

SET-UP PROCEDURES

SET-UP HOURS

Wednesday, March 21	8:00 am – 4:00 pm (350 Orleans Tenants only)
Thursday, March 22	8:00 am – 4:00 pm
Friday, March 23	8:00 am – 6:00 pm

All exhibits must be set up by 6:00 pm on Friday, March 23. 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 Exhibitor Services Team at (312) 527-3082 or by email at caperkins@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	3:00 pm – 7:00 pm
Wednesday, March 28	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.

