



Part of
**North American
Shipping Week**

Exhibitor Manual

WELCOME!

Dear Friends,

On behalf of the Officers and Board of Governors of the Connecticut Maritime Association (CMA), it is my great honor to thank you for participating in, and supporting the CMA's annual shipping conference.

For the 38th edition, the CMA Shipping Conference will center around Collaboration for Transition - key topics will included: Decarbonization, Green Shipping, Digitalization and Big Data, Bunkering, Seafarer Wellbeing, Cybersecurity, Finance, Domestic Policy and Strategy, Energy Transition and Route Optimization.

I send my very sincere thanks to our new and returning sponsors and exhibitors. We are confident that over the course of the three days you will have superb networking opportunities and plenty of time to conduct business and forge lasting relationships.

Again, on behalf of the CMA Board of Officers and Governors and the CMA community, I extend a warm welcome to all of you who will travel from near and far to participate. While you are here, I hope you will connect with old friends, make new ones, learn something new or gain a new perspective, solve a problem or identify an opportunity, make a sale, close a deal, exchange business cards and even have a few laughs! May it be your best conference!

Sandi Ennor
President
Connecticut Maritime Association

Table of contents

1. Exposition hours
2. Venue, accommodation & How to find us!
3. Health and safety
4. Contractor information (Great Lakes)
5. Order Forms & Deadlines
6. DB SCHENKER - INTERNATIONAL FREIGHT FORWARDING - contact
sarah.neale@dbschenker.com
7. General Information
8. Booth Display Guidelines (Line of Sight)

(All booths must be constructed to allow for line of sight as listed within the IAEE guidelines, which can be reviewed within this kit. CMA follows the Guidelines for Display Rules and Regulations as established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. Booths out of compliance with these regulations will be required to remedy their booths onsite to the satisfaction of show management.)

Exhibitor Move In & Exposition Hours

Exhibitor Set-up Monday 20 th March 2023 Tuesday 21 st March 2023	6:00pm – Until Late 8am – Noon
Open days Tuesday 21 st March 2023 Wednesday 22 nd March 2023 Thursday 23 rd March 2023	Noon – 7:15pm 10:00am – 8:35pm 10:00am – 7:00pm
Breakdown Thursday 23 rd March 2023 Friday 24 th March 2023	7:30pm until late Complete by noon

PRO-TIP: To ensure your freight is delivered in a timely fashion please ship all exhibition materials through the designated contractors identified within this kit. Items shipped directly to the hotel may be turned away at the dock, get completely lost, arrive late and are subject to additional package handling fees from the hotel.

The hotel is not a freight management company and is not responsible for the timely delivery of packages to your exhibition stand. Hotel resources are prioritized for the overall show set up and are not designed to manage exhibition freight.

Pro-Tip: As advised in the exhibitor contract, the commodore gala reception preceding the commodore gala dinner takes place in the exhibit area we ask that exhibitors **DO NOT** break down their booths until after **7:30pm**.

*Ensuring your delegate guests have a memorable, enjoyable, and safe experience at CMA is part of your exhibiting responsibility. In the spirit of good hospitality and guest safety exhibitors must not break down their stands prior to **7:30pm** on Thursday March 23rd. Please book your flights and transportation accordingly.*

Pro-Tip: The entire hall must be cleared by 12:00 P.M. on March 24th, 2023. To assure this, please notify your carrier to be checked in at the Hilton Stamford by 10:00 A.M. on March 24th, 2023, to guarantee pick up.

If your carrier has not checked in by 10:00 A.M., your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements in advance.

Venue and Accommodation

Hilton Stamford Hotel& Executive Meeting Center

1 First Stamford Place
Stamford,
Connecticut
CT 06902
USA

The cost of accommodation is not included in the conference fee, so make sure you book a place to stay!

In connection with the Hilton Stamford, we have a selection of discounted hotel rooms available from the 19th – 23rd March 2023. Please book soon to avoid disappointment. All rooms booked through our exclusive CMA Shipping link will benefit from free overnight self-parking, worth \$25 per day.

To book a room, please click [here](#).

How to find us!

DIRECTIONS FROM THE HOTEL STAFF

DOWNTOWN

Traveling south on Broad Street, turn left onto Mill River Road. Continue straight; road becomes Greenwich Avenue. After second traffic light, turn right into First Stamford Place.

MANHATTAN, SOUTHERN CONNECTICUT AND WESTCHESTER

Follow I-95 North to Exit 7 (Greenwich Avenue). At the light make a right and an immediate right into First Stamford Place. Drive straight up the hill to the stop sign and the hotel is right in front of you. Make the second left into hotel parking.

NORTHERN CONNECTION ON NEW ENGLAND THRUWAY

Follow I-95 South to Exit 6 (West Avenue). At the end of the ramp turn left. Go under the I-95 overpass. At the next light make a left and get back onto I-95 going North. Get off at Exit 7 (Greenwich Avenue). At the light make a right and an immediate right into First Stamford Place. Drive straight up the hill to the stop sign and the hotel is right in front of you. Make the second left into hotel parking.

THE MERRITT PARKWAY

Follow to Exit 34 (Long Ridge Road). At the end of the ramp follow ROUTE 104 South for two miles. Turn right onto Route. 137 (Cold Spring Road). Follow Route 137 to Washing-ton Boulevard down to Route. 1 (Tresser Boulevard). Make a right onto Tresser Boulevard. Take the second left onto Greenwich Avenue. Go straight under the I-95 overpass. Turn right onto First Stamford Place. Drive straight up the hill to the stop sign and the hotel is right in front of you. Make the second left into hotel parking.

MANHATTAN BY TRAIN

From Grand Central Station take Metro North -New Haven line to Stamford Train Station.
Travel time: Approximately 50 minutes.

GPS DIRECTIONS

Please use the following address for GPS-generated directions: One First Stamford Place, Stamford, CT 06902.

Health, Safety & Security

This section is designed to give you guidance to assist you with your legal responsibilities to ensure the health, safety and welfare of you, your colleagues and contractors, as well as everyone involved with the event. Please remember that failing to do so can lead to prosecution, other legal sanctions and very significant financial penalties. More importantly, however, it may also lead to people being badly hurt, or worse. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

Participation

Exhibitors and contractors shall demonstrate a commitment to the health, safety and welfare of their people by;

- Taking, as reasonably as practicable measures to prevent injury or ill health
- Providing a safe and healthy work area related to all associated stand activities
- Ensuring the Informa Markets Health and Safety (H&S) Policy and related objectives are implemented
- Extending safe conditions responsibilities to contracted services when outsourced

Roles and Responsibilities

Informa Markets shall enforce the requirements of the venue to maintain a safe environment and reduce any impact on the venue conditions.

Exhibitors shall assume accountability for all relevant stand activities and outsourced (sub) contracted services. Contractor appointment cannot transfer an exhibitor's liability and it is an exhibitor's responsibility to ensure relevant H&S legislation and safe systems of work are adhered to at all times. An exhibitor's H&S responsibility does not finish until the dismantling works are completed safely and the halls are vacated.

Informa Markets shall provide sufficient competent supervision during the entire tenancy.

Actions to address Health & Safety Risks

The Exhibitor shall assess all stand activities, to determine appropriate risk through adequate controls. A documented Risk Assessment shall be submitted to demonstrate known hazards, before any action is implemented.

- | | |
|------------------------|---------------------------------------|
| 1. Identify Activities | 3. Describe existing control measures |
| 2. Identify Hazards | 4. Rate risk level; High/Medium/Low |

Risk Assessment Template

Exhibitors must be able to provide a risk assessment onsite if asked. For a template, please contact CMAshippingcs@informa.com

Hazard identification should consider;

- Quality of contracted services
- On-stand activities
- People;
- Those with access to the stand and activities, including staff, contractors and visitors
- Those close to the stand who can be affected by the activities

Event open day on-stand activities (e.g. entertainment, music, demonstrations) requiring further assessment and approval should be approved by Informa Markets. Applied controls shall be observed to ensure they are effective. Informa Markets reserves the right to reject, stop or restrict any practice, which they consider dangerous or detrimental to the show. Please contact the customer service team for more information.

Awareness

- The exhibitor and contractor shall ensure all people, including outsourced contracted services are aware of the impact of not conforming to the H&S requirements.
- Familiarisation with the venue and event floor plan
- Do everything reasonably practicable to protect themselves and others
- Awareness of Venue emergency arrangements e.g. escape routes and assembly points
- Site safety rules
- Coordinate activities with the organiser
- Onsite H&S induction/training
- Control unsafe behaviour
- Onsite signing in and out (process) as required
- Report dangerous acts which may lead to serious injury or incident occurrences
- Ensure no form of modern slavery, forced or coerced labour, human trafficking, or child labour

Security

Informa Markets assesses protection measures to establish an acceptable culture to secure the event and our attendees in partnership with the venue to;

- Deter opportunist or motivated criminal activities.
- Detect onsite adversaries.
- Delay suitable & appropriate obstacles that can delay the advance and withdrawal of adversaries.

Exhibitor access to the hall(s) during build up and breakdown is restricted. There are scheduled access times for exhibitors (please see the timetable). Badges will be required to access the hall(s).

Prior to entering the hall(s) for build / breakdown, Exhibitors and contactors are required to;

- Check safety signage to confirm the site safety rules
- Present your ID badge to security
- Ensure adequate PPE is worn for the planned task(s) in accordance to Informa Markets & venue standards
- Read and acknowledge the Event Safety Declaration prior to entry (*if badge not already issued*)
- Always display H&S Inducted Wristband / Badge where required
- Badges visually displayed at all times to identify all those with permitted access.

Exhibitors and contractors requiring access to the halls beyond the show timetabled hours, must contact the Show Team to seek permission for out of hours access.

Informa Markets shall be entitled to conduct those measures required for guarding, including bag checks as may be necessary. Those who refuse to submit to these checks, carried out by legally authorised persons, will be excluded from the halls, regardless of their status (exhibitor, visitor, contractor or otherwise).

Informa Markets assumes no liability for items brought into the venue by exhibitors. In particular, no compensation shall be provided for damaged or stolen goods. If necessary, exhibitors should organise guarding of their stands themselves. Stand guards shall be supplied directly by the guard services company appointed by Informa Markets or the venue only.

Informa Markets reserves the right to admit children or young people to our show days, based on the present level of risk. Parents/guardians maintain overall responsibility for minors, and guided Informa protocols shall be followed. Children or young people under 18 CANNOT enter the venue during build or breakdown.

Floor safety management

Informa safety professionals shall monitor the stand activities and overall exhibition floor H&S risk exposure; as far as reasonably practicable, to safeguard;

- The assigned venue areas
- Encourage exhibitor appointed contractors to adopt good safety practices
- Removal and disposal of waste appropriately
- Monitor high risk activities
- Appropriate information, guidance and supervision, on H&S issues
- Manage incidents/accident immediate scenes, including high potential near misses

Unsafe behaviour, or conditions may result in work being stopped and require additional controls to be implemented to correct issues prior to stand activities continuing. No resolution may result in offenders being asked to leave the site.

