

### BOOTH EQUIPMENT & SERVICES

#### BOOTH CLEANING

As part of our service, MMPI ensures that all booths will be vacuumed prior to the show at no charge. If you require additional cleaning services, please complete the **Booth Order Form** and we will gladly respond to your request.

#### BOOTH CUSTOMIZATION

If you would like to have MMPI customize your booth in any way that involves construction, painting, or flooring, please return the **Customization of Booth Request Form**. MMPI will provide a quote that must be approved by the Exhibitor before the production of the custom work starts. Alternatively, you may contract an installer to do such work for you, consistent with the rules regarding Exhibitor Appointed Contractors. This form must be submitted by February 24, 2012 to avoid extra fees.

#### SEAMLESS WALL COVERING

If you would like to have MMPI install seamless paper wall covering in your booth please return the **Wall Covering Request Form**. Pricing includes materials, installation and restoration. Wall covering will be installed prior to move-in. Please note the pricing listed below does not include free standing booth columns. If your booth is larger than what is listed below or you would like additional walls or columns treated, please submit the booth customization form and an MMPI staff member will contact you regarding pricing.

#### BOOTH EQUIPMENT

Please see below for the lighting that comes with your booth space. Each exhibitor also receives booth identification signage, one wastebasket and the **Basic Equipment Package** that is part of your show lease. Please note that your booth will not have any equipment unless you specified quantities on your contract for the **Basic Equipment Package**. See **Order Forms** for a listing of additional equipment and services available. For questions regarding these services, contact Lauren Weiss at (312) 527-3066 or lweiss@mmart.com. In order to more quickly facilitate your on-site requests, we ask that all exhibitors submit the **Method of Payment Form** by February 24, 2012.

#### BOOTH FLOORING

Booths and corridors are carpeted in gray. If you would like to install custom flooring, please submit the **Customization of Booth Request Form**.

#### BOOTH LIGHTING AND ELECTRICAL SERVICES

Each 10' x 10' space is equipped with a 1'x4' fluorescent light fixture, and a 150 watt duplex outlet. All electrical services will be provided and installed by The Merchandise Mart. To order additional lights, please see the **Booth Order Form**. Questions regarding the acceptability of your electrical set-up may be directed to Lauren Weiss (312) 527-3066 or lweiss@mmart.com.

#### BUSINESS SERVICES/SERVICE DESK

The Exhibitor Service Desks, located on the 8<sup>th</sup> floor, offers business services, including photocopying and faxing. The Service Desk can also respond to questions about shipping, materials handling, and billing, and will be happy to assist you in placing orders for booth services or equipment.

