MOVE IN INFORMATION & INSTRUCTIONS

May 16-19, 2020 | McCormick Place | Chicago, IL USA

SETTING UP YOUR BOOTH

PRE-SHOW:

1. **Check Your Utility Port Access In Your Booth**
    a. Utility ports are located in the floors of the North, South and Lakeside Center exhibit halls. These ports provide access to electrical, plumbing (water & drain), and natural gas. **If your booth is not equipped with a utility port or requires more power than available in a floor port, access will be drawn from a neighboring exhibit or, if necessary, dropped from overhead.** All costs associated with getting utilities to your booth are your responsibility.
        - See where utility ports are located in the **South Hall**
        - See where utility ports are located in the **North Hall**
        - See where utility ports are located in the **Lakeside Center Level 3**
        - See where utility ports are located in the **Lakeside Center Level 2**

    b. No Ramping Policy:
        - **Exhibiting companies are prohibited from ramping**. The primary interest behind this policy is the safety of all personnel working in or visiting the building, as ramping creates tripping hazards in the aisles.
        - *What Is Ramping?* Ramping is when utilities are pulled from ports in an aisle, creating a ramp in the aisle as shown in the image here.

    c. Please Note:
        - **Your booth may have shifted in relation to the floor port location on last year's plan**. Review the current floor plan closely to determine port locations.
        - Utilities may be drawn from your booth for a neighboring exhibit even though you have not ordered electrical or plumbing connections for your booth.
        - In cases where access to an adjacent electrical port is not possible, an overhead electrical drop may be required. The exhibitor requiring the service will pay for the additional cost of the drop.
        - When using raised flooring there must be an access point above each floor port.
        - Contact Show Management (312-853-2525) immediately if your company requires these services and does not have access to them either in or adjacent to your booth.
        - ***Planning For Lakeside Center Utility Services***
            a. 208 Volt Services over 60 amps: In the Lakeside Building (Halls D&E) 208V power over 60 amps is not available from the floor port or overhead as a single electrical service. In order to accommodate 208V services that exceed 60 amps, the exhibiting company should be aware that an electrical transformer will be placed within their booth space to convert the 480V overhead power to meet the 208V requirements. Please keep this in mind when planning your exhibit layout.
            b. Plumbing and Gas Services: Water lines, drain lines, and natural gas lines are limited in availability in Lakeside Building (Halls D&E). If you require these services, port locations should be taken into consideration when selecting your booth space.

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2. **Submit Design Floorplan by 3/1 to Show Management for Approval (Island And Peninsulas Only)**
    a. Floor plan approval for **Booth Design Only** and does not include approval of utility port locations.

3. **Order Services From GES by the Discount Deadline, April 16th to Save $$$!**
    a. GES is the Official Services Contractor: Order electrical, plumbing, display labor, storage, material handling, booth furnishings, etc. through GES.
    b. Submit your electrical floorplan & plumbing floorplans to GES by April 16th. This will increase your chances of having your electrical and plumbing pulled prior to your arrival on your Target Check-in Date. (You'll still need to check in at the Labor Desk for the service to be turned on)

4. **Order Additional Services from our Official Service Providers**
    a. Please beware of companies offering products and services related to National Restaurant Association Show that may misrepresent themselves as an Official Service Provider. This may include, but is not limited to, housing companies, marketing list rental companies, furnishing companies and more. As a reminder, only our Official Service Provider for Attendee List Rental, Experient, has access to and the right to rent the 2020 Attendee List information. We do not sell our database information; any other company claiming to have access to our database should considered as possibly fraudulent. Should you choose to enter into a business relationship with a company that is not an Official Show Service Provider listed on our Official Service Provider webpage, the National Restaurant Association cannot vouch for their legitimacy, nor endorse their services. If in doubt, call us at 312-853-2525.

5. **Appoint Exhibitor Appointed Contractor (EAC) By April 10th *If using**
    a. EACs who have not been appointed by the Exhibitor will not be allowed on the Show floor
    b. EACs who have not completed all required paperwork with not be allowed on the Show floor

6. **Review Your Shipping Options For Getting Your Material To The Show**
    a. Review Target Date Check-In Schedule to see when you and your materials can arrive at McCormick Place.