Emergency Response

Exhibitors and contractors shall be aware of the venue emergency arrangements and will participate or comply with any requirement to apply a prompt response in the event of a serious, unexpected and dangerous situation. Upon hearing the Alarm, you shall;

1. Stay calm, check own safety and follow Security guidance
2. Use directed escape route(s) and nominated emergency exit(s)
3. Do NOT stop to collect personal belongings
4. Remain at designated Assembly Area until further notice
5. Report to supervisor and report any serious concerns for missing person(s)
6. Do not leave assembly area and/or re-enter venue
7. Await 'ALL CLEAR', back to event announcement

If a fire or any other serious or dangerous situation is observed and no alarm has been raised, inform the nearest security officer or floor safety official. In event of imminent danger use Call Points prior to following above action sequence.

Fire & Emergency procedure – Hilton Stamford

In the Event of Fire

- The fire alarm sound for the building is a siren.
- Should you hear the signal to evacuate, please leave immediately by the nearest exit.
- The assembly point is located outside by the flagpoles.
- Do not stop to collect personal belongings and do not use the lifts.
- When you reach the assembly point, remain there and await further instruction.

If You Discover a Fire

- Raise the alarm by pull station
- Please leave by the nearest exit and go to the assembly point and await further instruction.

In the Event of a Medical Emergency

- In the event of an accident or an emergency contact a member of staff or dial these numbers.
- If you are using a mobile phone or dialling from an outside line, dial 911.
- If you are using an in-house phone dial these extensions:

First Aid/ Medical as appropriate:	0
Fire:	0
Security:	0

- There is no defibrillator available.
- In the case of any emergency situation you must follow instructions given by the venue staff.

Arrangements for disabled evacuation are as follows:

- A staff member will assist as long as front desk is aware. Disabled exhibitors should make themselves known to the front desk and dial 0 if they need assistance.

If you have any queries about the fire procedure or you require special assistance in any of the above circumstances then please approach a member of staff.

For both safety and security purposes ensure that gangways and fire exits are kept unobstructed at all times and that personal items are kept with you. NB. If you see anything suspicious then report it immediately to a member of staff.

Incident/Accident reporting

All significant incidents must be reported to the Info-hub directly or via the floor safety team as soon as it is safe to do so. Information required;

• Date and time of occurrence	• Extent of injury / illness (if applicable)
• Nature of accident	• Damage or loss incurred (if applicable)
• How it occurred	

Informa Markets may investigate incidents and gather information and may request a statement of events to assist and prevent reoccurrence. Investigation outcomes may lead to a formal Improvement Notices being issued to any contracted service and subsequent Awareness Notifications being issued to Exhibitors. Financial penalties maybe incurred post investigation of any serious or dangerous occurrences that impact the exhibition.

Informa Markets is customer focused and implementing a duty of care in our commitment to protect the health, safety and welfare of our Exhibitors and others as a core business objective. Driven through proper planning and onsite control to demonstrate efficiency, effectiveness and ultimately a successful show.

All of the above are a summarised guide. For full details on any particular aspect you must seek professional advice. If you do not know who to contact for these services please seek advice from the show team.

All Secure

Your health, safety and well being is the utmost priority for Informa Markets as we return to in-person events. We are therefore actively working with the venue, local authorities and our official suppliers to ensure precautionary measures are in place during the build-up, show open and breakdown phases, including the highest standards of cleanliness and hygiene. We have taken the following precautions:

- Personal hygiene: we will provide sanitising stations throughout the event
- Enhanced cleaning: we will increase the cleaning of high touchpoints throughout the event.
- Physical contact: avoid handshakes and embraces.
- Facemasks: Will provided and their status will be determined by current local health mandates, we highly recommend the use of facemasks indoors

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

WELCOME TO
 CMA SHIPPING 2023

Great Lakes Events has been chosen as the official Decorator and Service Contractor for the CMA Shipping 2023 to be held MARCH 21-23, 2023 at the Hilton Stamford in Stamford, CT. In this packet we have enclosed our forms regarding services and equipment that you may require for your booth. We have also included additional forms offered by different companies for services that Great Lakes Events does not provide. Please submit the additional vendor orders to the contact information provided on each form.

THE FOLLOWING EQUIPMENT IS INCLUDED WITH YOUR BOOTH

- 8' HIGH BACKDRAPE – BLUE/WHITE
- 3' HIGH SIDERAIL - BLUE
- 1 – 6' DRAPED TABLE - BLUE
- 2 – SIDE CHAIRS
- 1 - WASTEBASKET
- 1 – EXHIBITOR ID SIGN

MOVE – IN DATES & TIMES

MONDAY	MARCH 20, 2023	6:00P.M. – Until Late
TUESDAY	MARCH 21, 2023	8:00 A.M. – 12:00 P.M.

MOVE – OUT DATES & TIMES

THURSDAY	MARCH 23, 2023	7:30 P.M. UNTIL LATE
FRIDAY	MARCH 24, 2023	8:00 A.M. – 12:00 P.M.

The entire hall must be cleared by 12:00 P.M. on MARCH 24, 2023. To assure this, please notify your carrier to be checked in at the Hilton Stamford at 10:00 A.M. on MARCH 24, 2023 to guarantee pick up. If your carrier has not checked in by 10:00 A.M., your materials will be rerouted onto Great Lakes Transportation. To avoid this please make the necessary arrangements.

PREFERRED CARRIER:

Domestic Ground & Air Freight: Great Lakes Transportation
 For rate quotes please call: 585-458-2200

International Freight: DB Schenker LTD

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT EXHIBITOR SERVICES

Phone: 585-458-2200
 Fax: 585-458-5087
 Email: csr@greatlakesevents.com

SHOW INFORMATION

*Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com*

*CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT*

Great Lakes Events LLC would like to make your ordering process a simple one. Complete all of the necessary forms for the services your company will require.

*Be sure to make note of the **ADVANCE ORDER DEADLINE DATE MARCH 3, 2023** located at the top of each form. To qualify for advanced pricing, order forms and payment must be returned to Great Lakes Events by the specified date.*

NO EXCEPTIONS WILL BE MADE.

Please use the following guidelines when placing your order:

- ◆ *Complete all necessary Great Lakes Events forms and calculate the cost of each order. Record the cost at the bottom of each form.*
- ◆ *Complete the Method of Payment form and submit with all orders. Payment can be made in the form of cash, check, credit card or third party payment. Purchase orders are not a form of payment.*
- ◆ *Complete the Order Forms Recap sheet. Be sure to include the applicable sales tax.*
- ◆ ***Cancellations:*** *There are NO refunds for items that have already been delivered to your booth. All cancellations for booth furnishings must be made at least 2 days prior to exhibitor move-in. For labor cancellations there is a one hour, one person charge applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.*
- ◆ *Mail, email or fax your order forms to us. Be sure to photocopy a set for your files.*
- ◆ *If your order is **tax exempt**, please forward a copy of your tax exempt certificate with your order. Your exemption **MUST** be issued in the state the show takes place in.*
- ◆ *All material and equipment remain the sole property of Great Lakes Events and are considered on a rental basis for the duration of the show. Pricing includes delivery, installation, and removal from your booth.*
- ◆ *If a color selection is not made on rental materials prior to the show, Great Lakes Events reserves the right to provide you with show colors.*
- ◆ *Great Lakes Events is not responsible for injuries or falls caused by the improper use of furniture. If assistance is required assembling your booth, please complete the Installation & Dismantle Order Form.*

*Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606
csr@greatlakesevents.com
Fax: 585-458-5087*

PRE SHOW ORDER

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

Informa Markets has selected Great Lakes Events as the Exclusive Service Contractor. If your company plans to use a firm who is not the Exclusive Contractor, i.e., Great Lakes Events LLC, please complete this form and mail to the address listed below.

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

SHOW SITE CONTACT: _____

SERVICE CONTRACTOR INFORMATION

SERVICE CONTRACTOR: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

TYPE OF SERVICE TO BE PERFORMED: _____

EXHIBITOR'S RESPONSIBILITIES

- ◆ It is your responsibility to inform your Service Contractor that they are required to send a copy of their General Liability Insurance Certificate no later than **30 days** prior to show date. If the Contractor fails to do so, they will not be permitted to service your exhibit.
- ◆ It is the responsibility of the exhibitor to see that each representative of the Service Contractor abides by the official rules and regulations of this event.
- ◆ This form must be returned to Great Lakes Events LLC no later than **MARCH 3, 2023**.

RETURN TO:
Great Lakes Events LLC
100 Bickford Street
Rochester, NY 14606-2298

EXHIBITOR APPOINTED CONTRACTOR

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE

MARCH 3, 2023

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE #: _____

E-MAIL: _____ FAX #: _____

CREDIT CARD: A Credit Card is required to be on file if you will be using any services provided by Great Lakes Events LLC or Great Lakes Transportation. This Credit Card can be used as payment for all services if you include the cardholder's authorization signature. If you fail to provide payment on your invoice at the close of the show, Great Lakes Events reserves the right to charge the remaining balances to this credit card. Please be sure to arrange for complete payment by the close of the show.

_____ AMEX _____ MASTERCARD _____ VISA
PERSONAL CARD _____ COMPANY CARD _____

ACCOUNT #: _____ EXPIRATION: _____ CVC: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS NAME: _____

CARDHOLDERS BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

FORM OF PAYMENT

Please indicate your form of payment:

**FOR THIRD PARTY PLEASE USE THE FOLLOWING THIRD PARTY PAYMENT FORM*

COMPANY CHECK

CHECK NUMBER: _____

MAKE CHECKS PAYABLE TO Great Lakes Events LLC

**Checks Must Be In US Funds.*

**A \$35.00 CHARGE WILL BE APPLIED FOR ALL RETURNED CHECKS.*

CREDIT CARD

FILL IN ABOVE INFORMATION

BANK TRANSFERS NOT AVAILABLE

PAYMENT TERMS & CONDITIONS

- ◆ **Full Payment**, including applicable sales tax is due in full with advance orders and/ or at show site for onsite orders. Purchase orders are not considered payment.
- ◆ **Unpaid balances:** Should there be any pre-approved unpaid balances after the close of the show, terms will be due upon receipt of invoice. Effective 30 days after invoice date a 2.0% finance charge will be applied. Annual rate of 24%.
- ◆ **Adjustment:** It is the exhibitor's responsibility to bring any discrepancies for services provided and/or listed on an invoice to the attention of a Great Lakes Events Exhibitor Service Representative before the close of the show. Discrepancies after the show will not be honored.

