

VOLTANY

March 4-7, 2010
7West
New York

Exhibitor Manual

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WELCOME

Welcome to VOLTA NY! We are thrilled you have decided to join us for the third edition of our solo-project fair and thank you all for your commitment to our platform.

This manual will provide you with important information to make the most of your experience at VOLTA NY. In it you will find useful information about New York City, parallel art shows in New York, promotional information and ways you can maximize your exposure at the show; also, you will be able to find all operational information including move-in, run of the show and move-out details. If at any time you have questions, please do not hesitate to contact any member of our team.

You are among a select group of top dealers and artists and we look forward to working closely with you to ensure a highly successful VOLTA NY!

PARALLEL ART SHOWS IN NEW YORK CITY
THE ARMORY SHOW

The Armory Show is America's leading fine art fair devoted to the most important art of the 20th and 21st centuries. In its eleven years, the fair has become an international institution. Every March, artists, galleries, collectors, critics and curators from all over the world make New York their destination during Armory Arts week.

VOLTA NY is proud to be the sister and partner of this extraordinary event. Your exhibitor pass will grant you daily access to the show and an invitation to the Vernissage will also be provided to each VOLTA NY exhibitor.

A shared shuttle bus will run between TAS and VOLTA NY exclusively.

VIP/PRESS OPENINGS:**The Armory Show**

VIP PREVIEW	Wednesday, March 3	3:00 p.m. - 6:00 p.m.
PRESS PREVIEW	Wednesday, March 3	3:00 p.m. - 6:00 p.m.
VERNISSAGE	Wednesday, March 3	6:00 p.m. - 8:00 p.m.

Pulse

FIRST ACCESS	Thursday, March 4	9:00 a.m. - 10:00 a.m.
VIP PREVIEW	Thursday, March 4	10:00 a.m. - 12:00 p.m.

SCOPE

FIRST VIEW	Thursday, March 4	3:00 p.m. - 9:00 p.m.
PRESS PREVIEW	Thursday, March 4	6:00 p.m. - 9:00 p.m.

SHOW SCHEDULES:

The Armory Show

Pier 92 & 94, 12th Avenue and 55th Street

Thursday, March 4 - Saturday, March 6 noon - 8:00 p.m.
 Sunday, March 7 noon - 7:00 p.m.

Pulse

Pier 40, 353 West Street

Thursday, March 4 - Saturday, March 6 noon - 8:00 p.m.
 Sunday, March 7 noon - 5:00 p.m.

Scope

Lincoln Center, Damrosch Park, 62nd Street & Amsterdam Ave.

Thursday, March 4 - Saturday, March 6 10:00 a.m. - 8:00 p.m.
 Sunday, March 7 10:00 a.m. - 7:00 p.m.

AMENITIES/EVENTS AT VOLTA NY

VOLTA NY Production Office

**Tuesday, March 2 - Monday, March 8
 1025**

Our offices will be located on the show floor for the set-up days. During the show itself you will be able to find us at all times in room 1025 (on the 10th floor).

Hand Storage/ Extra Artworks

**Thursday, March 4 - Sunday, March 7
 1025**

Limited space will be available for some extra artworks and small hand storage in room 1025 (Volta NY production office). We will unfortunately not be able to offer further private viewing areas, but will inform at once should more space become available.

Please ask Chris for further information: chris@voltashow.com

THE VOLTA NY TEAM

EVENTS & MARKETING

Paul Morris
Vice President
MMPI Art Shows & Events
p.morris@mmart.com

Amanda Coulson
Executive Director
amanda@voltashow.com

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lesley@voltashow.com

Chris de Angelis
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chris@voltashow.com

OPERATIONS

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gcharles@mmart.com

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Supervisor
lserantoni@mmart.com

Lisa Alcantar-Leonard
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lalcantar@mmart.com

Aisha Williams
Customer Relations Coordinator
awilliams@mmart.com

OVERVIEW OF BOOTH PACKAGE

DRAYAGE

Also known as "materials handling," drayage is the labor to receive freight during move-in, delivering it to your booth, removing empty containers, storing and returning them after the show, and loading materials for outbound shipping. **This cost is included in your booth package.**

BOOTH LIGHTING

Booth space includes a standard booth lighting package: (4) 75 watt halogen floodlights for every 100 sq. ft. (9 sq. m.) of rented booth space and (1) 150 watt outlet. If you would like to order additional lights please complete the [Booth Order Form \(page 33\)](#). A maximum of 6 floodlights can be installed per every 100 sq. ft.. If you need additional wattage, please complete the [Customization of Booth Request Form \(page 32\)](#).

BOOTH CLEANING

MMPI ensures that all booths will be cleaned prior to the show at no charge.

WIRELESS INTERNET ACCESS

Wireless Internet access is available throughout the show floor for the convenience of exhibitors through Transbeam Wireless. You can opt to purchase wireless daily for 15.00 per day or purchase a 4 day package for \$32.00. ([Connection Instructions available on page 13](#)).

BOOTH WALLS

Booth walls are 9' tall. The walls have an internal frame and blocking and are covered in MDF. Walls will be white, with the ability to accept nails; the walls can hold up to 75lbs per nail. Exhibit space includes two perimeter walls minimum.

As each booth varies depending on size, some booths also have a back wall. **Please note that anything put on the walls must be removed at the close of the show. If the walls are not cleared, you will be charged the hourly cost of labor to clear the walls for you.**

If your gallery has been placed in one of the following booths, you have the option to keep the existing windows exposed or have Volta NY supply a back wall. This applies to booths B1, B3, B5, B7, B9, B11, V1, G2, G4, G6, G8, G10, G12 and G14. **If this applies to your gallery, you must let us know if you would like a back wall by Feb.5, 2010. If we do not hear from you, your booth will be left as-is with the existing windows exposed. Any wall requests submitted after Feb. 5, 2010 will be at the exhibitor's cost.** If you require additional walls, please submit the [Customization of Booth Request Form \(page 32\)](#).

OVERVIEW OF BOOTH PACKAGE (CONTINUED)**BOOTH FLOORING**

All booths and aisles have a black carpet. Custom flooring can be requested by submitting the [Customization of Booth Request Form \(page 32\)](#).