7. **Read the Exhibitor Rights to learn what work You Can and Can't Do in you booth.**

Arrival on Target Check-in Day:

1. **Pick up your Exhibitor Badges** (Exhibitor registration opens Thursday, prior to Thursday stop by the EAC desk outside South Hall for individual badge printout)
    a. Locations:
        i. S103
        ii. Lakeside Center Level 2 Lobby
    b. **PLEASE NOTE: A MANUFACTURERS' REP** who registers on their own and secures a badge in their own company name is considered an ATTENDEE. Attendees are not allowed on the Show floor outside of the official Show hours. If your rep will be working in your booth, or needs to be on the floor during set-up, teardown or before official Show hours, you will need to secure an EXHIBITOR badge for them under your exhibiting company name. If you are planning to meet with a Manufacturers' Rep on the Show floor outside of official Show hours and do not want to secure an exhibitor badge for them, you must email NRAexhibitorservices@winsightmedia.com by April 24th.

2. **Find your booth location on 2020 Show floor**.
    a. Booths 100-5499: South Hall

b. Booths 5500-8299: North Hall
c. Booths 8300-11099: Lakeside Level 3
d. Booth: 11900-14499: Lakeside Level 2

3. **Check in and confirm your labor order at GES Labor Dispatch or the Service Center** (If you ordered labor display, electrical, plumbing, etc.)
    a. Work will not begin in your booth unless service providers know you have arrived and are ready for work to begin. Do not assume work will begin at the time requested on your orders unless you have checked in with those providers first and labor is available.
    b. **Service Center Locations**
        i. South Hall: 1 level below Show floor (between the food service pavilions)
        ii. North Hall Level 2, Room N227
        iii. Lakeside Center, Room E253

4. **Find your Floor Manager**
    a. Check your move in bulletin (emailed to primary contact week before the Show, or available at all Service Centers) to find the location of your Floor Manager. If you have questions onsite, your floor manager or their assistant should be your first stop. **If you do not tell your floor manager of issues you have, Show Management will be unable to assist.**
    b. Your Floor Manager can help you with:
        i. Finding the correct Official Service Provider
        ii. Onsite Issues
        iii. Reporting of suitcasing: If you suspect another company of suitcasing please notify your Floor Manager, so Show Management can take the appropriate actions.

On Booth Set-Up Days:

1. **Pick up your remaining Exhibitor Badges** (Opens Thursday, prior to Thursday only individual printout is available at the EAC desk)
    a. Locations:
        i. S103
        ii. Lakeside Center Level 2 Lobby
    b. **PLEASE NOTE: A MANUFACTURERS' REP** who registers on their own and secures a badge in their own company name is considered an ATTENDEE. Attendees are not allowed on the Show floor outside of the official Show hours. If your rep will be working in your booth, or needs to be on the floor during set-up, teardown or before official Show hours, you will need to secure an EXHIBITOR badge for them under your exhibiting company name. If you are planning to meet with a Manufacturers' Rep on the Show floor outside of official Show hours and do not want to secure an exhibitor badge for them, you must email NRAexhibitorservices@winsightmedia.com by April 24th.

2. **Keep Freight Aisles Clear As You Unload**
    a. Freight aisles are marked with a double-line of red tape and need to be kept clear for your safety and to help expedite move-in for all exhibitors.

3. **Remove Empty Crates**
    a. Empty crates, cardboard cartons, and fiber cases should be readied for removal from the Show floor as determined by the schedule below. Holding and/or grouping your containers will not guarantee a faster return during teardown. This can also cause widespread delays as crates block key aisles for others move-

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in. GES will provide "EMPTY" labels which you may receive from your GES Representative, at the Service Centers, or at the Floor Manager Desk in your exhibit area.

b. The schedule for moving empty crates from your booth into Empty Crate Storage is determined by your assigned target date.

c. **Storage of any kind behind your display will NOT be permitted.**

CONTAINERS (crates, cartons, and cases) **MUST BE EMPTY AND LABELED FOR EMPTY STORAGE PER THE SCHEDULE BELOW:**

TARGET DATE — **Tuesday, May 12** • Empties ready for storage……. **Wednesday, May 13, 4:30pm**
TARGET DATE — **Wednesday, May 13** • Empties ready for storage ..... **Thursday, May 14, 4:30pm**
TARGET DATE — **Thursday, May 14** • Empties ready for storage ..... **Friday, May 15 at 12:00 noon**
TARGET DATE — **Friday, May 15** • Empties ready for storage ..... **Friday, May 15 at 3:00pm**

5. Move Additional Material to Accessible Storage

a. Accessible storage will be available for products and exhibit materials not requiring refrigeration. Products will NOT be accepted for storage unless the exhibitor has an exact count of the units to be placed in storage.

b. Exhibitors will be charged for space in accessible storage, as well as for the workers needed to deliver materials to and from storage. Please see Trailer Accessible Storage Order Form for pricing.

c. A work order must be placed at the storage control center each time material is moved to or from storage.

d. A representative of the exhibiting company must sign the work order each time a delivery is made.