METHOD OF PAYMENT FORM

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE
MARCH 3, 2023

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

THIRD PARTY TERMS

Great Lakes Events (GLE) will accept payment from third parties and present invoices at show site for payment provided the following conditions are met:

- ◆ The third party payment information completed below must be acceptable to GLE. Also, the credit card information below must be submitted to GLE as a deposit prior to the show. All invoices must be reviewed by the third party on show site. No adjustment will be made after the show closing.
- ◆ The exhibitor must name items to be billed to the third party. If there is any doubt who is to be invoiced for a service, the exhibiting company will be invoiced. The exhibiting company is ultimately responsible for the payment of all charges. In the event that the named third party does not provide payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company.
- ◆ The following form is to be completed, signed and returned by both parties by the deadline date indicated at the top of this page. Otherwise, the request will be denied. (GLE reserves the right to deny Third Party Payment terms to any party.)

EXHIBITING COMPANY INFORMATION

EXHIBITING CO. NAME: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

THIRD PARTY COMPANY INFORMATION

THIRD PARTY CO. NAME: _____

CONTACT: _____ PHONE #: _____

EMAIL: _____ FAX #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CIRCLE ITEMS TO BE PAID BY THIRD PARTY

FURNITURE CARPET MATERIAL HANDLING LABOR TRANSPORTATION ALL

THIRD PARTY CREDIT CARD INFORMATION

___ MASTERCARD ___ VISA ___ AMEX ___ PERSONAL ___ COMPANY

ACCOUNT#: _____ EXPIRATION DATE: _____ CVC: _____

CARDHOLDERS'S NAME: _____

AUTHORIZATION SIGNATURE: _____

CARDHOLDERS'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

THIRD PARTY PAYMENT FORM & TERMS

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE

MARCH 3, 2023

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____

CONTACT: _____ PHONE #: _____

RECAP OF SERVICES ORDERED

Payment is due upon ordering

Taxable Items:

Furniture & Skirting

Additional Items

Carpet

Cleaning

Modular Exhibits

Special Signs

Installation Labor & Equipment

Dismantle Equipment Only

Order Totals:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Taxable Subtotal: \$ _____

6.35% Sales Tax: \$ _____

◆ If your order is **tax exempt**, please forward a copy of your tax-exempt certificate with your order for the state in which services will be used.

Taxable Total: \$ _____

Non-Taxable Items:

Dismantle Labor Only

Material Handling

Order Totals:

\$ _____

\$ _____

Non-Taxable Total: \$ _____

Grand Total: _____

ORDER FORM RECAP

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 3, 2023

**CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford**

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH#:** _____

CONTACT: _____ **PHONE #:** _____

SKIRTED DISPLAY TABLES 30" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	88.00	109.00	_____		
_____	6' Skirted	104.00	129.00	_____		
_____	8' Skirted	121.00	150.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

SKIRTED DISPLAY TABLES 42" HIGH BY 24" WIDE

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	4' Skirted	115.50	140.00	_____		
_____	6' Skirted	127.00	158.00	_____		
_____	8' Skirted	143.00	180.00	_____		
_____	4 TH Side Skirted	33.00	45.00	_____		

CHAIRS

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Folding Chair	11.00	14.00	_____
_____	Straight Chair	38.00	46.00	_____
_____	Arm Chair	46.00	58.00	_____
_____	Bar Stool w/ Back	49.00	61.00	_____

ROUND TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' Unskirted	46.00	58.00	_____
_____	4' Unskirted	54.00	66.00	_____
_____	3' Skirted	96.00	108.00	_____
_____	4' Skirted	104.00	116.00	_____
_____	42" High Cocktail w/ black spandex cover	58.00	72.00	_____

UNSKIRTED 30" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	51.00	61.00	_____
_____	6'	58.00	68.00	_____
_____	8'	77.00	87.00	_____

UNSKIRTED 42" HIGH TABLES

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4'	62.00	72.00	_____
_____	6'	69.00	80.00	_____
_____	8'	88.00	99.00	_____

TABLE SKIRTS ONLY

CIRCLE COLOR:		BLACK	BLUE	RED	WHITE	GREEN
		GRAY	BURGUNDY	TEAL	PURPLE	GOLD
QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL		
_____	30"H	67.00	84.00	_____		
_____	42"H	67.00	84.00	_____		

SPECIAL DRAPING

QTY	ITEM	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	3' H SIDE DRAPE	7.00 LF.	8.00 LF	_____
_____	8' H BACK DRAPE	10.00 LF.	11.00LF	_____

Furniture & Skirting Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

FURNITURE & SKIRTING

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

ADVANCE PRICE DEADLINE

MARCH 3, 2023

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

ACCESSORIES

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	Wastebasket	\$ 14.00	\$ 17.00	_____
_____	Bag stand	\$ 35.00	\$ 45.00	_____
_____	Easel	\$ 28.00	\$ 38.00	_____
_____	22" x 28" Sign Frame	\$ 48.00	\$ 58.00	_____
_____	Free Standing Literature Stand	\$ 50.00	\$ 60.00	_____
_____	Stackable Bookcase (27" wide x 11" deep x 37"high)	\$41.00		_____
_____	Chrome Stanchion	\$ 40.00	\$ 50.00	_____
_____	Roping (8' Sections)	\$ 40.00	\$ 50.00	_____
_____	4' Draped Table Riser	\$40.00	\$50.00	_____
_____	6' Draped Table Riser	\$45.00	\$55.00	_____

CIRCLE COLOR: **BLACK BLUE RED WHITE GREEN GRAY BURGUNDY GOLD**

PEGBOARDS & TACKBOARDS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	4' x 8' Horizontal Pegboard	\$ 136.00	\$ 165.00	_____
_____	4' x 8' Horizontal Tackboard	\$ 136.00	\$ 165.00	_____
_____	3' x 8' Vertical Pegboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Vertical Tackboard	\$ 127.00	\$ 167.00	_____
_____	3' x 8' Velcro Panels (Single Side)	\$ 195.00	\$ 250.00	_____
_____	3' x 8' Velcro Panels (Double Side)	\$ 250.00	\$ 325.00	_____

CABINETS

QTY	DESCRIPTION	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	White Locking Cabinet (22" W x 42"L x 42"H)	\$ 275.00 _____	\$ 325.00 _____	

Additional Items Total = \$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet

ADDITIONAL ITEMS

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

ADVANCE PRICE DEADLINE
MARCH 3, 2023

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____

STANDARD BOOTH CARPET

*Exact color match is not guaranteed for basic booth carpets ordered in multiple of two or more.
 The following prices include delivery, labor, carpet tape, and removal.*

Your carpet order can not be processed without a color selection.

CIRCLE COLOR CHOICE:

	BLUE	GRAY	BLACK	HUNTER GREEN	RED
<i>QTY</i>	<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>	
_____	9' X 10'	124.25	155.35	_____	
_____	9' X 20'	248.50	310.65	_____	
_____	9' X 30'	372.75	465.95	_____	
_____	9' X 40'	497.00	621.25	_____	

CUT AND LAY CARPET

The following prices include: Matching dye lot, delivery, laying, cutting, taping, and removal.

CIRCLE COLOR CHOICE:

BLUE	GRAY	BLACK	HUNTER GREEN	RED
				<i>TOTAL</i>

_____ ft. _____ ft. = sq. ft. x \$2.50 sq. ft. = _____

MISCELLANEOUS

<i>ITEM</i>	<i>ADVANCE PRICE</i>	<i>AFTER DEADLINE</i>	<i>TOTAL</i>
Carpet Padding: _____ ft. x _____ ft. = _____ sq. ft. x \$1.35/ sq. ft.		OR \$1.55 sq. ft. = _____	
Plastic Covering: _____ ft. x _____ ft. = _____ sq. ft. x \$.45 sq. ft.		OR \$.55 sq. ft. = _____	

Carpet Total = \$ _____ Taxable Service
Please enter total on Order Form Recap Sheet

CARPET

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE

MARCH 3, 2023

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

CARPET VACUUMING

Vacuuming is provided the evening before the specified date. Carpet vacuuming will begin on the first day of the show.

Carpet vacuuming does not include trash removal

VACUUMING SERVICE: Prices are per square foot.

	Advance Price	After Deadline	No. of Days	Total
Carpet Size: _____ ft. x _____ ft. = _____ sq.ft. x	\$.30/day	or \$.35/day	x _____	= _____

List Date(s) needed: _____

PORTER SERVICE

Porter service includes booth wipe down and trash removal for the duration of the show.

Does not include vacuuming.

PORTER SERVICE RATES:

0 – 500 Sq. Ft.	\$25.00 per day
501 – 1500 Sq. Ft.	\$42.00 per day
1501 – 3000 Sq. Ft.	\$60.00 per day
3001 Sq. Ft. and higher	Call for rate

Rate		No. of Days	=	Total
_____	X	_____	=	_____

List Date(s) needed: _____

Cleaning Total= \$ _____ Taxable Service
Please enter total on Order Form Recap Sheet

CLEANING

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakeevents.com

ADVANCE PRICE DEADLINE
MARCH 3, 2023

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ **BOOTH #:** _____

CONTACT: _____ **PHONE #:** _____

EMAIL: _____

MODULAR EXHIBITS

Standard Modular Exhibits Includes: Standard panel choice, header copy (one color), standard booth carpet, first time vacuuming (night before show opens), shipping and material handling of exhibit, set-up and dismantle.

Standard Modular Exhibits Does not include: Electrical Service; Daily Booth Cleaning; Furniture and Additional Items.

