

CONTRACTORS & SERVICES



Official Contractor

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Exhibitor Lounge

Contractors & Services

Expo Open March 30 – April 1, 2008



Official General Contractor and Services

OFFICIAL CONTRACTOR

GES Exposition Services

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SERVICES PROVIDED BY GES

- Installation and dismantle labor
- Furniture and carpet rental
- Custom booth design and rental
- Custom graphics
- Display rental
- Cleaning services (exclusive)
- Material handling services (exclusive)
- Sign hanging for non-electric signs of less than 500 lbs. (exclusive)
- Shipping/logistics services

How to Order Services from GES

Forms will be available in the Exhibitor Service Kit and online at the ACC Exhibits Home page at www.expo.acc.org and on the GES Web site, www.ges.com. Full details will be included in the Exhibitor Service Kit.

SHIPPING:

General Information

GES has jurisdiction over the operation of all material handling equipment, all unloading and reloading, booth cleaning and handling of empty containers (which will be stored off site). An exhibitor may move material that can be hand carried by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Freight shipments must be sent prepaid. Shipping labels will be provided in the Exhibitor Service Kit. Shipments must be addressed carefully, showing the exact number of packages and weights. A copy of the Bill of Lading should be forwarded to GES. This will be used to help trace missing or delayed shipments.

Exhibitors' trucks must be unloaded at the McCormick Place freight docks according to the targeted move-in schedule, which will be included in the Exhibitor Service Kit. All trucks, including privately operated vehicles, must check in at the designated marshalling yard before proceeding to the Convention Center loading docks. GES, as the exclusive material handling (drayage) contractor, will move all freight from the docks to exhibitors' booths. A marshalling yard map and color-coded floor plan detailing the target schedule will be in the Exhibitor Service Kit.

Please note that targeted move-in times do not represent the start time for your installation crew. Your targeted move-in time is when your freight will be moved into the exhibit hall.

All exhibitors are urged to verify the delivery of their freight before arrival in Chicago. Many shipments cannot be traced or delivered on the weekend.

Parcel Post, UPS and FedEx packages must be consigned to GES and will then be delivered to the exhibitor's booth. Due to the volume of such packages, GES cannot guarantee that priority shipments can be delivered on the morning they are received.

Exhibitors are also permitted to ship in advance to GES' warehouse in Chicago. Advance warehouse shipments must be received by March 19, 2008, to avoid late penalties.

Steel Structures

Exhibitors with steel structures and hanging truss are requested to deliver steel structure freight on Monday, March 24, 2008, at 8 a.m. Work may be performed until 5 p.m. Any exceptions will require written approval from GES prior to move-in.

To begin installation on March 24, 2008, prior written approval from ACC is required by Feb. 15, 2008. See the Additional Booth Activities Form online at www.expo.acc.org in the Exhibitor Service Kit section.

Temporary badges for steel structure move-in are available. Installation may not interfere with the movement of general freight.

Liability

GES and ACC will not be responsible for damage to uncrated materials, improperly packed materials, concealed damage or loss or theft of exhibitor materials after delivery to the booth or before exhibitors have picked up materials prior to loading.

Official General Contractor and Services *continued*

STORAGE AND HANDLING:

Warehouse

Crated, boxed or skidded materials will be accepted at the GES advance-receiving warehouse up to 30 days in advance and delivered to respective booths at the Exposition. Empty containers will be moved from the booth, placed in off-site storage and returned to the booth at the close of the Exposition. Materials will be moved from the booth to the dock and reloaded on designated vehicles at the close of the Exposition.

Warehouse Standard Crated

\$71.00/cwt

Warehouse Transportation Plus Rate

\$63.90/cwt (see GES Material Handling Order form in Service Kit for details)

Convention Center Standard Crated

\$63.25/cwt

Convention Center Transportation Plus Rate

\$56.90/cwt (see GES Material Handling Order form in Service Kit for details)

Overtime

There is a 25% additional charge each way for shipments unloaded before 8 a.m. and after 5 p.m., Monday through Friday, all day Saturday and Sunday, and on holidays. Shipments that require special handling will incur an additional 30% charge.

