2, 2014.**  
Any shipments received after that day will be subject to special handling charges.  
Please note that our warehouse will be closed on Monday September 1, 2014 for Labor Day.
7. Shipments to The Meetinghouse Companies warehouse will only be accepted Mon-Fri 8:30am-4:30pm.
8. **Due to dock and facility limitations any individual piece, carton, crate or skid may not exceed 72" in height by 48" in width by 48" in depth and may not exceed 1000 pounds in weight. Please contact us to make special arrangements if your freight exceeds these requirements.**

**LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES**

Rates apply on each shipment received, based on actual weight. No allowances will be made for attrition during the event. A 100 pound minimum shall apply per shipment.

TMC will not be responsible for damage to uncrated or unskidded exhibit materials, nor will TMC be responsible for concealed damage to material.

It is the Exhibitor's sole responsibility to pack, secure and label each piece of outbound shipment and submit to TMC a completed bill of lading covering each outbound shipment. TMC will not be responsible for delay of rush shipments which will be expedited to the best of TMC's ability. TMC reserves the right to reroute any outbound shipment not picked up within allotted move-out period by Exhibitor's specified carrier. Exhibitor must arrange for carriers. Exhibitor material remaining after the move-out period without forwarding instructions will be forwarded to the permanent address of the Exhibitor or their agent, freight collect, and no liability of any nature shall attach to Exhibit Management or to TMC. In any event, TMC will not be liable for exhibit materials abandoned at the exhibit site.

TMC shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

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**MATERIAL HANDLING AGREEMENT Continued**

TMC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills of lading covering outgoing shipments, which are furnished by the exhibitors, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

TMC shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or any causes beyond its control.

TMC's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any event TMC's maximum liability shall be limited to \$.30 per pound, per article, with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.

TMC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials.

Claims for loss or damage must be submitted to TMC prior to the close of the show. No suit or action shall be brought against TMC more than one year after the accrual of the cause of action.

It is understood that TMC is not an insurer, and that insurance if any, should be obtained by the Exhibitor. It is suggested that Exhibitor arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned, after the close of the show.

The consignment or delivery of a shipment to TMC by an Exhibitor, or by any shipper to or on behalf of the Exhibitor, shall be construed as an acceptance by such Exhibitor and/or other shipper of the terms and conditions set forth herein.

Empty container labels will be supplied by TMC during the Exhibitor set up hours. Affixing the labels is the sole responsibility of the Exhibitor or their representative. All previous labels should be removed or obliterated. After set up, TMC will remove empty containers that have been labeled with TMC labels, store the empty containers during the show and return the empty containers to Exhibitor's booth at the close of the show.

TMC assumes no responsibility for:

- Errors to procedures stated above.
- Removal of containers with old empty labels or without TMC labels.
- Improper information or empty labels.
- Materials stored in containers with empty labels.

Your signature on the Material Handling form authorizes The Meetinghouse Companies, Inc. to handle your freight shipment at the close of the exhibit show, and signifies your agreement and acceptance of the Limitation of Liability and Responsibility for Material Handling Services, as well as your acceptance of any additional material handling charges to the authorized credit card on file.

**Shipments received prior to payment will be refused.**

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**MATERIAL HANDLING FORM**

**SEND SHIPMENT TO:**

THE MEETINGHOUSE COMPANIES, INC.

781 N. CHURCH ROAD

ELMHURST, IL 60126-1413

c/o \_\_\_\_\_ Booth # \_\_\_\_\_

**EXHIBITOR SHIPMENT SUMMARY TO THE MEETINGHOUSE COMPANIES**

Shipper Name \_\_\_\_\_ Shipped via \_\_\_\_\_

Phone # \_\_\_\_\_

Total # of Shipments \_\_\_\_\_ Total # of pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

**OUTBOUND SHIPMENTS AT CLOSE OF EXHIBIT**

TMC will make every attempt to facilitate your special requests for outbound carriers; however, TMC reserves the right to select the outbound carrier. Your shipment will be available for pick up at the above address at 9:00 am on Friday September 12, 2014.

