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**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 19, 2010** to avoid extra fees.

**DRESSING ROOM**

Exhibitors who plan to hire models must provide a dressing room. You can rent a set of screens for \$140. Exhibitors with suites larger than 200 square feet are encouraged to install an actual dressing room by returning the [Customization of Booth Request Form](#). Exhibitors must provide curtains for the dressing doorway. Measurements may vary depending on your layout, so please consult with the sales team to review final measurements.

**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, call 312.527.7902. In order to more quickly facilitate your on-site requests, we ask that all exhibitors submit the [Method of Payment Form](#) by **February 19, 2010**.

**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'x 4' 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](#). The first 15 minutes of light adjustments for every 100 sq. ft. of rented booth space is complimentary. Additional time will be billed at the on-site electrical labor rates. Questions regarding the acceptability of your electrical set-up may be directed to 312.527.7902.

**BUSINESS SERVICES/SERVICE DESK**

The Exhibitor Service Desks, located on the 8th 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.