Trucks should check in two hours prior to target time to ensure on-time delivery of materials. Shipments will be charged off-target penalties if trucks check in after their published target times. Mixed loads are subject to off-target penalties. All outbound exhibit material must be packed and ready for removal from the exhibit hall by noon on Friday, April 4, 2008. All invoices for crated and uncrated materials are subject to a 100-lb. minimum.

INSTALLATION AND DISMANTLE:

Service Center

The GES Service Center in the Convention Center will open on Monday, March 24, 2008. Other official ACC suppliers will staff their service desks beginning the following week. The GES Service Center will close daily by 5 p.m., except on Tuesday, April 1, when it will close at 9 p.m. Services requiring same-day delivery must be ordered by 2 p.m.

EXHIBIT INSTALLATION HOURS*

Monday , March 24	8 a.m. – 5 p.m. +
Tuesday , March 25	8 a.m. – 10 p.m. ++
Wednesday , March 26	8 a.m. – 10 p.m. ++
Thursday , March 27	8 a.m. – 10 p.m. ++
Friday , March 28 **	8 a.m. – 10 p.m. ++
Saturday , March 29	8 a.m. – 5 p.m. +++

* Labor calls, including EAC labor, should not be scheduled prior to 8 a.m.

+ Approved steel structures and hanging truss targets only.

++ Please refer to the Exhibitor Service Kit for the official targeted move-in schedule.

** All crates and materials must be removed by 5 p.m. Friday, March 28; work may continue within exhibitor booths until 10 p.m.

+++ On Saturday, March 29, exhibitors may continue set-up work within the confines of their booth spaces ONLY.

Exhibit floor opening time may vary as much as 15 minutes — exhibit booths must be fully staffed and show-ready by 8:45 a.m. on Sunday, March 30.

Installation and dismantle companies may enter the hall at 8 a.m. on the days listed. All personnel must check in at one of the EAC desks each day to receive their wristbands. For show-day access, badges will be available at the EAC check-in desks. EAC check-in desks are located at Gate 11 in the rear of Hall A (McCormick Place South) and in Registration in Hall B1 (across the Grand Concourse from the Expo Hall).

Exhibitors without crates may set up in-line booths on Saturday from 8 a.m. until 5 p.m., if carpet, furniture and other materials have been preordered and delivered to the booths by March 28, 2008.

Any exhibit not installed by noon on Saturday will be forfeited, and crates and boxes will be removed from the exhibit hall at the exhibitor's expense. No exhibit may be installed after the Exposition opens. The exhibit hall shall be clear of all exhibitor personnel and their contractors by 5 p.m. on Saturday, March 29.

EXHIBIT DISMANTLE HOURS

Tuesday, April 1^{**}	1 p.m. – 10 p.m.
Wednesday, April 2	8 a.m. – 10 p.m.
Thursday, April 3	8 a.m. – 4 p.m.
Friday, April 4	8 a.m. – noon

+ Only linear booths or booths that do not require return of empty packaging should plan to complete move-out on Tuesday evening. Empty packaging return will commence at 2 p.m. and continue overnight to facilitate straight-time move-out on Wednesday, April 2.

** EAC labor crews will not be permitted to enter the exhibit hall with equipment until after aisle carpet has been removed, no earlier than 2 p.m.

Packing of equipment, literature or other materials, or dismantling of exhibits, is not permitted until 1 p.m. on the last day of the Expo, Tuesday, April 1. Exhibitors that begin dismantling early will receive a Priority Points violation. EAC labor crews will not be permitted to enter the exhibit hall with equipment until after aisle carpet has been removed, no earlier than 2 p.m. on April 1, 2008. All exhibit material must be packed and ready for removal from the exhibit hall by noon on April 4, 2008.

Rates for Installation and Dismantle Labor

Minimum charge for labor is ½ hour per worker.

- **Straight time:** \$87.50/man hour. Applies from 8 a.m. to 4:30 p.m. on weekdays.
- **Overtime:** \$131.50/man hour. Applies from 4:30 p.m. to 6:30 p.m. weekdays and 8:30 a.m. to 4:30 p.m. on Saturdays.
- **Double time:** \$166.25/man hour. Applies at all other times, including all day Sunday and on holidays.