BOOTH IDENTIFICATION SIGN

All spaces will be identified with a clean, simple booth sign that includes artist name, exhibitor name and booth number.



SHOW INFORMATION

SCHEDULE

	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	
Monday, February. 1 - Friday, February Feb. 26 (Weekdays Only)	Advance Shipping to Warehouse 8:00 am - 3:30 pm															
Tuesday, March 2	Set-Up/ Direct Deliveries 8:00 am - 3:00 pm (POV/UPS/Fed-Ex ONLY) Set-up 8:00 am - 10:00 pm															
Wednesday, March 3	Set-Up/ Direct Deliveries 8:00 am - 3:00 pm (POV/UPS/Fed-Ex ONLY) Set-up 8:00 am - 10:00 pm															
Thursday, March 4			Show Hours 11:00 a.m. - 8:00 p.m.													
Friday, March 5			Show Hours 11:00 a.m. - 7:00 p.m.													
Saturday, March 6			Show Hours 11:00 a.m. - 7:00 p.m.													
Sunday, March 7			Show Hours 11:00 a.m. - 7:00 p.m.					Dismantling/POV Load out 7:00p.m. - 12:00 a.m								
Monday, March 8	Dismantling/Freight Load Out 8:00 am - 3:00 pm															
Tuesday, March 9	Warehouse Freight Pick-Up 8:00 am - 3:30 pm															



SHOW INFORMATION

SCHEDULE (CONTINUED)

FREIGHT DELIVERY HOURS

Advance to Warehouse:

Monday, February 1 - Friday, February 26 8:00 a.m. - 3:30 p.m.

ALL FREIGHT MUST BE DELIVERED DIRECTLY TO THE WAREHOUSE PRIOR TO THE SHOW DATES. Volta will take care of the drayage between the warehouse and the exhibition site. Only freight being delivered by the exhibitor in their own vehicle (P.O.V.) may be delivered directly to the show site.

In order to meet our internal delivery schedule, all freight **MUST** reach the warehouse by the specific dates above or you will be charged a late fee. Please note, any shipments to the warehouse delivered outside the allocated dates and times will be charged \$250.00 per shipment.

*Direct Deliveries to Show Site (P.O.V. by appointment only):

Tuesday, March 2	8:00 a.m. - 3:00 p.m.
Wednesday, March 3	8:00 a.m. - 3:00 p.m.

*In order to ease your delivery process, The Merchandise Mart has set guidelines for Personally Owned Vehicle (POV) deliveries. **All exhibitors' shipping direct are required to submit the Shipment Notification Form.** Please indicate which day you will be arriving at the loading dock. Upon receipt of your [Shipment Notification Form \(page 35\)](#), an MMPI Staff Member will contact you to specify a delivery time. Designated times will be based on receipt of the Shipment Notification Form. Please note we will do our best to accommodate all requests, but we can only facilitate a specific number of vehicles per day.

Please note:

- Instruct your carrier to arrive early and not withdraw from the line until your merchandise has been delivered.
- An hourly charge of **\$125.00** is applied to shipments that arrive outside the designated schedule.
- Merchandise Mart Properties, Inc. is not responsible for loss or theft of materials after they have been delivered to your booth or after they have been picked up for loading out of the dock.



SHOW INFORMATION

SCHEDULE (CONTINUED)

SET-UP HOURS

Tuesday, March 2 9:00 a.m. - 10:00 p.m.
Wednesday, March 3 8:00 a.m. - 10:00 p.m.

VIP PREVIEW

Thursday, March 4 11:00 a.m. Guest of Honor
12:00 a.m. VIP/PRESS

SHOW HOURS

Thursday, March 4 2:00 p.m. - 8:00 p.m.
Friday, March 5 11:00 a.m. - 7:00 p.m.
Saturday, March 6 11:00 a.m. - 7:00 p.m.
Sunday, March 7 11:00 a.m. - 7:00 p.m.

DISMANTLING HOURS

Sunday, March 7 7:00 p.m. - 12:00 a.m. (POV Only)
Monday, March 8 8:00 a.m. - 3:00 p.m. (Freight/Packing)

FREIGHT AND PERSONALLY OWNED VEHICLE (POV) LOAD OUT HOURS

Sunday, March 7 (POVs only) 7:00 p.m. - 12:00 a.m.

WAREHOUSE FREIGHT LOAD OUT HOURS

Note: Common carriers are not permitted to pick-up freight directly from showsite. All freight will be loaded out to the YRC warehouse for pick-up from that location Tuesday, March 12 8:00am - 3:30pm. The YRC Warehouse is located at:

1313 Grand St.
Brooklyn, NY 11211

Please note, any gallery that has freight that is not picked up by 3:30 p.m. March 12, will be charged \$100 per day until the freight is picked up.

SHOW INFORMATION

REGISTRATION & TICKET SALES

BADGES

When you arrive for move-in, Show Management will issue your authorized Volta NY Exhibitor badge. Please follow the simple steps below.

- To pick up your badge, please proceed from the Lobby to the 11th floor. All exhibitors and staff **MUST** have an exhibitor badge to gain access to the floor.
- Please wear your badge at all times when on the show floor.

TICKET SALES

Admission tickets are available in the lobby during show hours. Advance purchase is not required, reservations are not accepted.

If you have any questions regarding registration of ticket sales, please contact Lesley at lesley@voltashow.com

VIP INVITATIONS

Each Gallery is entitled to twenty VIP invitations for distribution to key collectors and contacts. There are two categories:

Guests of Honor are for serious collectors; they have access an hour prior to VIPs, Press and Professionals. They will also receive a catalogue free of charge.

VIP's are for otherwise important people, Curators and Journalists. The VIP card entitles the bearer early admittance to the preview, a 50% discount on the catalogue and unlimited access to the fair during public hours.

Note: The Armory Show VIP card allows access to VOLTA NY and an invitation to the VOLTA NY Preview is sent in The Armory Show VIP mailing, inviting all their VIPs to the VOLTA NY opening. A cross-check is made of our VIP lists and VOLTA NY VIP credentials are therefore issued only to those VIPs not yet on The Armory Show VIP list to avoid duplicates (however, those VOLTA NY VIPs will be added to The Armory Show VIP list for the ext year). VOLTA NY VIPs are invited and allowed access to The Armory Show Preview on Wednesday.