**We recommend that you schedule INBOUND and OUTBOUND shipments with your carrier at the same time, for cost effectiveness.**

**For shipments remaining in our warehouse more than 10 days, there will be a storage fee billed to your company.**

**RATE SCHEDULES**

For shipments received and stored up to 30 days in advance, delivered to booth, empty crates removed and returned and handling of outbound shipment to common carrier. This rate is per shipment

There is a 100 pound minimum per shipment.

- Early If Ordered By (August 10, 2014)                      \$84 per 100 pound CWT.
- Standard If Ordered By (August 11-26, 2014)              \$98 per 100 pound CWT.
- Show Time If Ordered After (August 27, 2014)            \$116 per 100 pound CWT.

Your signature on this form authorizes The Meetinghouse Companies, Inc. to handle your freight shipment at the close of the exhibit show and signifies your agreement and acceptance of the Limitation of Liability and Responsibility for Material Handling Services. Be sure to note rush shipments.

AUTHORIZED SIGNATURE: **X** \_\_\_\_\_

**Attach this form to the "Payment Authorization" form and mail or fax it to:**

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**781 N Church Road**

**Elmhurst, IL 60126**

**Fax: 630-941-7777**

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**FLORAL ORDER FORM**

(Priced for Length of Show)

Quantity	Description	Price Each	Total
<b>Fresh Floral</b>			
	Vase of Seasonal Flowers (Circle \$ Amount)	\$55 ea. or \$90 ea.	\$
	Fresh Floral Custom Designed Arrangement	\$75 ea. or \$150	\$
	Blooming Plant	\$30	\$
	Other	TBD	\$
<b>50% Late Order Service Charge After <u>August 26, 2014</u></b>		<b>50%</b>	\$
		<b>8% IL Sales Tax</b>	\$
		Sub Total	\$

**Plant Rental**

	Small Fern (Approx. 18")	\$30	\$
	Large Fern (Approx. 30")	\$42	\$
	2' - 3' Plant w/ Black Pot Cover	\$45	\$
	4' - 5' Plant w/ Black Pot Cover	\$68	\$
	6' - 7' Plant w/ Black Pot Cover	\$92	\$
	7' - 9' Plant w/ Black Pot Cover	\$175	\$
<b>50% Late Order Service Charge After <u>August 26, 2014</u></b>		<b>50%</b>	\$
Chicago Rental Tax (If rental is in city of Chicago)		<b>8% Rental Tax</b>	\$
		Sub Total	\$
+	Delivery and Pick Up ( <i>Not subject to rental tax</i> )	\$50	\$50
		<b>GRAND TOTAL</b>	\$

Booth décor, exotic plants, trees and other items are available upon request. Designs and arrangements for hospitality suites, luncheons, banquets and parties are also available. Please contact us at 630-941-0600 to discuss specifics.

**DEADLINE:** These prices are only available if pre-ordered. **The deadline for the pre-orders is August 28, 2012**

Any order received after this deadline is subject to a 50% service price and will be handled on a first come, first served basis, after all pre-orders are filled. Payment is required with order.

**Attach this form to the "Payment Authorization" form and mail or fax it to:**

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**781 N Church Road**

**Elmhurst, IL 60126**

**Fax: 630-941-7777**

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**FREIGHT IDENTIFICATION**

Please cut out and attach a label to each piece of freight you are shipping to The Meetinghouse Companies. Make additional copies if needed.



**SHOW NAME:** \_\_\_\_\_

**SHOW DATE:** \_\_\_\_\_

**EXHIBITOR NAME:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_

**PIECE #:** \_\_\_\_\_ **OF** \_\_\_\_\_



**THE MEETINGHOUSE COMPANIES, INC**

Phone 630/941-0600 • Fax 630/941-7777 • [www.meetinghouse.com](http://www.meetinghouse.com)  
781 N. Church Rd. • Elmhurst, IL 60126-1413



**SHOW NAME:** \_\_\_\_\_

**SHOW DATE:** \_\_\_\_\_

**EXHIBITOR NAME:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_

**PIECE #:** \_\_\_\_\_ **OF** \_\_\_\_\_



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## **Please Note:**

**All electrical, audio visual,  
and telephone service requirements  
must be ordered directly through  
PSAV, the in-house provider for the  
Chicago Marriott Magnificent  
Mile Hotel.**