Union Regulations

Work performed in Chicago's McCormick place is governed by a number of union contracts. GES or your company's Exhibitor-Appointed Contractor, as well as Focus One, will provide appropriate union labor personnel for various aspects of your display set-up. Full-time personnel of the exhibiting company may perform the following tasks:

- Hand-carry small items or pop-up display cases from the front door (not loading docks) without the use of a hand truck, dolly or other cart.
- Install and dismantle booths that are 300 square feet or smaller, provided one person can accomplish this without the use of power tools.
- Perform simple electrical requirements, such as changing light bulbs or plugging in a power cord.
- Make technical, electrical connections and interwire equipment for computers, provided the cables do not exceed 10' in length.
- Hang signage within exhibit booths, provided no power tools, ladders or other lifting devices are used.

Furniture Rental

A complete list of charges will be provided in the Exhibitor Service Kit. Sample charges for advance orders are as follows:

- 9' x 10' carpet \$120.25
- 6' draped table \$113.75
- Contour chair \$45.75

Cleaning

Exclusive cleaning service will be provided by GES. The arrangements are the responsibility of and at the expense of the exhibitor. Display houses or full-time employees of an Exhibitor-Appointed Contractor may not clean exhibit booths. Cleaning forms will be provided in the Exhibitor Service Kit. Basic charges for vacuum service will be \$0.26 per square foot when ordered in advance. Trash will be removed if the wastebasket is placed in the aisle. Porters are not allowed to enter an exhibit space.

Tipping

GES and McCormick Place work rules prohibit the solicitation and/or acceptance of tips by any employee.

Other Contractors and Services

This section covers additional services that you may require to complete your exhibit.

McCormick Place/Focus One (Convention Center) Services

The following services are provided on an exclusive basis by Focus One at McCormick Place:

- Electrical and utilities
- Plumbing, water and drainage
- Compressed air, natural gas and steam
- Cable TV
- Internet and telecommunications
- Exhibit booth and ExpoSuite catering (Levy Restaurants)

Order forms for these services will be available online beginning in December 2007. Visit the Service Kit section of the ACC Exhibits Home Page at www.expo.acc.org.

Parking

McCormick Place has several parking lots near the facility. Parking is available on a first-come, first-served basis, and fees are charged at the prevailing rate on all move-in, show and move-out days.

For further information, visit McCormick Place's Web site at www.mccormickplace.com.

Tipping

GES and McCormick Place work rules prohibit the solicitation and/or acceptance of tips by any employee.

ACC-Appointed Official Contractor Services

ACC will designate official contractors for the following services and provide contact information and order forms for them in the Exhibitor Service Kit. Exhibitors who wish to utilize the services of a contractor(s) who needs access to the Expo hall and is not on ACC's list of official contractors designated by ACC, must follow the procedures listed in the next section to request the use of an Exhibitor-Appointed Contractor.

ACC-designated official contractors will include the following:

- Air freight/shipping
- Airport shuttle
- Audiovisual
- Computer rental
- Floral
- Models/booth talent
- Photography
- Security

Safety and Security

ACC provides perimeter access control only. ACC and the Convention Center are not responsible for loss or damage to exhibitor property.

The protection of special valuable items such as computers, equipment, etc., may require additional security at the exhibitor's own expense. Forms for ordering booth security personnel will be available in the Exhibitor Service Kit.

Delivery or removal of equipment is permitted during move-in and move-out only. Once the Exposition opens, a materials release pass must be obtained from show security to remove any material or equipment at any time.



Exhibitor-Appointed Contractors (EACs)

Any contractor other than those identified as “official ACC contractors” must be approved by ACC. These EACs may provide services in the venue only if they are not designated by McCormick Place as an exclusive service provided by the facility or Focus One, or by ACC as an exclusive service provided by the Official General Service Contractor (GES) or third party.