NOT AVAILABLE ON SITE
ORDERS RECEIVED AFTER DEADLINE ADDITIONAL 30% WILL BE APPLIED

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	GLE 100 – 10' x 10' Exhibit with 10' Header Sign	\$ 950.00	_____
_____	GLE 200 – 10' x 20' Exhibit with (2) 10' Header Signs	\$1,400.00	_____
_____	GLE 201 – 10' x 20' Exhibit with (2) 10' Header Signs	\$2,650.00	_____
_____	GLE 202 – 10' x 20' Angled Exhibit with (2) 8' Header Signs	\$2,100.00	_____
_____	Shelves (12" D x 39" W)	\$ 35.00	_____
_____	Stem lights (50 watt halogen) electrical service not included	\$ 46.00	_____

Circle Panel Choice: White Charcoal Gray Cloth Black Cloth Burgundy Cloth

Circle Carpet Color Choice: Blue Gray Black Hunter Green

Header Copy: Please Print
(Black Standard Font)

Full Color Custom Ready to Print Digital Meter Panels at 250.00 each.....Qty: _____ Subtotal _____

Full Color Custom Ready to Print Digital Small Return Panels 90.00 each..... Qty: _____ Subtotal _____

Custom Header Ready to Print at 90.00 each.....Qty: _____ Subtotal _____

Design time available at 75.00 per hour _____ Storage fee for graphic panels \$25.00 a month _____

Contact Great Lakes Events Graphic Department at 585-458-2200 ext. 245 for further details

Modular Exhibit Rentals Total = \$ _____ Taxable Service
Please enter total on Order Forms Recap Sheet

MODULAR EXHIBIT RENTALS

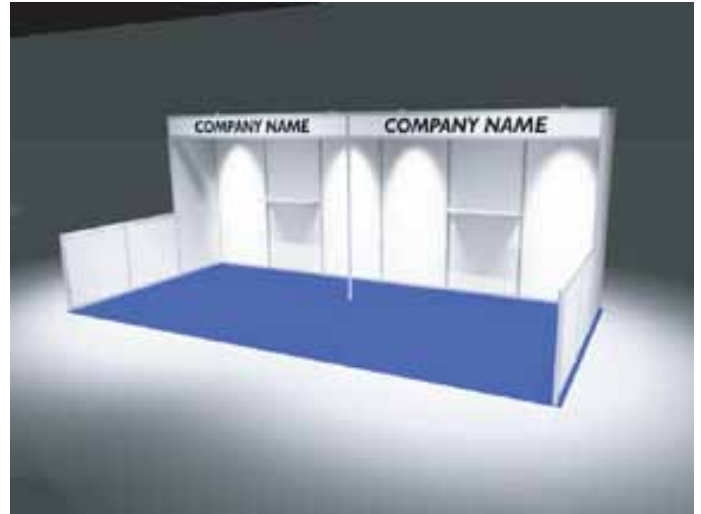


GREAT LAKES EVENTS

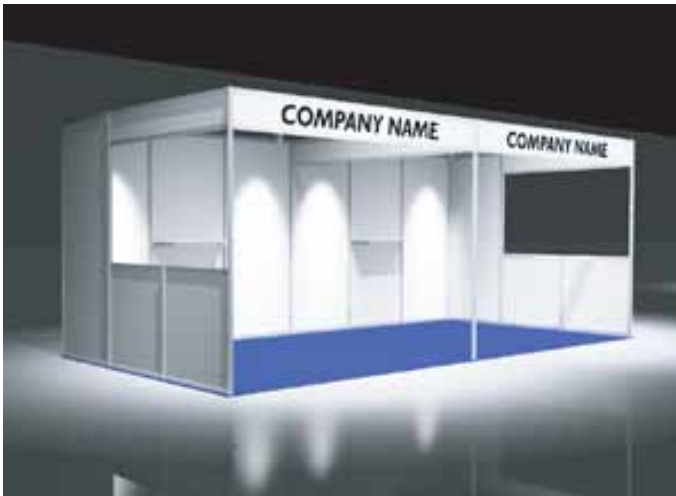
event decorating & trade shows • exhibit displays & graphics
freight transportation • rentals



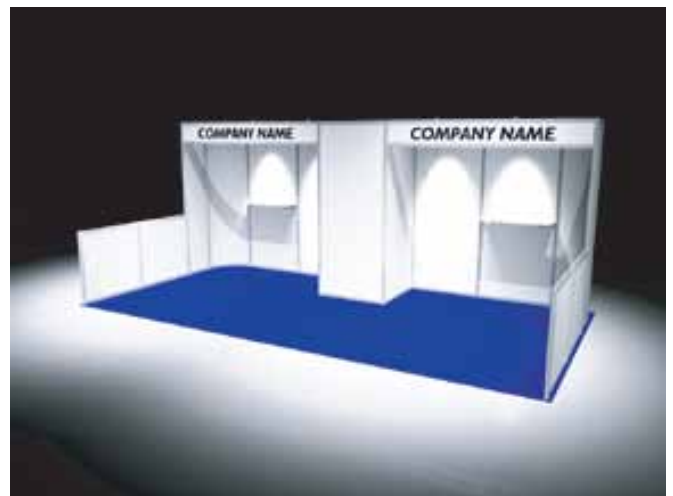
GLE 100



GLE 200



GLE 201



GLE 202

For Pricing,
See previous page

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

ADVANCE PRICE DEADLINE
MARCH 3, 2023

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM

COMPANY: _____ BOOTH #: _____
 CONTACT: _____ PHONE #: _____
 COMPANY WEBSITE: _____ EMAIL: _____

FULL COLOR DIGITAL SIGN SIZES

QTY	SIZE	ADVANCE PRICE	AFTER DEADLINE	TOTAL
_____	7" X 11"	10.00	20.00	_____
_____	7" X 44"	36.00	72.00	_____
_____	11" X 14"	15.00	30.00	_____
_____	11" X 44"	42.00	84.00	_____
_____	14" X 22"	22.00	44.00	_____
_____	14" X 44"	45.00	90.00	_____
_____	22" X 28"	45.00	90.00	_____
_____	28" X 44"	85.00	170.00	_____

Banner *Quoted on request* Sign-a-cade *Quoted on request*
 Step Stake *Quoted on request* Cutouts *Quoted on request*
 Retractable Banner *Quoted on request* Floor Stickers *Quoted on request*

QTY	SERVICE	PRICE	TOTAL
_____	Grommets	3.00(lots of 6)	_____
_____	Step Stake Sign Holder	2.50	_____
_____	Easel back on sign	5.25	_____
_____	Logo Sign (scanning)	75.00/hour	_____

Choose substrate (check one) Cora Plast _____ Foam Core _____

**Any orders received 10 days prior to the start of exhibitor move in
 Are subject to applicable shipping charges**

**Special Signs Total =\$ _____ Taxable Service
 Please enter total on Order Form Recap Sheet**

SPECIAL SIGNS

Attention Exhibitors

Need Graphics ? Give us a call !

Banners



Retractable Banners



Signs



Cut Outs



Step Stakes



- * **Banners**
- * **Signs**
- * **Retractable**
- * **Cut Outs**
- * **Sign-a-cades**
- * **Step Stake**
- * **Floor Stickers**

Sign-a-cade



Floor Stickers



Great Lakes Events

Tel. 585-458-2200 ext. 245 (Andrea)

abarrile@greatlakesevents.com

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email to: csr@greatlakesevents.com

CMA Shipping 2023
 MARCH 21-23, 2023
 Hilton Stamford
 Stamford, CT

COMPANY: _____ BOOTH #: _____
 CONTACT: _____ PHONE #: _____

LABOR FUNCTIONS & RATES

LABOR FUNCTIONS: Install, dismantle, unskid, reskid, unpack, and repack displays as well as positioning of machinery.

LABOR RATES: One hour minimum charge per person

Straight Time: 8:00 A.M. – 4:00 P.M. Monday through Friday..... \$ 95.00
Overtime: 4:00 P.M. – 12:00 A.M. Monday through Friday, 8:00 A.M. – 12:00 A.M. Saturday..... \$143.00
Double Time: 12:00 A.M. – 8:00 A.M. Monday through Saturday, and all hours on Sunday..... \$190.00

FORKLIFT SERVICE: Call with details for quote.

Banding Service Available @ \$45.00 per skid

Shrink Wrap Service Available @ \$35.00 per skid

For labor cancellations there is a one hour, one person charged applied to all orders that are not cancelled 24 hours prior to scheduled start time. This applies to both Exhibitor and Great Lakes Events supervision.

INSTALLATION & DISMANTLE WITH GREAT LAKES EVENTS SUPERVISION

Exhibits are installed prior to Exhibitor's arrival and dismantled after Exhibitor's departure under the direction of Great Lakes Events I & D Supervisor. When requesting this service, send set-up instructions and packing list.

Please calculate the hourly rate plus 30% Supervision Charge/Minimum \$30.00.

NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL	30% supervision (Minimum \$30.00)	TOTAL COST
INSTALL: _____ x _____	= _____	x _____	= _____	x _____	= _____	_____
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____			
DATE: _____	TIME: _____	WORK TO BE DONE: _____				
DISMANTLE: _____ x _____	= _____	x _____	= _____	x _____	= _____	_____
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____			
DATE: _____	TIME: _____	WORK TO BE DONE: _____				

****SUPERVISION FORM REQUIRED****

INSTALLATION & DISMANTLE WITH EXHIBITOR SUPERVISION

Supervisor must check in at the Great Lakes Events Exhibitor Service Center to pick up laborers. When work is complete, supervisor must return to service center to release laborers. Requested start time is not guaranteed.

	NUMBER OF MEN	HOURS (APPROX.)	TOTAL HOURS	RATE	TOTAL
INSTALL:	_____ x _____	= _____	_____ x _____	= _____	_____
DATE: _____	TIME: _____	WORK TO BE DONE: _____			
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____		
DISMANTLE:	_____ x _____	= _____	_____ x _____	= _____	_____
DATE: _____	TIME: _____	WORK TO BE DONE: _____			
EQUIPMENT TYPE: _____	COST: _____	PLUS LABOR: _____	=TOTAL: _____		

BANDING & SHRINK WRAP SERVICE

BANDING: NUMBER OF SKIDS @ 45.00 EACH _____

SHRINK WRAP: NUMBER OF SKIDS @ 35.00 EACH _____

**Installation & Dismantle Total: \$ _____ Taxable Service with exception of:
 Dismantle Labor is non-taxable (equipment taxable)
 Enter total on Order Form Recap Sheet**

INSTALLATION & DISMANTLE LABOR

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

This form must be completed if using any labor services supervised by Great Lakes Events

COMPANY: _____ BOOTH #: _____

CONTACT: _____ FAX #: _____

PHONE #: _____ WEEKEND/AFTER HOURS PHONE #: _____

INBOUND SHIPPING INFORMATION

Shipment 1:

Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 2:

Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

Shipment 3:

Carrier: _____ Arrival Date: _____ No. of Pieces _____
Weight: _____ Pro Number: _____

UTILITY INFORMATION

Did you order electrical service? _____ Should electrical lines lie under carpet? _____
Please send electrical order forms and drawings directly to the official electrical contractor.
Did you order telephone service? _____
Please send telephone order forms and drawings directly to the official telephone contractor.

SET - UP INSTRUCTIONS

Are the set-up drawings attached? _____ Are the set-up drawings sent with exhibit? _____
Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

Consigned to: _____
Attention: _____
Address: _____
City: _____ State: _____ Zip: _____
Method of shipping: Air Freight Next Day 2nd Day Deferred
 Motor Freight Van Line Other
Number of pieces: _____ Weight: _____
Carrier: _____

Great Lakes Transportation invites you to check our service and rates for outbound shipping.

LABOR SUPERVISION

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakeevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

To insure that Great Lakes Events accepts and delivers your freight please adhere to the Advance or Direct shipping instructions provided in this Exhibitor Manual.

COMPANY: _____ BOOTH #: _____
CONTACT: _____ PHONE #: _____

MATERIAL HANDLING RATES

For complete information, descriptions and rates, please refer to the Advance or Direct Shipment forms.
Please be aware of the Exhibitor move in and move out times and make note of any additional charges that may be applied for overtime.