VOLTA NY VIP credentials are not mailed and will be available for pick up only at the VIP entrance counter at VOLTA NY in 7W or, on opening day only (Wednesday, March 3rd) of the The Armory Show at The Armory Show VIP counter.

The VOLTA NY Office is in charge of the VIP Program. You will be able to recommend your contacts for acknowledgement in the different programs through the **VIP Invitation Form** that will be submitted to you directly from the office. Should you have any requests regarding this program please contact Lesley at lesley@voltashow.com.

Please return the VIP Invitation Form to vip@voltashow.com by January 4th, 2010.

BOOTH EQUIPMENT & SERVICES

BOOTH CLEANING

As part of our service, MMPI ensures that all booths will be cleaned prior to the show at no charge. If you require additional cleaning services, please complete the [Booth Order Form \(page 33\)](#) 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, electrical, painting, or flooring, please return the [Customization of Booth Request Form \(page 32\)](#). MMPI will provide a quote that must be approved by the Gallery before the production of the custom work starts. If your booth requires more than 150 Watts of electrical power this form must be submitted. **Please note that you can not paint your own booth. All booth paint requests must be submitted on the booth customization form.**

IMPORTANT: Any booth customization, including walls and electrical, must be submitted in advance. Custom orders received after the deadline of February 5, 2010 will be charged a 25% service fee. **Absolutely no change in your wall/booth configuration will be accepted after the final plan is issued on February 5, 2010.**

All galleries **MUST** submit a booth customization form. If you will not have a booth customization, please check the box that reads "Booth to remain as is - No Change".

BOOTH FLOORING

All booths and corridors will have black carpet. If you would like to order install custom flooring, please submit the [Customization of Booth Request Form \(page 32\)](#).

BOOTH LIGHTING AND ELECTRICAL SERVICES

Each 10' by 10' (3 x 3 m.) space will be provided with (4) 75 watt halogen floodlights. You are also entitled to a standard 150 watt electrical outlet. All outlets will be preinstalled in the overhead track. The outlets are 2-prong. Each gallery may request from the service desk one light adjustment free of charge. All electrical services will be provided and installed by The Merchandise Mart. To order additional lights, please see the [Booth Order Form \(page 33\)](#). If your booth requires over 150 watts of electrical power please submit the [Customization of Booth Request Form \(page 32\)](#).

SHOW INFORMATION**BOOTH EQUIPMENT**

Please see above for the lighting that comes with your booth space. Each Gallery also receives booth identification signage, two chairs, one table and one wastebasket (see picture below). Please note that your booth is not equipped with any additional furniture. For questions regarding these services, call (312) 527-3066. In order to more quickly facilitate your on-site requests, we ask that all Galleries submit the [Method of Payment Form](#) (page 34).

**BUSINESS SERVICES/SERVICE DESK**

The Service Desk, located on the 11th floor, will be available during set-up and dismantle. 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.

Transbeam Wireless

Quick Connection Instructions - Mac OSX & Windows XP

- 1- Open your web browser.
- 2- Transbeam page will pop up.
- 3- Select preferred usage session and payment method.

If you have any problems please stop by the services desk for assistance.

Please direct all operational questions to Lauren Serantoni at 312-527-3066 or lserantoni@mmart.com

SHOW INFORMATION**VENDORS AND SERVICES**

The following businesses are listed as a courtesy to exhibitors. The VOLTA NY show 2010 implies no recommendation or endorsement with this listing.

AUDIO VIDEO

Ace Video
31-24 24th Street, Suite
Long Island City, NY 11101 USA
718.392.1100 tel
718.392.1155 fax

PHOTOGRAPHY, VIDEOTAPING & BROADCASTING

Please Note: Photographing, videotaping, filming, or sound recording is prohibited without the prior written consent of Show Management.

FRAMING SERVICES

Baobad Frames
535 East 12th Street
New York, NY 10090 USA
212.533.5196 tel
212.254.8606 fax

CLV Framing
547 West 27th Street, Suite 625
New York, NY 10001 USA
212.971.9003 tel

Bark Frameworks
270 Lafayette Street, Suite 500
New York, NY 20012 USA
212.431.9080 tel
212.219.9387 fax

Handmade Frames
1013 Grand Street
Brooklyn, NY 11211 USA
718.782.8364 tel
718.782.6146 fax

CATERING

Chef & Co. (Corp and fine dining)
646.336.1980 X15
Contact Name-Will Kent

Zaro's (Kosher bakery)
212.292.0175
Contact Name-Sheila Molden

COPYING SERVICES

FedEx Kinko's (Empire State Building)
350 5th Ave, Lobby
212.279.3556

COURIERS AND MESSENGER SERVICES

Astro Delivery Services
212.673.5483

Need-It-Now Courier Services
153 West 27th Street
1.212.898.1919



SHOW INFORMATION

VENDORS AND SERVICES (CONTINUED)

TABLE DRAPES

Broadway Party Rentals
134 Morgan Ave.
Brooklyn, NY 11237
718.821.4000 tel
718.821.4362 fax
Web site www.broadwaypartyrentals.com

SECURITY

Show security will be on duty 24 hours a day from move-in to move-out, but cannot and should not be counted on to provide more than a presence to inhibit theft. Any Gallery requiring special guard services may request such services only and with approval from Show Management. For rate information, please contact Lauren Serantoni at lserantoni@mmart.com.

To help provide for the security of merchandise in your booth, we advise you to staff your booth at all times and not to leave valuables unattended.

SHIPPING AND MAILING SERVICES

FedEx (Empire State Building)
350 5th Ave, Lobby
212.279.3556

CAR SERVICE

Carmel
212.666.6666 Tel

Sabra
212.777.7171 Tel

TELECOMMUNICATIONS

For your convenience, wireless Internet service is available through AT&T WiFi for a nominal charge. Please visit their website at www.attwifi.com. Hard line dial-up telephone service is not available.

GRATUTITY

All members of the MMPI staff are a team. Show Management requests that exhibitors do not offer gratuity for labor.