**Please use the following forms  
for your order...**

COMPANY NAME AND BOOTH #: \_\_\_\_\_  
 SETUP DATE AND TIME: \_\_\_\_\_  
 END DATE AND TIME: \_\_\_\_\_

**DAILY RATES**

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	Daily Subtotal
<b>COMPUTER DISPLAY / VIDEO ALA CARTE ITEMS (Additional Labor charges may apply)</b>				
	LCD PROJECTOR, 3300 to 4000 Lumens	\$580	\$696	
	6' TRIPOD SCREEN	\$95	\$114	
	FASTFOLD SCREEN (6x8' or 7.5x10')	\$260	\$312	
	20" LCD MONITOR (1024X768)	\$120	\$144	
	24" LCD MONITOR (1920X1080)	\$150	\$180	
	32" LCD MONITOR (1280X768)	\$300	\$360	
	42" PLASMA MONITOR WITH STAND	\$400	\$480	
	50" PLASMA MONITOR WITH STAND	\$500	\$600	
	70" TOUCH-SCREEN LCD MONITOR WITH STAND	\$650	\$780	
	DVD player	\$95	\$114	
	LAPTOP COMPUTER (PC)	\$250	\$300	
	LAPTOP COMPUTER (MAC)	\$350	\$420	
	COLOR LASER JET PRINTER	\$280	\$336	
	B/W LASER JET PRINTER	\$180	\$216	
	ADDITIONAL TONER	\$100	\$120	

**AUDIO ALA CARTE ITEMS (Additional Labor charges may apply) DAILY RATES**

	POWERED PA SPEAKER SYSTEM (PAIR) WITH STANDS	\$300	\$360	
	WIRED MICROPHONE (aisle or tabletop)	\$90	\$108	
	WIRELESS MICROPHONE (lavaliere or handheld)	\$210	\$252	
	AUDIO MIXER	\$95	\$114	
	MULTI-DISC CD PLAYER	\$95	\$114	
	COMPUTER AUDIO (Direct box & Cabling only)	\$50	\$60	

**INTERNET / TELEPHONE / MISC ALA CARTE ITEMS DAILY RATES**

	WIRELESS MOUSE/ LASER POINTER	\$75	\$90	
	PROJECTION STAND or CART	\$50	\$60	
	FLIPCHART (with stand, paper pad & markers)	\$85	\$102	
	24'x13' PIPE AND DRAPE (Per 10' Panel)	\$250	\$300	
	CORK/WHITE BOARD	\$150	\$180	
	FAX MACHINE (requires telephone line)	\$250	\$300	
	POLYCOM SPEAKERPHONE (requires telephone line)	\$250	\$300	
	DID TELEPHONE LINE*	\$130	\$156	
	WIRELESS HIGH-SPEED INTERNET CONNECTION (PER DEVICE)	\$55	\$66	
	WIRED HIGH-SPEED INTERNET CONNECTION (PER DEVICE)	\$225	\$270	

Call for dedicated bandwidth pricing

**ELECTRICAL SERVICES DAILY RATES**

	120V CIRCUIT with outlet (UP TO 10 AMPS PER CIRCUIT)	\$85	\$102	
	ADDITIONAL POWER STRIPS	\$25	\$35	

208V Single phase / Three phase available, call for rates. **Wall Outlets are not included with rental space**

**BANNERS / LABOR**

	IN ROOM TECH (\$1000 10 hr Day rate, \$500 5 hr min)	\$100/hr	\$150/hr	
	VINYL BANNER HANGING (PER BANNER - UP TO 48 FT <sup>2</sup> )	\$150/ea	\$150/ea	
	AISLE SIGN HANGING (PER SIGN)	\$75/ea	\$150/ea	
	ONSITE SETUP/STRIKE LABOR (per hr.)	\$100/hr	\$100/hr	

\*Long-distance charges and connection fees will apply - call for details

Multiply daily total by number of use days X \_\_\_\_\_ days

SUBTOTAL before tax \$ \_\_\_\_\_

**ALL EQUIPMENT AND REQUIRED ACCESSORIES WILL BE BILLED PER USE-DAY AT PUBLISHED PSAV PRICES, PLUS LABOR, LDW, SALES TAX AND 24% MARRIOTT SERVICE CHARGE.**

For specialty equipment not listed, questions or other assistance please call (312) 245-6940.

A representative must be in your booth to sign for delivery of equipment.