SHIPPING ARRANGEMENTS

How to calculate your order:
When recording your weight, round up to the next 100 lbs.
Example: We will ship 265 lbs. (round up to 300 lbs.)
300 lbs. x RATE per cwt. = \$ Dollars

*****FREIGHT WILL NOT BE ACCEPTED WITHOUT PRIOR PAYMENT*****

ADVANCE SHIPMENTS:

We will ship _____ lbs. @ \$92.00 per cwt. (100 lbs.)=\$_____ (minimum of \$184.00)

Our freight will arrive after **MARCH 14, 2023** _____ lbs. @ \$10.00 per cwt =\$_____ (min charge of \$15.00 per shipment plus advanced rate)

DIRECT SHIPMENTS:

We will ship _____ lbs. @ \$92.00 per cwt. (100 lbs.)=\$_____ (minimum of \$184.00)

FREIGHT LOADING OR UNLOADING ON OVERTIME: Additional 12.50 per cwt.
Overtime hours Monday – Friday 4:00 PM – 12:00 AM; All hours on Saturday and Sunday

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING FOR CARRIER PICK UP:

Reminder you must schedule your carrier to pick up your freight at the warehouse between 8:00 AM and 4:00 PM
_____ lbs. @ \$75.00 per cwt. (100 lbs.)=\$_____ (minimum of \$150.00)

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

We understand your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Services Department

Material Handling Total = \$ _____ Non - Taxable Service
Please enter total on Order Form Recap Sheet

MATERIAL HANDLING ORDERS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

ADVANCE WAREHOUSE MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of crated material (uncrated materials will not be accepted at the warehouse)
- ◆ Storage at warehouse for up to 30 days
- ◆ Delivery to your booth at show site
- ◆ Storage and return of empty containers
- ◆ Reloading of material on to your carrier at the close of the show

ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

- ◆ All shipments must arrive to the advance warehouse by **MARCH 3, 2023**. If your shipment arrives after this date you will be charged an additional late fee (rate listed below). **There are no exceptions to this fee!**
- ◆ The absolute latest date for shipments to arrive to the advance warehouse is **MARCH 14, 2023** with late fee applied. Any shipments sent to the advance warehouse after **MARCH 14, 2023** will not be accepted, please follow deadline dates above.
Shipping hours are Monday – Friday 8:00 A.M. – 4:00 P.M. (Straight Time) at the warehouse.
No shipments will be accepted on weekends or holidays.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor’s booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, “riders” to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

ADVANCE WAREHOUSE SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: CMA SHIPPING 2023
C/O TFORCE FREIGHT
80 W. NYACK ROAD
NANUET, NY 10954
201-807-2400

ADVANCE WAREHOUSE RATES
ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

ADVANCE CRATED SHIPMENT: Arriving on or before deadline date. Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$ 92.00 per cwt. (100lbs.)
Minimum charge of 200 lbs. totaling \$184.00

ADVANCE CRATED SHIPMENTS ARRIVING AFTER DEADLINE OF MARCH 14, 2023.
Advance rate plus additional \$10.00 per cwt. (100 lbs)

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Advance rate plus additional \$12.50 per cwt.
After show opens \$15.00 per cwt.
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday, Holidays

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: \$75.00 per cwt. (minimum \$150.00)

****FREIGHT ARRIVING AT THE WAREHOUSE AFTER THE SHOW OPENS WILL BE REFUSED!**

ADVANCE SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO THE ADVANCE WAREHOUSE
*Shipments will be refused if payment information is not sent in prior to arrival!

Deliveries must arrive on or before MARCH 3, 2023 to avoid surcharges.

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
TFORCE FREIGHT
80 W. NYACK ROAD
NANUET, NY 10954**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

**MARCH 3, 2023
(To Avoid Late Fee)**

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
TFORCE FREIGHT
80 W. NYACK ROAD
NANUET, NY 10954**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

**MARCH 3, 2023
(To Avoid Late Fee)**

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
TFORCE FREIGHT
80 W. NYACK ROAD
NANUET, NY 10954**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

**MARCH 3, 2023
(To Avoid Late Fee)**

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
TFORCE FREIGHT
80 W. NYACK ROAD
NANUET, NY 10954**

**SHIPMENTS MUST ARRIVE
ON OR BEFORE**

**MARCH 3, 2023
(To Avoid Late Fee)**

ADVANCE SHIPPING LABELS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

DIRECT MATERIAL HANDLING SERVICES

RATES INCLUDE THE FOLLOWING:

- ◆ Unloading of material at convention facility and delivery to your booth
- ◆ Storage and return of empty containers at the close of the show. Due to Fire Marshall Regulations, empties may be stored outdoors.
- ◆ Reloading of material on to your carrier at the close of the show

DIRECT SHIPPING INSTRUCTIONS

- ◆ Shipments will only be received during the move in period, **MARCH 20-21, 2023**. As an exhibitor it is your responsibility to instruct your carrier of the proper date for direct deliveries to the convention facility. Any shipments arriving prior to the first day of move in will be refused and returned to the local trucking terminal.
- ◆ **Mandatory Documentation:** Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS, DHL and FedEx, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. Great Lakes Events will assume no liability for such shipments. Weight tickets or bills of lading indicating weight must accompany all freight. Failure to have proper weight certification will delay unloading. Great Lakes Events reserves the right to estimate the weight of a shipment if no certification is presented upon the time of delivery. Invoicing will be based upon this estimate. The appropriate paperwork must be presented to GLE before the close of the show or the estimate will serve as the billing weight. The driver's signature on the show site receiving reports will verify the total piece count and weight.
- ◆ **Insurance:** Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverage, "riders" to existing policies can usually do this. Great Lakes Events is not responsible for the security of items after they are delivered to each booth or until they are picked up at each booth for reloading at the close of the show. Please take all necessary precautions.

DIRECT SHIPPING INFORMATION

LABEL EACH CRATE OR PACKAGE AS FOLLOWS:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
FOR: CMA SHIPPING 2023
GREAT LAKES EVENTS
C/O HILTON STAMFORD
ONE FIRST STAMFORD PLACE
STAMFORD, CT 06902
203-967-2222

DIRECT SHIPPING RATES

ALL SHIPMENTS ARE CHARGED A MINIMUM OF 200 LBS.

DIRECT SHIPMENTS: Each shipment is considered separately. No cumulative weights will be allowed.

Rate: \$92.00 per cwt. (100 lbs.) see below for Overtime
Minimum charge of 200 lbs. totaling \$184.00

FREIGHT LOADING /UNLOADING ON OVERTIME HOURS: Direct rate plus additional **\$12.50 per cwt.**
Overtime includes Monday – Friday 4:00 P.M. and beyond, Saturday, Sunday and Holidays.

FREIGHT THAT ARRIVES AFTER THE SHOW OPENS: Direct rate plus additional **\$ 15.00 per cwt.**

FREIGHT SHIPPED BACK TO WAREHOUSE UPON SHOW CLOSING: **\$75.00 per cwt. (minimum of \$150.00)**

DIRECT SHIPMENTS

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

**PLEASE AFFIX THESE LABELS TO ALL ITEMS BEING SENT TO
HILTON STAMFORD**

***Please complete the method of payment form prior to the show as freight WILL NOT be released
if payment information has not been completed!**

DIRECT SHIPPING LABELS

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
GREAT LAKES EVENTS
C/O HILTON STAMFORD
ONE STAMFORD PLACE
STAMFORD, CT 06902**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 20-21, 2023

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
GREAT LAKES EVENTS
C/O HILTON STAMFORD
ONE STAMFORD PLACE
STAMFORD, CT 06902**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 20-21, 2023

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
GREAT LAKES EVENTS
C/O HILTON STAMFORD
ONE STAMFORD PLACE
STAMFORD, CT 06902**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 21-23, 2023

TO:

BOOTH:

**FOR: CMA SHIPPING 2023
GREAT LAKES EVENTS
C/O HILTON STAMFORD
ONE STAMFORD PLACE
STAMFORD, CT 06902**

**DIRECT SHIPMENTS WILL ONLY BE
ACCEPTED DURING THE MOVE IN**

MARCH 21-23, 2023

Great Lakes Events LLC
 100 Bickford Street Rochester, NY 14606
 Phone: 585-458-2200 Fax: 585-458-5087
 Email: csr@greatlakeevents.com

CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT

**THIS FORM MUST ACCOMPANY
 THE METHOD OF PAYMENT FORM**

COMPANY: _____ **BOOTH #:** _____
CONTACT: _____ **PHONE #:** _____
EMAIL: _____

GREAT LAKES TRANSPORTATION GUIDELINES

- ◆ Please complete this form only if shipping exhibit material with Great Lakes Transportation
- ◆ Credit card information must be on file prior to freight pick-up.
- ◆ Clearly label all shipments with the destination address. At show site you must complete an outbound Bill of Lading before leaving the facility. Complimentary shipping labels and Bill of Lading are available at the Great Lakes Events Exhibitor Service Desk.
- ◆ Any organization using Great Lakes Transportation must have the proper insurance coverage for shipping.

INSURANCE COVERAGE: _____

**FOR SHIPMENTS OVER 200 POUNDS GREAT LAKES TRANSPORTATION IS AVAILABLE FOR
 SHIPPING INBOUND TO ADVANCE WAREHOUSE OR SHOW SITE**

PICK UP INFORMATION:

Pickup Date: _____ Pickup Times: _____

Shipper Name: _____

Shipper Address: _____

City: _____ State: _____ Zip: _____

Inbound Destination: _____ Advance Warehouse _____ Showsite Facility

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
 3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count; Weight & Dimensions Required:

Dimensions of Shipment: _____
 _____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ Total Weight: _____ Does Pickup Location have a loading dock? YES NO
 *if NO additional charges may apply
 Is an "Inside Pickup" required (typical for Suite offices w/o loading docks)? YES NO

OUTBOUND AFTER SHOW CLOSING

Be sure to come to the Great Lakes Events Service Center to pick up your Bill of Lading

Consigned to (Company Name): _____

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Service Type: Circle Type

Standard Ground Speedy Ground Next Day Second Day
 3-5 Business Days 2-3 Business Days Next Business Day 2nd Business Day

Description of Shipment: Piece Count; Weight & Dimensions Required:

Dimensions of Shipment: _____
 _____ Crates _____ Cartons _____ Fiber Cases _____ Pallet/Skid _____ Other

Total Pieces: _____ Total Weight: _____ Does Delivery Location have a loading dock? YES NO
 *if NO additional charges may apply
 Is an "Inside Delivery" required (typical for Suite offices w/o loading docks)? YES NO

GREAT LAKES TRANSPORTATION

Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakeevents.com

Limits of Liability

The consignment or delivery of shipments to Great Lakes Events by an exhibitor, or by any shipper to/or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth below

INSURANCE

Great Lakes Events is not an insurer, the exhibitor should obtain insurance. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the closing of the show. Please indicate in the space below what your Exhibition Booth Insurance plans are for this event:

MANDATORY INSURANCE NOTIFICATION PLEASE RETURN TO GREAT LAKES EVENTS

COMPANY: _____ CONTACT: _____ BOOTH #: _____

SHOW NAME: CMA SHIPPING 2023

WE HAVE CHOSEN THE FOLLOWING AS OUR INSURANCE COVERAGE (CHOOSE ONE)

SELF - INSURED (INCLUDE COMPANY NAME): _____

OTHER (INCLUDE COMPANY NAME): _____

1. Great Lakes Events and its subcontractors shall not be responsible for damage or loss resulting from any act of the exhibitor or any shipper, including, but not limited to, improper packing or loading of materials, neglect to describe materials sufficiently, and neglect to mark materials properly.
2. Great Lakes Events and its subcontractors shall not be responsible for damage to/or loss of uncrated materials, or damage concealed from Great Lakes Events.
3. There may be a period of time between the delivery of the materials to the exhibitor's booth by Great Lakes Events and the arrival at the booth of a representative during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials during this period or at any time following delivery to exhibitor's booth.
4. Likewise, there may be a period of time between the packing of materials and pick-up by Great Lakes Events during which the materials will be left unattended. Great Lakes Events and its subcontractors shall not be responsible for loss, theft, damage or disappearance of materials during this period or at any time prior to reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Great Lakes Events to exhibitors, will be checked at time of actual pick-up from the booth and corrections will be made where discrepancies occur.
5. Empty labels will be available at the Great Lakes Events Service Center. It is the responsibility of the exhibitor or his representative to affix these labels to each empty container. All previous labels should be removed or obliterated. Great Lakes Events assumes no responsibility for the following: Not following procedures above, removal of empties with old labels and without Great Lakes Events labels, improper information on empty labels, the security of empties while in storage, the condition of empties upon return, materials stored in containers with empty labels, or damage to containers stored outside due to inclement weather.
6. Great Lakes Events and exhibitors subcontractors shall not be responsible for damage caused by inclement weather to storage crates that are stored outside.
7. Claims for loss or damage, while on premises, must be reported immediately to Great Lakes Events. An incident report must be completed and submitted to your insurance company or Great Lakes Events within 24 hours. No claim or dispute will be accepted any later than 30 days after such claim or dispute arises. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action.
8. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit those materials. The liability of Great Lakes Events and its subcontractors shall be limited to their negligence in the actual physical handling of the materials in its shipments. If the exhibitor and/or representative is supervising the handling and/or spotting of exhibit, machinery or display, the exhibitor and/or representative will assume responsibility.
9. In the event that Great Lakes Events or its subcontractors are liable for negligence, any recovery against Great Lakes Events shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event, the maximum liability of Great Lakes Events or its subcontractors shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1000.00 per shipment, whichever is less, unless the exhibitor or other shipper discloses or declares that the goods have a greater value.

LIMITS OF LIABILITY

Continued... .

10. Great Lakes Events and its subcontractors shall not be liable for damage to or loss of materials of unusual or special value unless their true character and value is stated at the time of the shipment.
11. The provisions limiting the liability of Great Lakes Events and its subcontractors shall be fully severable, and if any such provision shall be unenforceable under the laws of any jurisdiction, that provision shall be considered deleted, without affecting any other provision of this section, and in its place shall be submitted a provision as alike as possible in tenor and effect as shall be enforceable.
12. Great Lakes Events and its subcontractors shall not be responsible for any loss, damage, or delay due to thievery, defective equipment, breakage, leakage, dangers of the sea or lake, weather, fire, Acts of God, acts of a public enemy, acts or mandates of a public authority, the inherent nature or propensities of any material to be handled, strikes, lockout or work stoppages of any kind, delay caused in transportation or delivery other than delay caused by the negligence of Great Lakes Events or its subcontractors, or to any other cause beyond the control of Great Lakes Events or its subcontractors.
13. In the event that the carrier, designated by the EXHIBITOR, does not pick up materials within the allotted time, Great Lakes Events will have the authority to reroute the exhibitor's materials onto the house carrier. Great Lakes Events will not be responsible for any loss from such rerouting and/or handling. Great Lakes Events will not be held liable for any failure to provide these terms and conditions to the exhibitor and/or representative.
14. If a dispute between Great Lakes Events and the exhibitor occurs, and is relative to a loss, damage, or claim, the exhibitor shall not withhold any payment for any services provided by Great Lakes Events. All claims against Great Lakes Events will be considered a separate instance, and shall be resolved on its own.
15. If Great Lakes Events is found liable for any loss or damage, the maximum liability to an exhibitor's materials is limited to repairing or replacing, with relative likeness and quality. The dollar amount will be limited to the amount paid by the exhibitor to Great Lakes Events for material handling services.
16. Great Lakes Events and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
17. Great Lakes Events and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Great Lakes Events or its subcontractors except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Great Lakes Events.
18. Great Lakes Events and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
19. Claims for loss, injury or damage which are not submitted to Great Lakes Events within thirty (30) days of the close of the show on which loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Great Lakes Events or its subcontractors more than one year after the accrual of the cause of action therefore.
20. Great Lakes Events and its subcontractors shall not be responsible for improper packing of exhibitor material and its products or incorrect labeling if working under the supervision of the exhibitor.
21. Great Lakes Events and its subcontractors shall not be responsible for improperly packed or concealed damages to exhibits.
22. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in numbers 16 through 21 above.

*Great Lakes Events LLC
100 Bickford Street Rochester, NY 14606
Phone: 585-458-2200 Fax: 585-458-5087
Email to: csr@greatlakesevents.com*

*CMA Shipping 2023
MARCH 21-23, 2023
Hilton Stamford
Stamford, CT*

IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ *All carriers must check in by 10:00 A.M. on MARCH 24, 2023*
- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ *It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show. Please notify your carrier of the designated carrier check in date and time.*
- ◆ *A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx). Be sure to fill out one per destination.*
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Nationwide Expo Services Service Desk. Any materials being shipped out FedEx, UPS or DHL must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ *In the event that your carrier fails to check in by the designated deadline Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.*
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED

SHOW CLOSING

Checklist and deadlines

Complete?	Action	Who	Deadline
	Accommodation	Hilton	As soon as possible
	Electrical Form	Hilton	March 13, 2023
	Great Lakes Events Forms	Great Lakes Events	March 3, 2023
	International Freight Forwarder Form	DB Schenker	As soon as possible

We look forward to welcoming you to CMA Shipping 2023 and wish you a successful show!

Additional Forms

1. HILTON - ELECTRICAL, TELEPHONE & INTERNET REQUEST FORM
2. M COMMUNICATIONS - AUDIO VISUAL RENTALS
3. DB SCHENKER - INTERNATIONAL FREIGHT FORWARDING - contact sarah.neale@dbschenker.com

HILTON STAMFORD HOTEL & EXECUTIVE MEETING CENTER

ONE FIRST STAMFORD PLACE
STAMFORD, CT 06902

ELECTRICAL, TELEPHONE & INTERNET REQUEST FORM

Secure Fax #: 203-351-1836

Email Address: Gail.Rooney@Hilton.com

<u>Event:</u>	CMA Shipping 2023
<u>Contact Person's Name:</u>	
<u>Company Name:</u>	
<u>Business Address:</u>	
<u>City:</u>	<u>State:</u>
	<u>Zip:</u>
<u>Telephone:</u>	<u>Fax:</u>
	<u>Date of Event:</u>
<u>BOOTH #:</u>	
<u>Credit Card (Please Circle):</u>	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club <input type="checkbox"/> Discover
<u>Name on Credit Card:</u>	
<u>Credit Card #:</u>	
<u>Credit Card Expiration Date:</u>	
SIGNATURE _____	
<p>***NOTE*** A Copy of the front and back of the credit card being submitted MUST be included with this completed Electrical Form. Cardholder's signature is REQUIRED in order for your electrical requests to be honored.</p>	

Quantity	Equipment	Charge	Total Charge
	Analog Telephone Line (phone call charges not included)	\$100.00++ Per Line / Per Day	
	HSIA – High Speed Internet Access (Hard Wired)	\$195.00++ Per Hard-Wired Line / Per Day (installed - plus 25% service charge and state sales tax)	
	20 amp, 110V Power Strip (consists of 6 outlets)	\$50.00++ Installation Fee \$25.00++ Usage Fee Per Day	
	30 or 50 amp 3 phase 110/220 volt Spider box. (boxes consist of twenty 20 outlets.)	\$250.00++ Per Day	
	3 phase 100amp cam locks	\$300.00++ Per Day \$150++ Installation Fee	

Additional Rentals - As Available

Quantity	Equipment	Charge	Total Charge
	Banner Hanging (Per Banner)	\$55.00++ (80 square feet & under) \$75.00++ (81-288 square feet) \$150.00++ (288 square feet and up)	
	Clip-On Lights (Based on Availability)	\$75.00++ Per Light / Per Day	

*****For more information, please contact Gail Rooney, Director of Sales & Events via e-mail at Gail.Rooney@Hilton.com or via phone at (203) 351-1834. *****

ALL ORDERS ARE ON A FIRST COME, FIRST SERVE BASIS!!!
Requests are subject 25% service charge/administrative fee and CT State Sales Tax of 6.35%.

***** Special Note: Advance orders MUST be placed within 5 business days of the first day of the event. All requests after this time are considered RUSH orders and will result in increased pricing of up to 25% on the prices noted above. *****

MCM COMMUNICATIONS

IS THE OFFICIAL AUDIO VISUAL VENDOR FOR

CMA SHIPPING 2023

**CALL (203) 348-2100 OR REACH OUT VIA EMAIL TO
SALES@MCOMMUNICATIONS.COM
TO ORDER:**

- **LAPTOPS (MAC & WINDOWS)**
- **20" TO 85" MONITORS**
- **HD PROJECTORS & SCREENS**
- **PRO AUDIO & PA SYSTEMS**
- **WIRELESS MICROPHONES**
- **PROFESSIONAL LIVE STREAMING**
- **A/V TELECONFERENCING**
- **EXPERIENCED TECHNICIANS**
- **DELIVERY, SETUP, OPERATION & REMOVAL**



CALL

(203) 348-2100

TODAY





FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICE GUIDELINES

Schenker, Inc.

DB SCHENKER*fairs*

Chicago, USA

January 2023



General Shipping Guidelines

Schenker Ltd has been appointed as the Logistics Partner for CMA Shipping & Maritime Conferences 2023 to be held in Connecticut from March 21 to March 23, 2023.

In the following guidelines we outline all our services tailored to the needs of international exhibitors participating at the CMA Shipping & Maritime Conferences 2023 in Connecticut. The services include transportation services (air and/or ocean) to and from the USA, customs clearance services and the delivery to the convention center in close cooperation with the general contractors for the exhibition.

The following instructions must be read very carefully. Failure to comply may result in delays with the Customs clearance and subsequently lead to additional charges and/or late delivery to show site.