HOTELS**Hotel 31**

120 East 31st Street
New York, NY 10016 USA
1.212.685.3060 tel
www.hotel31.com

RoomMate Grace

125 W. 45th Street
New York, NY 10036 USA
1.212.354.2323 tel
www.room-matehotels.com

Thirty Thirty

30 E. 30th Street
New York, NY 10016 USA
1.212.689.1000 tel
www.thirtythirty-nyc.com

Clarion Hotel

429 Park Avenue South
New York, NY 10016 USA
1.212.532.4860 tel
www.clarionhotel.com

Holiday Inn Martinique

49 W. 32nd Street
New York, NY 10001 USA
1.212.736.3800 tel
www.radisson.com/newyork_broadway

Metro Hotel

45 West 35th Street
New York, NY 10001 USA
1.212.947.2500 tel
www.hotelmetronyc.com

ACE Hotel

20 West 29th Street
New York, NY 10001 USA
1.646.214.5746 tel
1.917.992.7427 mobile
www.acehotel.com

Hotel 17

225 East 17th Street
New York, NY 10003 USA
1.212.475.2845 tel
www.hotel17ny.com

***Hampton Inn**

59 W. 35th Street
New York, NY 10001 USA
1.212.564-3688 tel
<http://hamptoninn.hilton.com>

Stanford Hotel

43 W. 32nd Street
New York, NY 10001 USA
1.212.563.1500 tel
www.hotelstanford.com

Comfort Inn Manhattan

42 W. Broadway
NY, NY 10001 USA
1.212.947.0200 tel
www.comfortinnmanhattan.com

Jolly Madison Towers Hotel

22 East 38th Street
New York, NY 10016 USA
1.212.802.0600 tel
www.jollymadison.com

The Roger Williams

131 Madison Avenue
New York, NY 10016 USA
1.212.448.7000 tel
www.hotelrogerwilliams.com

We are always happy to help with hotel accommodations. Please contact our office at info@voltashow.com if you would like additional hotel recommendations.

SOLD MERCHANDISE PROCEDURES

For the security and safety of all artwork we have implemented the following procedure for the removal of **ALL** sold artwork at VOLTA NY.

- 1) A Merchandise Pass (which will be provided on-site) will need to be filled out by the Gallery selling the artwork.
- 2) Please note that the pass has three copies that should be distributed as follows:
 - a. A copy for The Merchandise Mart.
 - b. A copy for the Buyer (which will be stamped at the security desk).
 - c. A copy for the Gallery to keep for their records.

A security desk will be set up on-site, where the Gallerie's signature will be verified against a signature manifest. This is to ensure that the artwork has rightfully been authorized by the Gallery indicated on the receipt copy. The buyer's receipt will be stamped for removal off the show floor. Should the Buyer want to continue viewing the 11th floor the Gallery will need to hold onto the Buyer's purchase until they are ready to exit off the show floor.

IMPORTANT: Please note that should a receipt not pass verification Mart Personnel will contact the Gallery and have Gallery authorize sale at security desk.

Detailed instructions will be provided on-site for both Galleries and Buyers.

SALES TAX

You are required to charge and collect the State Sales Tax plus the tax for the locality where any delivery of merchandise is made. Please indicate the information in your invoices. The New York State sales tax is 4.375%. New York City local sales taxes are an additional 4.50%. The total Sales Tax relative to Sales made at VOLTA NY is **8.875%**.

You must register with the New York State Department of Taxation and finance, file required returns and pay the full amount of the tax. To register online, visit <http://www.tax.state.ny.us/nyshome/stidx.htm> and select [Online Application for Registration as a Sales Tax Vendor on](#) the Sales Tax Index page. Exhibitors who do not have a permanent business address in New York and have not previously registered with the Department of Taxation and Finance as a registered vendor will file as a **Show Vendor**. Exhibitors that have permanent business addresses in New York must register (if not previously registered) as a **Regular Vendor**. **Show Vendors**, once registered, do not have to renew their registration unless notified by the Department of Taxation and Finance. **Show Vendors** are automatically renewed annually unless required tax returns have not been filed. Most vendors must file on a quarterly basis. The Standard Industrial Code (SIC) for art dealers is **5999**. Please keep all detailed records of all sales transactions that are subject to sales tax.

Telephone assistance is available from 8:30 am to 4:25 pm (Eastern Time), Monday - Friday. For business tax information and forms, call the NYS Business Tax Information Center at (800) 972.1233. Fax-On-Demand Forms are available 24 hours a day, 7 days a week at (800) 748.3676. Detailed filling instructions and Forms are available on the Internet at www.tax.state.ny.us.

STORAGE AND VIEWING**EMPTY CONTAINER STORAGE**

Due to New York City Fire Ordinances, packing materials may not remain on the show floor while the show is open. Flammable containers must be removed from the floor. When your containers are empty, obtain "EMPTY" labels from the Exhibitor Service Desk. Use the labels to mark your crates, boxes and containers with your company name and booth number. Leave the containers in the aisle; for your convenience, these empty labeled containers will be picked up by MMPI staff and returned to you at the end of the Show.

Please remember that you will not have access to these containers during the show, so please do not leave any tools you may need during the show in these containers.

HAND STORAGE

A very limited hand storage area will be available on the 10th floor in the back of the Exhibitor Office. This is only for small items, such as a computer bag, perhaps very small artworks if well-packed and protected. This area must be kept in order and be tidy and accessible at all times. VOLTA NY does not take responsibility for any items left in the hand storage.

SHIPPING INFORMATION

SHIPPING GUIDELINES

1. Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.
2. Clearly label all packages with show name, company name, and booth number. Remove all old labels.
3. **All freight must be no larger than 7' wide x 10' long x 6' high (2.2 meters wide X 3 meters long X 1.8 meters high) and weigh less than 3,500 pounds (1,587.6 kilograms). Any freight that exceeds these measurements and MMPI does not feel safe to turn on its side will be charged a handling fee of \$125 per item, per trip. MMPI is not responsible for damage or loss to product during turning. Any items too large to move will be held at the loading dock for unpacking. An hourly surcharge will be applied and your booth set-up will be delayed.**
4. Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.
5. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
6. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

FREIGHT ELEVATOR/DOCK DIMENSIONS

Loading Dock Entrance:	12'h x 50'l (3.6 meters high X 15.2 meters wide)
Freight Elevator Door:	6'4"h x 7'11"w (1.9 meters high X 2.4 meters wide)
Elevator:	10'h x 11'1"w x 7'5" (3 meters high X 3.3 meters wide X 2.2 meters long)

UPS/FED EX/SMALL PACKAGE SERVICES

All packages will be received through the loading dock. **Please note that piece counts cannot be guaranteed for such shipments.** Where possible, exhibitors may avoid delays and extra charges by having express deliveries.