PREVIOUS DISCOUNTS ARE NOT APPLIED TO ONSITE ADDITIONS UNLESS OTHERWISE ARRANGED.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

**Orders received less than 15 days before exhibit set-up will be charged ON-SITE rates**

*\*Specialty Lighting & RIGGING Requests, Please Call for Quote\**

**FAX COMPLETED FORM TO 312-278-0100**



**RENTAL AGREEMENT**

LESSEE DOES HEREBY RENT AND ACCEPT THE LISTED EQUIPMENT AND ACKNOWLEDGES THAT IT IS IN GOOD WORKING CONDITION AND AGREES TO PAY THE RENT FOR SAID PROPERTY AT THE RATE HEREIN STATED; LESSEE FURTHER AGREES TO TAKE CARE OF SAID EQUIPMENT AND TO USE IT IN A PROPER MANNER AND AGREES THAT IN THE EVENT ANY OF THE RENTED EQUIPMENT IS LOST OR DESTROYED BEFORE IT IS RETURNED, TO PROMPTLY PAY AN AMOUNT EQUAL TO THE REASONABLE COST OF REPAIRING OR REPLACEMENT OF SAME. LESSOR IS HEREBY RELEASED FROM ANY AND ALL CLAIMS FOR DAMAGES TO LESSEE, BY REASON OF USE OF SAID PROPERTY; LESSEE AGREES TO INDEMNIFY LESSOR FROM ANY AND ALL CLAIMS FOR DAMAGE TO ANY PERSON OR PROPERTY BY REASON OF THE USE OF SAID PROPERTY BY LESSEE OR ANY OTHER PERSON FROM DATE HEREOF UNTIL SAID PROPERTY IS RETURNED TO LESSOR. IT IS UNDERSTOOD THAT THE RENTAL COMMENCES AS OF THE DATE AND TIME HEREOF AND ENDS ONLY WHEN THE RENTED EQUIPMENT IS RETURNED. SHOULD SAID PROPERTY NOT BE RETURNED TO LESSOR AT THE TIME SPECIFIED AS HEREIN LISTED, IT IS AGREED THAT FAILURE TO PAY RENT OR IF DEFAULT IS MADE IN ANY OF THE TERMS HEREOF, LESSOR MAY AT ONCE TAKE POSSESSION OF SAID RENTED EQUIPMENT WHEREVER THE SAME MAY BE FOUND AND REMOVE THE SAME AND THE LESSOR OR IT AGENTS SHALL IN NO WAY BE LIABLE FOR ANY CLAIMS FOR DAMAGES OR INJURY IN THE REMOVAL OF SAID EQUIPMENT. LESSEE FURTHER AGREES THAT ALL CHARGES FOR RENTAL WILL BE PAID IN ADVANCE, OR IMMEDIATELY UPON RETURN OF MERCHANDISE OR UPON RECEIPT OF INVOICE FOR SAME AND THAT ALL COLLECTION FEES, COURT COSTS, OR ANY EXPENSE INCURRED IN COLLECTING AND RENTAL WILL BE PAID BY LESSEE. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION

Notes for setup team:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 48 hours prior to exhibit load-in will be charged a one-day rate.

**PAYMENT DETAILS (Please complete the requested information below):**

EXHIBITOR COMPANY NAME:	_____
ON-SITE CONTACT NAME:	_____
EMAIL ADDRESS:	_____
BILLING STREET ADDRESS	_____
TELEPHONE NUMBER:	_____
CREDIT CARD ACCOUNT NUMBER and EXP DATE:	_____
CARD TYPE (CIRCLE ONE) [VISA] [MC] [DISCOVER] [AMEX]	_____
LESSEE SIGNATURE	X _____
LESSEE NAME (PRINTED)	_____
CARDHOLDER ACKNOWLEDGES RECEIPT OF GOODS AND SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREIN AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH IN THE CARDHOLDER'S AGREEMENT WITH THE ISSUER.	_____



## EXHIBIT INFORMATION, RULES and

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables.
- All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit
  - All exits must be kept clear

### FOYER AREA EXHIBITS

- Compact Pop up Table Top Exhibits are not permitted (pictured here)



- Literature, Laptops, Computer Monitors are permitted
- Floor supported Pop Up Exhibits are permitted. **BUT**, if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces the regulations. No exceptions.

Thank you for your cooperation