



## SET UP AND DISMANTLING INFORMATION

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### SET-UP PROCEDURES

#### SET-UP HOURS

Friday, March 23	8:00 am – 4:00 pm
Saturday, March 24	8:00 am – 4:00 pm

All exhibits must be set up by 4:00 pm on Saturday March 24. 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 Lauren Weiss at (312) 527-3066 or [lweiss@mmart.com](mailto:lweiss@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

Tuesday, March 27	1:00 pm – 5:00 pm
Wednesday, March 28	8:00 am – 12:00 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.

