

SET-UP PROCEDURES

SET-UP HOURS

Wednesday, August 4	8:00 am – 4:00 pm (350 Orleans Tenants only)
Thursday, August 5	8:00 am – 4:00 pm
Friday, August 6	8:00 am – 6:00 pm

All exhibits must be set up by 6:00 pm on Friday, August 6. No construction, arranging, or setting up of exhibits, including deliveries or moving of products, are permitted during show hours.

NOTE:

If you are unsure if your display requires labor, submit the [Customization of Booth Request Form](#) and our Operations Team will gladly respond.

Please note that display materials must adhere to Chicago Fire Department Rules and Regulations. If you require further information, please contact our Lauren Serantoni at (312) 527-3066 or lserantoni@mmart.com.

Exhibitors may hand-carry small items, but we ask that they refrain from using handcarts, flatbeds, or dollies. Our Material Handling Staff is on hand to facilitate such moves.

DISMANTLING PROCEDURES

DISMANTLING HOURS

Monday, August 9	5:00 pm – 9:00 pm
Tuesday, August 10	8:00 am – 4:00 pm

MMPI will return your empty containers as soon as possible; however, it may take several hours for all empty containers to be returned. MMPI will handle the standard refurbishing of booth walls. Excessive damage to wall panels will be the responsibility of the individual exhibitors.