Note: If using a Personally Owned Vehicle (POV), please schedule all deliveries with Lauren Serantoni via email at lserantoni@mmart.com or via phone 312-527-3066.

SHIPPING INFORMATION

YRCW (Brooklyn, NY)
1313 Grand St.
Brooklyn, NY USA
1.201.780.6761 tel
brian.musselman@yrcw.com

Atelier 4 (Brooklyn, NY)
35-00 47th Avenue
Long Island City NY 11101-
2434 USA
1.718.433.3500 tel
1.718.433.3510 fax
jonathan@atelier4.com
www.atelier4.com

FJ International (New York)
Fernando Joffroy
fernando@fjinternational.com
Tel: 718.218.7313 (x15)
Fax: 718.218.7215

Henley's Inc. (New York)
Tel: 1.718.433.4005
Fax: 1.718.433.4009
ny@hedleyshumpers.com

D. E. Enterprises (New York)
Tel: 1.917.406.8023

Elite Systematic (New York)
Tel: 1.718.782.4849
Fax: 1.718.782.5280
elitesystmarts@aol.com

Masterpiece (New York)
Tel: 1.212.825.4800
Fax: 1.212.825.7010
nyc@masterpieceintl.com

Cadogan Tate Fine Art
(New York/London)
Tel: 020.7819.6610
R.sloane@cadogantatefineart.com

DOMESTIC SHIPPING

The Gallery is free to choose his/her means of shipping. To aid in your shipping needs, Volta NY commonly works with the following companies for domestic ground transportation services:

Advance Shipping to Warehouse:

All Shipments must be cosigned to:

VOLTA NY 2010
(Gallery Name)
(Booth Number (11-XXXX))

c/o YRCW

1313 Grand St.

Brooklyn, NY 11211

**Note: Shipments must arrive between 2/01 and 2/26
Monday-Friday 8:00am - 3:30pm**

Direct Shipping to Show:

All Shipments must be cosigned to:

VOLTA NY 2010
(Gallery Name)
(Booth Number (11-XXXX))

c/o Merchandise Mart Properties

6 West 35th Street

New York, NY 10001 USA

c/o Shipper's Name, address and phone number

**Note: Only UPS, Fedex, and POV shipments are
accepted at showsite. All Common Carrier
shipments must be sent in advance to the GES**

Warehouse

Important: These shippers are provided for your convenience only. MMPI makes absolutely no representation or warranty as to the ability, quality or expertise of any shipper, and disclaims any liability for any loss, cost or damage to any artwork in the care, custody or control of any shipper.

Exhibitors must maintain their own insurance, as customary insurance provided by shippers is usually inadequate.

If you have additional questions about shipping please contact Lauren Serantoni

lserantoni@mmart.com

SHIPPING INFORMATION

E

INTERNATIONAL SHIPPING

Atelier 4, Inc.
 35-00 47th Avenue
 Long Island City NY 11101-
 2434 USA
 1.718.433.3500 tel
 1.718.433.3510 fax
jonathan@atelier4.com
www.atelier4.com

**Dietl International
 Services, Inc.**
 182-30 150th Road, Room 230
 New York NY 11413 USA
 1.718.244.6954 tel
 1.718.244.6956 fax
fritz@dietl.com
www.dietl.com

Martinspeed
 Albert Yard - 7 Glasshouse
 Walk
 London SE11 5ES UNITED
 KINGDOM
 44.0207.735.0666 tel
 44.0207.793.0137 fax
martinspeed@martinspeed.com

Cadogan Tate Fine Art
 New York/ London
 020.7819.6610 tel
r.sloane@cadogantatefineart.com

**M+R Metzger & Richner
 Transport AG**
 Kriegackerstrasse 91
 CH-4132 Muttenz SWITZERLAND
 41.61.466.9111 tel
 41.61.461.7036 fax
www.mrspedag.com

Rogers Worldwide
 Wandy Ortiz
 1.847.806-9200 tel
 1.806.9204 fax
import@rerogers.com

TransArt - Mobius
 85 North 5th Street
 Brooklyn NY 11211 USA
 1.718.387.2203 tel
 1.718.387.4533 fax
dave.mcclure@mobius-nyc.com

Each of the above-mentioned international shipping companies is recognized for their service and can handle all of your shipping needs, including customs brokerage, recommendations on transport carries both internationally and locally, advice on accurate documents and customs procedures and any arrangements regarding importation and exportation rules.

Advance Shipping to Warehouse:

All air/ocean freight shipments must be consigned to:

VOLTA NY 2010
 (Gallery Name)
 (Booth Number (11-XXXX))

c/o YRCW
 1313 Grand St.
 Brooklyn, NY 11211

**Note: Shipments must arrive between 2/01 and 2/26
 Monday-Friday 8:00am - 3:30pm**

Direct Shipping to Show:

All Shipments must be cosigned to:

VOLTA NY 2010
 (Gallery Name)
 (Booth Number (11-XXXX))

c/o Merchandise Mart Properties

6 West 35th Street
 New York, NY 10001 USA

c/o Shipper's Name, address and phone number

**Note: Only UPS, Fedex, and POV shipments are
 accepted at showsite. All Common Carrier shipments
 must be sent in advance to the GES Warehouse**

Important: These shippers are provided for your convenience only. MMPI makes absolutely no representation or warranty as to the ability, quality or expertise of any shipper, and disclaims any liability for any loss, cost or damage to any artwork in the care, custody or control of any shipper.

SHIPPING INFORMATION

INTERNATIONAL SHIPPING CONTINUED

BROKER'S SERVICES

Upon arrival in the United States your shipment must go through customs. You may accompany your own shipment through customs or make arrangements with your shipper to receive the shipment and file the appropriate papers with U.S. customs. MMPI accepts no liability for inaccurate information provided to customs brokers or the U.S. Customs Service regarding contents and descriptions of shipments.