The manual outlines the customs policies, shipping instructions, and delivery information. Please contact our experienced staff with any questions you might have regarding our services for the CMA Shipping & Maritime Conferences 2023.

FORWARDER'S CONTACT INFORMATION

SCHENKER, Inc.
1901 N. Roselle Rd. - Suite 200
Schaumburg, IL 60195
Tel: (847) 954-6695
E-mail: Sarah.Neale@dbschenker.com

International shipments will require special consideration not covered in the handling and shipping section of the exhibitor manual. The Customs House Broker is available to advise the best method of transportation to the USA including recommendations of shipping lines and inland carriers, advice on required documents and procedures and provide addresses and invoice instructions. Please email your quote request to us and we will contact you.

CUSTOMS CLEARANCE

In order for Schenker to enter the goods correctly, the types of entries available are listed below:

Consumption Entry

This type of entry will be done on all items that are to remain permanently in the U.S. for example: literature, brochures, giveaways and any items sold to a U.S. buyer prior to importation.

Temporary Import Bond

This allows international shipments to be imported without payment of duty on a temporary basis. Shipments entered under the Temporary Import Bond Provision must be re-exported within one (1) year of import. Any items that are not re-exported within the one-year period are subject to customs penalties which are equal to double the duty plus liquidated damages.

A.T.A. Carnet

An A.T.A. Carnet can be used on shipments that will be re-exported. Any brochures or giveaway promotional material must be invoiced and entered separately. U.S. Customs does not allow merchandise entered on an A.T.A. Carnet to remain in the country.

Trade Fair Entry

The U.S. Department of Commerce has designated the CMA Shipping & Maritime Conferences 2023 a bona fide Trade Fair under the Trade Fair Act of 1959, which permits international exhibitors to enter equipment and machinery for exhibition purposes without duty in the exhibit halls, if they export them at the end of the Fair. Exceptions are items consumed at the Fair, printed matter, advertising material, give-away items and all equipment that has been sold prior to the fair.

This allows international shipments to be imported without payment of duty on a temporary basis when using a trade fair bond. A significant advantage to utilizing this method of importation allows the exhibitor to make a decision during the show regarding the final disposition of goods.

POWER OF ATTORNEY FORMS PROPERLY COMPLETED ARE A REQUIREMENT FOR FINAL IMPORTATION OF MERCHANDISE INTO THE UNITED STATES.

IMPORTANT NOTICE: SHIPMENTS IMPORTED UNDER TIB OR A.T.A. CARNET, MUST BE RE-EXPORTED FROM THE USA WITHOUT EXCEPTION! US CUSTOMS DOES NOT GRANT PERMANENT CUSTOMS CLEARANCE FROM A CARNET OR TIB.

TERMS OF DELIVERY

In order to assure timely delivery to exhibition site dock, marshalling yard or advance warehouse, all shipments should arrive by the following dates, including possible document transfers from third party freight forwarder and customs house broker:

- * **LCL Ocean freight New York**
14 days before exhibitors move in date
- * **FCL Ocean freight New York**
14 days before exhibitors move in date
- * **International Airfreight New York**
14 days before exhibitors move in date

DOCUMENTATION

We require a separate invoice in English for each exhibitor. An invoice format in MS Excel is available upon request. The invoice should be consigned to:

CMA Shipping & Maritime Conferences 2023
c/o Schenker Inc.
Exhibitor Name: _____ **Booth #:** _____
Notify on arrival: Schenker Inc. - Tel (847) 954-6695

All shippers' invoices must specify, in English, the following information:

- Name, date & location of show
- Name of exhibitor, address, fax numbers & contact
- FDA bioterrorism registration number
- Mode of transport & port of entry into U.S.
- Trade or brand name of each product
- Exact description of Goods, in English
- Harmonic (Brussels) commodity code of material: see <http://www.usitc.gov/tata/hts/bychapter/index.htm>
- FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- Size and type of packing used for each individual item
- Gross & net weight of material
- Value & dimensions of Material
- Name & address of place of manufacture
- Country of origin
- Canning establishment codes (if applicable)

PACKING

To facilitate on-site handling, please ensure that:

- A. All cases or crates are **BOLTED** as opposed to nailed or screwed
- B. All cases or crates are fitted with sling irons or skids
- C. Center of gravity is marked on all cases exceeding 1,000 kilos
- D. Wherever possible the use of plywood should be avoided, since it is difficult to repair this material.
- E. Goods in transit pass through climatic changes and, therefore, should be packed taking care to use humidifying materials.
- F. Where machines are bolted to the sides, it is recommended that nuts be on the upper side of the base.

MARKINGS

Each case should be marked:

“Exhibitor Name”

C/O CMA Shipping & Maritime Conferences 2023

Booth Number _____

Hilton Stamford Connecticut

1 First Stamford PL

Stamford, CT 06902

Made in _____

No. 1 / up

They should also be marked with weights and dimensions. Case numbers should be labeled with the fractional system. For example, case number 1 of 4 should be marked 1/4; case number 2 of 4 should be marked 2/4, etc. All cases should be labeled by affixing proper labels such as:

FRAGILE

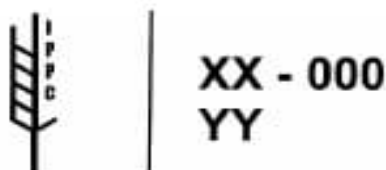
THIS SIDE UP

ETC...

U.S. IMPORT REGULATION REVISION

Effective September 16, 2005, USDA revised the import regulation for wood packing material (WPM). The regulation requires WPM coming into the U.S. to be treated and marked. If your WPM is not treated and marked, your cargo may be subject to immediate export. Please contact your Schenker representative and for more information visit:

http://www.aphis.usda.gov/import_export/plants/plant_exports/wpm/index.shtml



IMPORTER SECURITY FILING (10+2)

Effective January 26, 2009, U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF). Schenker custom brokers can file your ISF, also known as 10+2. Please contact your local Schenker Representative or Schenker U.S. Fairs and Exhibitions department for more information.

Detailed information can be found on: <http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

RESTRICTED ITEMS

Many commodities are subject to additional controls by U.S. governmental agencies. The following items require additional documentation, permits, or licenses before admission:

Alcohol, tobacco, foodstuff, plants, seeds, clothing, textiles, items containing leather or animal parts, transmitters, receivers, certain telecommunication equipment, television or computer monitors, toys, chemicals, medicine, drugs, medical equipment and appliances, items used in preparation / distribution of food, weapons or ammunition, "defense" related items, motor vehicles and parts, and nuclear material and its by-products. Please contact Schenker Inc for additional instructions if you intend to include any of the above-mentioned items in your consignment.

PRIOR NOTIFICATION OF IMPORTED FOOD SHIPMENTS

FDA requires advance notice on shipments containing any imported food. Shipments without prior notification will not be allowed into the country.

If the shipping of food is absolutely unavoidable, the following steps must be taken in order for your shipment to be allowed into the country:

- Prior Notice must be electronically received and confirmed by FDA before a food shipment arrives at the first port in the United States (although no more than 5 days before the shipment arrives).
- The deadline depends on the mode of transportation used for the shipment (air or sea).

To submit prior notification, deadline information and more, please visit:

<http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/FoodDefense/default.htm>

REGISTRATION OF FOOD FACILITIES

If you are considering sending any food items to the U.S.A., please make sure that the manufacturer's facility is registered with the FDA prior to shipping. This should be done by the manufacturer/importer and may be done on-line. This is a rather long and costly process and should be avoided if it is not necessary.

For further information and registration, visit:

<http://www.fda.gov/Food/GuidanceRegulation/FoodFacilityRegistration/default.htm>

CONSIGNMENT

Bills of lading and airway bills must be consigned to:

“Exhibitor Name”

C/O CMA Shipping & Maritime Conferences 2023

Booth Number _____

Hilton Stamford Connecticut

1 First Stamford PL

Stamford, CT 06902

Notify Party:

SCHENKER, INC.

1901 N. Roselle Rd. - Suite 200

Schaumburg, IL 60195

Attn: Domestic Fairs & Exhibitions Dept.

FAX / EMAIL ADVICE OF SHIPMENT

Once the shipment has been dispatched, a fax or email should be sent to Schenker giving the following information:

- A. Bill of lading/airway bill number
- B. Vessel name and estimated time of arrival/flight number and date
- C. Number of packages
- D. Gross weight and volume

RETURN TRANSIT OF EXHIBITION GOODS

After the close of the exhibition, Schenker Fair Department will be at your disposal to arrange for the return of your exhibition goods to the country of origin or any other foreign destination you might decide. Of course, importation into the U.S., i.e. preparing entry, payment of customs duties, etc. can also be arranged by Schenker Fair Department.

For estimates of transportation charges, please contact SCHENKER, as soon as you know where your exhibition goods are to be shipped.

INSURANCE

We strongly suggest securing insurance coverage for your goods throughout the entire shipping process, beginning at the point of departure, during the exhibition, until return to the ultimate consignee. Freight left at your booth at the close of the exhibition may be unattended for a period of several hours or several days. Schenker is not responsible for goods once they are in the possession of the on-site drayage contractor on the inbound of the exhibition or until it has been loaded on to our vehicles on the outbound of the exhibition.

TERMS OF ACCEPTANCE

All ocean and airfreight MUST be sent to the USA on a PREPAID basis.

TERMS AND CONDITIONS

All services offered are subject to Schenker, Inc.'s Terms and Conditions on its website at:
www.dbschenkerusa.com/log-us-en/aboutdbschenker/resourcecenter/documents/termsconditions.html

FREIGHT COORDINATOR

Overall Coordinator:

SCHENKER LTD – Sarah Neale
Mayne House, Juniper Park, Fenton Way
Basildon, Essex, SS15 6TD
E-mal: Sarah.Neale@dbschenker.com

Accommodation & Travel

CMA Shipping has appointed Hilton Stamford Hotel as the official accommodation provider in 2023. To book your travel using our preferred partner rates, please click [here](#).

Aerial Equipment

Drones are strictly prohibited. The display of any other aerial equipment on your stand is subject to approval by Informa Markets

Animals

Animals are not allowed in the exhibition halls for the duration of the tenancy except for registered assistance dogs. During the stand build-up and breakdown period, no animals will be allowed on-site if deemed unsafe. The organiser's decision is final at all times. Written requests must be submitted and approved either by the local authorities and/or venue managers; contact the Operations Team for further guidance.

Audio Visual

A range of AV, office equipment and computers can be hired from our recommended AV supplier. Please refer to the order forms section to place your order.

Alteration to Exhibit Layout

If any unforeseen circumstances occur that require an alteration to the layout of the exhibition floor plan, exhibitors will be informed at the earliest opportunity. The organisers cannot be held liable for any loss that this may cause the exhibitor. In the interest of the exhibition as a whole, it may be necessary to remove or alter anything in or on any part of the stand.