Exhibitors using contractors other than the official ACC contractors for labor, supervision or any other services must complete an Exhibitor-Appointed Contractor (EAC) Request Form and provide the contractor’s Certificate of Insurance. The EAC Request Form will be available online in December 2007 and must be completed no later than Feb. 15, 2008.

Contractors’ Certificates of Insurance must also be submitted to ACC no later than Feb. 15, 2008. EAC Request Forms and/or Certificates of Insurance received after the deadline will not be accepted. There are no exceptions. The Exhibitor Service Kit (which will be mailed in December 2007 to all exhibitors who have paid in full for their exhibit space) will provide details on required coverage amounts, how to request non-official contractors, and how contractors should submit Certificates of Insurance.

Exhibitors are required to submit one form per EAC requested. Only forms submitted electronically **by the exhibiting company** will be accepted. Notification forms or letters received from an EAC will be discarded. Insurance Certificates received without matching EAC Request Forms will be discarded. EAC Rules and Regulations are outlined on the EAC Request Form. Exhibitors are responsible for providing their EACs with ACC.08 Display Guidelines and all ACC Rules & Regulations.

Exhibitors are also required to complete and return to GES the “Notice of Intent to Use Exhibitor-Appointed Contractor” form located in the GES Labor Forms section of the Service Kit. **Both the ACC online EAC Request Form and the GES form are required; one may not be used as a substitute for the other.**

ACC reserves the right to remove EACs whose actions or inaction jeopardize the on-time opening of the Exposition or whose employees fail to observe the EAC Rules and Regulations and/or the Rules and Regulations and procedures in this *Prospectus*, the Exhibitor Service Kit and the Exhibit Space Application & Contract. Lack of compliance will result in a loss of ACC.08 priority points by the exhibiting company.

Hazardous Waste Disposal

Hazardous waste includes materials that are ignitable, corrosive, reactive and toxic, or are biohazards (as defined under 40 CFR 261 subparts C and D). McCormick Place policy requires that exhibitors who generate material fitting these criteria in the course of their exhibiting activity must remove the hazardous waste in compliance with all applicable federal, state and local regulations. If materials are questionable, contact the McCormick Place Public Safety Department at (312) 791-6079. Costs or applicable administrative expenses incurred by the convention center for the removal of hazardous waste left in or about McCormick Place will be assessed to the exhibitor.

Exhibitors that plan to produce hazardous waste during the course of their exhibit activity must submit in writing to the ACC Associate Director, Exposition Logistics, the name of the selected waste disposal company, an on-site contact with phone number and the date and time when waste will be removed from the exhibit floor.

To use the services of a waste disposal company, the exhibitor must notify ACC using the online Additional Booth Activities Form by Feb. 15, 2008. If hazardous waste disposal will be coordinated through an EAC, please indicate this on the Additional Booth Activities Form.



Services

Sales Lead System

A sales lead system will be available for rental. Details and order forms will be included in the Exhibitor Service Kit.

Shuttle Service

ACC will provide complimentary shuttle service for exhibitors that book housing within the official ACC.08 housing block only. The service will run Saturday through Tuesday between the convention center and official ACC.08 hotels. Please refer to important information in the Exhibitor Service Kit if you intend to arrange a complimentary shuttle service in addition to that being organized by ACC.

Information Stations

A computerized system, located throughout the convention center, will be available for attendees to

- Access the Internet
- Browse educational programming
- Plan, save and print on-site itineraries
- Locate exhibitors and products
- View the Exposition floor plan

Food Outlets

Food outlets/concessions will be open in the exhibit hall on show days. Limited service will be available during installation and dismantle. A list of food outlets/concessions open during installation/dismantle will be available on site in the Exhibitor Service Center.

Exhibitor Lounge

An exhibitor lounge will be located on the Expo floor in the Convention Center and will offer complimentary beverages and phone and Internet access for exhibit personnel only.

Coat and Baggage Check

There will be coat and baggage check facilities at the Convention Center.

Publications and Portfolios

Advance attendee materials will be available online at www.acc.org. Additional publications will be available on site. Each exhibiting company will receive two portfolio bags per 100 square feet of space up to a maximum of eight portfolio bags. Portfolio bags, which include all on-site materials, will be distributed on site.