Exhibitors must maintain their own insurance, as customary insurance provided by shippers is usually inadequate.

IMPORTANT INFORMATION: Since 2001, U.S. Customs has experienced unusual delays that may compromise the timely delivery of your shipment. Please plan your shipment accordingly.

MMPI is available to receive freight directly at the trade show facility and will operate all drayage services in the trade show facility.

However, pursuant to all applicable laws, MMPI is not the ultimate consignee or the appointed agent of any exhibitor or tenant of a trade show. Therefore, **MMPI will not provide its federal tax identification number to act as the importer of record for US customs clearance of any international shipments for exhibitors or tenants of the trade shows it manages.**

Each tenant or exhibitor must work directly with a customs broker to clear trade show shipments in the broker's name or in the exhibitor's name through a customs power of attorney form.

If you have additional questions about shipping please contact Lauren Serantoni 312-527-3066 or lserantoni@mmart.com

SHIPPING INFORMATION

FREIGHT MOVE-IN

Advance Deliveries to Warehouse:

Monday, February 1 - Friday, February 26 8:00 a.m. - 3:30 p.m.

ALL FREIGHT MUST BE DELIVERED DIRECTLY TO THE WAREHOUSE PRIOR TO THE SHOW DATES. Volta will take care of the drayage between the warehouse and the exhibition site. Only freight being delivered by the exhibitor in their own vehicle (P.O.V.) may be delivered directly to the show site.

In order to meet our internal delivery schedule, all freight **MUST** reach the warehouse by the specific dates above or you will be charged a late fee. Please note, any shipments to the warehouse delivered outside the allocated dates and times will be charged \$250.00 per shipment.

*Targeted Direct Deliveries (POV By Appointment Only):

Tuesday, March 2	8:00 a.m. - 3:00 p.m.
Wednesday, March 3	8:00 a.m. - 3:00 p.m.

*In order to ease your delivery process, The Merchandise Mart has set aside designated receiving days for Personally Owned Vehicle (POV) deliveries (direct deliveries only). **Please specify on the Shipment Notification Form which day you plan on delivering to the building.** You will then be contacted by an MMPI Staff Member and given a time frame in which to arrive at the 7 West 34 Street loading dock. Time slots will be given out based upon receipt of the [Shipment Notification Form \(page 35\)](#). We will do our best to accommodate all exhibitor requests.

- Any Personally Owned Vehicles that arrive outside the designated receiving days will be assessed an hourly unloading fee.
- All exhibitors must be set up by 10:00 p.m. on Wednesday, March 3. Booths not set up by this time may be set up by Show Management and assessed a fee. We ask that no construction, arranging or setting up of booths - including deliveries or moving of product - take place during show hours.
- If you choose, you may carry small items via the regular show entrances, but please refrain from using handcarts, flatbeds or dollies.

SHIPPING INFORMATION

FREIGHT MOVE-OUT

Sunday, March 7

7:00 p.m. - 12:00 a.m. **The loading of POVs will begin after the return of the empties. POV ONLY**

Monday, March 8

8:00 a.m. - 3:00 p.m.
Freight/Packing

Note: Common carriers are not permitted to pick-up freight directly from show site. All freight will be loaded out to the YRCW warehouse for pick-up from that location on Tuesday, March 9 8:00am - 3:00pm. The YRCW Warehouse is located at 1313 Grand St., Brooklyn, NY 11211.

Please note, any gallery that has freight that is not picked up by 3:30 p.m. March 9, will be charged \$100 per day until the freight is picked up.

- **You may ship your materials from the show via any carrier.** You are required to contact your carrier, pack your materials, and file a Bill of Lading with the freight desk. Merchandise Mart Properties, Inc. assumes no responsibility for shipments until they are collected from the exhibitor's booth. A representative of the exhibitor should remain with their property until this has been done.
- All booths must be left in a reasonable state that enables them to be easily repaired and repainted. **All nails, Velcro, staples, paper or other materials applied to the booth walls must be removed prior to vacating the booth. Artists will be assessed repair charges based on time and materials if they choose not to comply.**
- Please note that every effort to return empty boxes as quickly as possible at the close of the show will be made, but it may take several hours for all empty containers to be returned. Please make travel plans accordingly.

Helpful Hints for Shipping

- Make sure you are aware of the freight delivery and pick-up schedule.
- When preparing to ship for VOLTA NY, be conscious of the freight size limitations. Freight cannot exceed 7' wide x 10' long x 6' high (2.1 meters wide X 3 meters long X 1.8 meters high) or weigh over 3,500 lbs (1,587.6 kilograms).
- Remember to include your Company Name and Booth Number on all shipments.

INSTALLATION & DISMANTLING

SET-UP PROCEDURES

SET-UP HOURS

Tuesday, March 2	9:00 a.m. - 10:00 p.m.
Wednesday, March 3	8:00 a.m. - 10:00 p.m.

All booths must be set up by 10:00 p.m. on Wednesday, March 3. No construction, arranging, or setting up of booths, including deliveries or moving of products, are permitted during show hours.

NOTE:

All galleries are required to submit a booth customization form. If you will not have a booth customization, please check the box that reads "Booth to remain as is - No Change". If you are unsure if your display requires labor, submit the [Customization of Booth Request Form \(page 32\)](#) and our Operations Team will gladly respond.

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

Galleries 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

Sunday, March 7	7:00 p.m. - 12:00 a.m.
Monday, March 8	8:00 a.m. - 3:00 p.m.

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.

INSTALLATION & DISMANTLING

CONTRACTOR AND LABOR INFORMATION

You have the option of employing your own union labor to assist with the installation of your booth.

CONTRACTOR GUIDELINES

Galleries who wish to employ EACs should make known to them the following guidelines:

1. The EAC shall be given the right to provide services requested of them by an exhibitor in set-up and dismantling on the show floor, and shall have the right to utilize qualified employees registered in advance.
2. Services shall not conflict with labor regulations or contracts including jurisdictions claimed by local labor unions. The EAC shall adhere to the rules and regulations in this manual.
3. The EAC shall possess a valid public liability and property damage insurance policy for at least \$2,000,000. The certificate of insurance must name Merchandise Mart Properties, Inc., Merchandise Mart L.L.C., 350 North Orleans L.L.C., Vornado Realty Trust and Vornado Realty L.P. as additional insured.
4. The EAC shall have a true and valid work order from a Gallery in advance of the show move-in date and shall not solicit business on the show floor or during move-in or move-out dates.
5. The EAC will share with MMPI all reasonable costs related to their operation including overtime pay for stewards, restoration of the space to its initial condition, etc.
6. The EAC shall cooperate fully with MMPI, especially with regard to the efficient utilization of labor.

LABOR

Any labor personnel working in your booth must be one of the following:

- 1) Your own Gallery personnel (depending on the type of work being done, union labor may be required). See Union Regulations for additional information.
- 2) Exhibitor appointed contractor. EACs must comply with guidelines regarding EACs. See Exhibitor Appointed Contractors for additional information.

To request MMPI Union Labor, please refer to the [Installation/Dismantle Labor Request Form \(page 35\)](#). Additional guidelines regarding Labor should be reviewed on this form.

All orders for dismantling labor must be confirmed no later than 10:00 am on Friday, March 5.

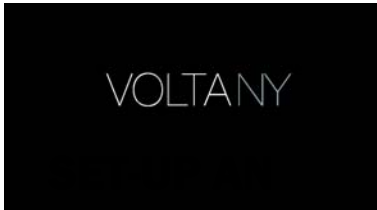
UNION REGULATIONS

Various unions claim jurisdiction over all set-up and dismantling of exhibits including carpentry, electrical and material handling to name a few. Your personnel may work along with a union installer, if one is necessary.

Please contact Lauren Serantoni (312) 527-3066 or lserantoni@mmart.com for questions regarding union regulations.

Helpful Hints for Set-Up and Dismantling

- Review the Checklist for any Obligatory and Optional Forms.
- Be aware of the schedule for Set-Up and Dismantling. Make travel plans accordingly.



Exhibitor Checklist

Obligatory Forms

Deadline: February 5, 2010

- Customization of Booth Request Form p. 32
- Method of Payment Form p. 34
- Shipment Notification Form p. 36
- Insurance Release Form p. 37

Optional Forms

Deadline: See Forms

- Booth Order Form P. 33
- Labor Request Form p. 35

CUSTOMIZATION OF BOOTH REQUEST FORM

DEADLINE: FEBRUARY 5, 2010

If you would like to customize your booth in any way that involves construction (i.e. special flooring, painting, custom lighting), please complete and return this form to us no later than **FEBRUARY 5, 2010**. If your request is not received by the deadline date, service cannot be guaranteed. **Please note the cost for additional walls is \$60.00 per linear foot. Please note the cost for wall paint is \$2.42 per square foot.** An MMPI staff member will contact you about implementing your plan and give you quotes on the costs involved. If you have any questions, contact Lauren Serantoni at (312) 527-3066.

Note: There may be some requests that cannot be accommodated.

Gallery Name: _____ Gallery Number: 11-_____

Name: _____

Phone: _____ Fax: _____

● Check here if your booth will not need a customization - No Change

Please specify your needs. Include complete description (floor plan, drawings, etc.) to assist us in calculating the cost for this request.

E-Mail or Fax this form to: **VOLTA NY 2010 Attn: Lauren Serantoni**
E-mail: lserantoni@mmart.com FAX: (312) 527-7998 PHONE: (312) 527-3066

BOOTH ORDER FORM

DEADLINE: FEBRUARY 5, 2010

If you need additional equipment or services, complete and return this form.

Equipment	Preorder Rate	On-Site Rate	Quantity	Total
	(before 11/06/09)	(after 11/06/09)		
Undraped Table: 4ft X24X 30 in. High	\$50.25	\$75.50		\$
Undraped Table: 6ft X24X30 in. High	\$65.25	PRE-ORDER ONLY		\$
Contemporary Arm Chair	\$53.80	70.50		\$
75 watt halogen floodlight	\$40.00	\$45.00		\$
Wastebasket	\$23.50	\$30.15		
			Subtotal	
			Rental Tax: 8.75%	
			Total	

Prices include delivery, rental and removal.

For additional information on additional rental furniture or questions please call 312.527.3066.

HOUSEKEEPING	Dates	Price/sq. ft./Day	
Carpet Vacuuming-Night of (circle date)	03/04		
	03/05	\$.34	\$
	03/06		
(D) Total Cleaning			\$
Total (A-D)			\$

Exhibitor Information

Gallery Name: _____ Gallery Number: 11-_____

Ordered by: _____ Telephone Number: _____

Fax Number: _____

E-Mail or Fax this form to: VOLTA NY 2010 Attn: Lauren Serantoni
 E-Mail: lserantoni@mmart.com FAX: (312) 527-7998 PHONE: (312) 527-3066

METHOD OF PAYMENT FORM

DEADLINE: FEBRUARY 5, 2010 All Galleries must complete a method of payment.

Gallery Name: _____ Gallery Number: 11 - _____

Address: (City/State/ZIP) _____

Ordered By: _____ Print Name: _____

Date: _____ Phone: _____ Fax: _____

● CREDIT CARD (Required of all exhibitors)

For your convenience, we will use this for authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor, equipment rental, material handling and any damages to the suite. An alternate method may be provided at show site.

- AMERICAN EXPRESS
- MASTERCARD
- VISA

Account No: _____

Expiration Date: _____

Cardholder's Name: _____

Signature: _____

Billing Address: _____

City/State/Zip: _____

While we require a credit card of all exhibitors, you may elect to pay for services by cash, check, or with an alternate credit card. If you plan to provide an alternate method of payment at show site, check the appropriate box below. Pre-orders will be charged to the card number provided above unless payment accompanies the order. No orders will be processed until credit card information has been provided.

Pre-order rates apply only to orders received with payment before the JULY 25, 2008 deadline.

- COMPANY CHECK (must accompany order)

Make Checks Payable to:
Merchandise Mart Properties, Inc.

We have read, understand and agree to all terms as described and have advised our show site representative accordingly.

Signature: _____

Print: _____

Date: _____

IF YOU PLAN TO USE AN EXHIBITOR APPOINTED UNION CONTRACTOR:

● THIRD PARTY AUTHORIZATION

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that

the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party:

- | | |
|---|--|
| <input type="radio"/> ALL SERVICES | <input type="radio"/> RENTAL FURNITURE |
| <input type="radio"/> I & D LABOR | <input type="radio"/> SIGNS |
| <input type="radio"/> MATERIAL HANDLING | <input type="radio"/> OTHER (Please specify) |

THIRD PARTY AGENT:

- | | |
|--|---|
| <input type="radio"/> Personal Credit Card | <input type="radio"/> Company Credit Card |
|--|---|

AMERICAN EXPRESS

MASTERCARD

VISA

Account No.: _____

Expiration Date: _____

Cardholder's Name: _____

Signature: _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

E-Mail or Fax this form to: **VOLTA NY 2010 Attn: Lauren Serantoni**
 E-Mail: lsurantoni@mmart.com FAX: (312) 527-7998

Labor Request Form

DEADLINE: FEBRUARY 5, 2010

Use this form if you will require assistance in installing or dismantling your display.

LABOR RATES PER HOUR (25% surcharge applied to orders received after 02/05/10):

	Straight Time (8am-4:30 pm: M-F)	Overtime (After 4:30 pm: M-F 8 am-4:30 pm: Sat)	Doubletime Sunday, Holidays
EXPO LABOR	\$108.00	\$158.50	\$209.00

***Double Time Rates also apply to carpenter labor after 6:30 pm Monday – Friday.**

All labor before 8:00 am and after 4:30 pm Monday through Friday, and all hours Saturday, Sunday and holidays will be charged at the posted overtime and double time rates. (One (1) hour minimum per worker thereafter ½ hr. increments.)

Note: Starting time can be guaranteed only in those instances where personnel are requested for the start of the working day, which is 8:00am, and only for orders placed by the deadline date. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a charge of ½ the total time scheduled, per man ordered (one hour minimum), unless we receive written cancellation 24 hours prior to starting time.

Please indicate the service desired and number of personnel required.

INSTALLATION	No. of Personnel	Date	Start Time	*Estimated Duration
Labor				

*Type of work to be performed:

DISMANTLE	No. of Personnel	Date	Start Time	*Estimated Duration
Labor				

*Type of work to be performed:

Gallery Information

Gallery Name: _____ Gallery Number: 11-

Ordered by: _____ Telephone Number: _____

Fax Number: _____

E-Mail or Fax this form to: **VOLTA NY 2010, Attn: Lauren Serantoni,**
EMAIL: lsyantoni@mmart.com FAX: (312) 527-7998 PHONE: (312) 527-3066

Shipment Notification Form

DEADLINE: FEBRUARY 5, 2010

SHIPMENTS WILL BE RECEIVED AND HANDLED IN ACCORDANCE WITH THE INFORMATION SET FORTH IN THE EXHIBITOR MANUAL. A METHOD OF PAYMENT FORM MUST ACCOMPANY THIS ORDER.

Gallery Name: _____ Gallery Number: 11 - _____

Contact Name: _____ Telephone: _____

ADVANCE SHIPMENTS TO THE WAREHOUSE

Shipper name: _____ From City/ State _____

How will you ship: UPS/FedEx Personally Owned Vehicle

Delivery Date to Dock: _____ Number of Pieces: _____ Total Weight: _____

Carrier (If known): _____ PRO Number (if known): _____

Comments/Special Handling Requirements: _____

Attach separate sheet for multiple shipments if necessary.

SHIPMENTS TO THE MERCHANDISE MART DOCK

Shipper name: _____ From City/ State _____

How will you ship: UPS/FedEx Personally Owned Vehicle

Delivery Date to Dock: _____ Number of Pieces: _____ Total Weight: _____

Carrier (If known): _____ PRO Number (if known): _____

Comments/Special Handling Requirements: _____

E-Mail or Fax this form to: VOLTA NY 2010 Attn: Lauren Serantoni
 E-Mail: lserantoni@mmart.com FAX: (312) 527-7998 PHONE: 312-527-3066

Insurance Release Form

This signed form and an Insurance Certificate must be returned with all other forms no later than March 1, 2010. Exhibitors will not be allowed to enter the Show or exhibit unless they sign this form and provide proof of insurance.

Merchandise Mart Properties, Inc. ("MMPI"), the operator and manager of Volta NY at 7 West New York in New York City in March, 2010 (collectively the "Show"), will attempt to provide a safe and secure environment at the Show. Details of the Show's security arrangements are available upon request. The Exhibitor acknowledges, however, that MMPI, the Show Parties (as defined below), and the Show disclaim responsibility for any loss, cost or damage, to your property, artwork, product, displays, etc. and that neither MMPI nor the Show Parties carry any insurance of any kind for the benefit of Exhibitor.

As further consideration for acceptance of Exhibitor's application and participation in the Show, the undersigned Exhibitor acknowledges and agrees that (a) its participation in the Show is solely at its own risk, and (b) it is required to carry insurance to cover the risks described in this Release and the Rules and Regulations for the Shows and such insurance shall contain a waiver of subrogation against Show Parties. Exhibitor agrees to indemnify, protect, defend, hold harmless, release and discharge the Show, MMPI, and all of their respective principals, agents, owners members, trustees, affiliates, subsidiaries, predecessors, successors, employees, and assigns, and all other related persons or entities, named or unnamed (collectively the "Show Parties"), from any and all liability, claim or demand of whatever nature, actions, and causes of action, damages, punitive damages, costs, loss of service, attorneys fees, cost of litigation, humiliation, embarrassment, mental anguish injury to the reputation and compensation for damage or loss to person or property, including any damage or loss to art work arising in any way out of Exhibitor's participation in the Show regardless of the cause of such loss, cost or damage (such as fire, theft, vandalism, Acts of God, and other risks commonly included in the extended coverage endorsement to insurance policies), and regardless of whether such loss, cost or damage is due to any form of negligence of MMPI, or of any of its principals, agents, employees, assigns or any other person or entity providing goods or services to MMPI or to the Show.

Dated: _____

Exhibitor: _____

Signature: _____
Authorized Signatory

E-Mail or Fax this form to: VOLTA NY 2010 Attn: Lauren Serantoni		
E-Mail: lserantoni@mmart.com	FAX: (312) 527-7998	PHONE: 312-527-3066