Badges & Passes

No one is permitted into the exhibition hall during the stand build-up, open period or breakdown without the appropriate pass.

Exhibitor Badges:

For security reasons, all exhibitors are required to wear exhibitor badges during the exhibition open days. You will be sent a dedicated link to book your exhibitor passes. Your staff and attendees will be able to pick up their badges from the registration desk. If you would like additional free exhibition only passes, they can be booked [here](#):

Balloons

The use of balloons filled with a combustible gas in the exhibition halls or outdoor areas is prohibited. It is possible to apply to the venue for the approval of balloons filled with safety gas that are firmly anchored to a stationary structure, are located within the stand and do not exceed the maximum height.

Any handing out/distribution of gas-filled balloons to members of the public during the show is also prohibited.

Booth Display Guidelines

CMA follows the Guidelines for Display Rules and Regulations as established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. Booths out of compliance with these regulations will be required to remedy their booths onsite to the satisfaction of show management.

Breakdown Instructions

The show closing hours and finishing times are detailed in Timetable section.

Breaking down is not permitted to commence until the halls are cleared of visitors and permission has been given; this is typically 30-60mins once the show has closed. During breakdown, it is not permitted to consume alcohol and children under 16 are not permitted.

You will be required to remove personal effects or small and valuable items from your hired furniture and stand as soon as the exhibition closes to prevent any losses or damage during the breakdown period. Any items to be shipped must be co-ordinated with your logistics company and not left unattended. Remember - any items left unattended during the breakdown are at your own risk and may be disposed of.

A charge will be levied to any exhibitor who leaves bulky items or an excess of waste, including publications.

Exact breakdown guidelines will be distributed to exhibitors during the exhibition

Business Facilities

Most exhibition venues have a dedicated business centre so that you and your staff can continue working using professional office equipment. At the venue, the Business Centre is located in the main lobby near the front desk.

Cash Machines

There are several cash machines near the venue – please click [here](#) to view.

Catering

The venue has an in-house restaurant called Tavola and a Coffee shop. Please note that catering provided at the stand should be provided by the official caterer at Hilton Stamford.

Cleaning Services

Your space will be cleaned the night prior to the opening of the show. Additional cleaning can be ordered through the order form section of this manual.

Children

An exhibition is a trade event or consumer show and the nature of the exhibits, and our attendees reflect this, as such attendance by anyone under the age of 18 is strictly prohibited. This includes during the stand build-up, open days and breakdown of the exhibition. No alternative childcare facilities are provided. Where children are permitted during the event, all children must adhere to the Informa Markets Child Policy procedure which includes providing clear contact information and obtaining a wristband; this will be provided at registration.

Complaints

It is in the interest of exhibitors and visitors that any faults or failures in the services provided at CMA Shipping by any contractor, the venue or the organiser should be brought to the attention of the organisers as soon as possible. If you wish to make a complaint, please contact our customer services team at CMAShippingcs@informa.com or make it known while still at the event so we can find a solution. Contact the team on-site by visiting the InfoHub.

Cloakroom

To store coats and other types of jackets, please find the location of the cloakroom on the Mezzanine level at the Hilton Stamford. The cloakroom will be open for your convenience during the following times:

Tuesday	3/21/2023	11 a.m.	8 p.m.
Wednesday	3/22/2023	8 a.m.	8 p.m.
Thursday	3/23/2023	8 a.m.	Midnight

Customs & Deliveries

DB Schenker and Great Lakes Expo can support with organising local and international deliveries, lifting and shipping. You must ensure that there is someone available on your stand to receive deliveries. Neither the organiser nor the venue managers can accept responsibility for items that require a signature.

Deliveries can only be made during the official build-up time and one hour before the show opens. No deliveries can be made during the show opening hours.

You can find out more about shipping instructions or place a delivery order in the forms section of this manual.

Damage

Damage caused to the fabric of the exhibition building by an exhibitor/contractor will be charged by the venue via Informa Markets. Under no circumstances should an exhibitor/contractor attempt to repair any damages caused. A fine will be imposed equivalent to the quote Informa Markets receives from the venue managers to restore their property.

Demonstrations & Machinery

All types of demonstration (e.g., the operation of machines, video and film shows etc.) require advance notification and the written consent of Informa Markets. Please contact the show team.

The organisers are entitled to restrict or prohibit such demonstrations if they interfere with the exhibition, even if consent has been given at past events.

Musical reproduction using radio, CD or DVD and acoustic advertising requires authorisation and must not disturb neighbouring exhibitors.

Following copyright regulations, exhibitors must obtain the relevant licenses and permissions before the beginning of the exhibition.

All demonstrations must be carried out following health and safety regulations and must not constitute a fire or safety hazard to the demonstrator or audience.

Full details must be submitted using the on-stand activities form (together with a risk assessment in the case of moving demonstrations) to the organisers at least 30 days before the event. The organisers reserve the right to stop working demonstrations on-site if they in any way pose a threat to exhibitors or visitors or disturb neighbouring stands. For more information and permission please contact the organisers.

Disabled Access & Facilities

The Hilton Stamford is fully accessible by wheelchair, including all exhibition halls, meeting rooms and public areas. There are disabled parking bays, please ask the car parking attendants for further information. For additional information about disabled facilities please contact the show team.

Distribution of Material

All exhibitors are advised that unless they have a contractual agreement with the event organisers, all promotional activity is restricted to the limits of their stand.

Under no circumstances must activities spill into gangways – this includes the use of promotional staff or characters.

If you are approached on your stand by unwanted visitors trying to sell products, please take a business card and inform the organisers at the InfoHub immediately so that appropriate action can be taken.

Electrical Regulations

For safety and liability reasons, the installation of electrical power onto stands may only be undertaken by the approved venue electrical vendor who will ensure that all connections are verified as safe before use.

Exhibitors/Contractors are required to provide their own extension leads, adaptors and power tools. All electrical equipment must be tested by a qualified electrician, including insulation and earth bonding tests, and clearly labelled with inspection labels. Due diligence must always be taken by the exhibitor/contractor and their qualified electrician. Exhibitors/Contractors are responsible for electrical equipment to be properly wired and suitable to use within the venue.

The organisers reserve the right to inspect, test and remove any electrical equipment which appears defective or has inadequate evidence of electrical inspection. Such inspection costs will be charged to the exhibitor. It is not possible to install or alter mains connections after stand construction has commenced.

Gangways

Emergency gangways **MUST** be kept clear at all times and anything left in any gangway will be deemed as rubbish by the cleaners and removed. Please ensure that your contractors are briefed on this matter.

Also, please ensure you do not book your delivery or offloading with DB Schenker or Great Lakes Events until your stand is ready to be built or taken down.

Giveaways & Promotions

If you are intending to hold any competitions, such as raffles, draws or any other activity where money can be exchanged or prizes won by members of the public, please ensure compliance with your country's competitions laws.

Insurance

The exhibitor is fully responsible for obtaining comprehensive insurance protection for their exhibits, display materials, personal property and staff personnel. The cover should be against all risks both in transit to/from, and on location at the exhibition for the entire show period.

Informa Markets provides an indemnity under contract as part of the terms and conditions that exhibitors are party to. If you have not signed a formal Informa Markets contract including insurance, you will not be covered by this agreement and no indemnity will be available. In this circumstance you must provide a copy of your

insurance policy and be insured for Public Liability to a minimum level of £2,000,000 or €2,500,000 or \$3,000,000.

Any loss or damage that may occur during the show should immediately be notified to the organisers and security on-site. Please note that exhibitor contracts do not cover stand contractors and any subsequent sub-contractors, and as such contractors are now required to submit proof that they have adequate insurance cover.

Any questions relating to insurance and details of Informa's insurance policy should be directed to insurance@informa.com.

Parking

The Hilton has a car park which will be available for exhibitors, sponsors and visitors and operate on a first-come, first-served basis, except for disabled parking.

Public Address System

The public address system is for use by the organisers and authorities only. During the open period, only official and emergency messages will be broadcast.

Risk Assessment

Exhibitors must complete a risk assessment which covers the activities taking place on the stand during the open period of the event. This does not need to be sent to us, although you must be able to produce it on-site if asked.

Security

Stands must not be left unattended at any time. While every precaution is taken to ensure the safety and security of personnel and equipment while the premises are patrolled, we cannot accept liability for any injury, loss, damage or any consequential losses of personnel and property. We strongly recommend that any valuable items be kept under constant supervision and removed each evening.

General security for the exhibition will operate 24 hours and is controlled by the organisers in conjunction with the Hilton. Exhibitors removing materials and stands during the show opening times must have a signed and stamped letter of authorisation from the organisers, detailing the items to be removed. Exhibitors that require access to their stands outside the normal hours of the stand build-up, open times or breakdown of the exhibition must request permission from the organisers.

Smoking Policy

Smoking/vaping is prohibited in the exhibition areas, but ashtrays/trash units are supplied in external designated areas.

Sound Levels

The limitations of noise levels at the venues must follow local authority legal requirements. If these are exceeded, exhibitors are subject to a fine. Any excessive noise that forms a part of an activity at the venue must be advised two weeks in advance of the event so that suitable measures can be taken to protect staff from the potential harm of excessive noise.

Storage

No excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk. If you require on-site storage, a place to store empty cartons, boxes, literature etc please contact Great Lakes Events, who will collect these from your stand, store them and redeliver them during the breakdown period. Alternatively, please accommodate a storage area within your stand design.

Sustainability

We aim for all our events to be run in an environmentally and socially responsible way whilst seeking to inspire sustainable development in our markets. We do this not only because more than 80% of our attendees tell us that they care that our events are run in a responsible manner, but because it is the right thing to do for our customers, colleagues, and the communities we serve.

As an Organiser we are aware that the Events industry is waste intensive, and therefore as a part of ISO 20121 (Sustainable Events accreditation) we will be enforcing our Exhibitor and Contactor waste policy most stringently. Through this we aim to encourage the reduction and the better management of waste at the show. As an exhibitor you can be more sustainable by reducing the use of any printed material, instead opting for using QR codes or electronic brochures. Additionally, make sure your banners or any promotional items are made from sustainable or recycled material and can be re-used at other events.

Temporary Stand Staff

All temporary staff must have a valid work permit when working at a show, failing to provide a permit upon random spot checks by local authorities will result in a penalty. It is your responsibility to ensure your staff have the required documentation, we recommend using the official temporary staff agency who are aware of the local legislation.

All temporary stand staff must have an exhibitor badge, please complete their details on the badge form.

Venue

1 First Stamford Pl, Stamford, CT 06902, United States

Wireless Internet

If you require internet to support you exhibiting, additional services should be ordered and can be purchased via the order forms section.

Waste Disposal

It is a contractual agreement that your stand is not dismantled in any way or product removed and remains manned until the show closes. It is the exhibitors' responsibility to remove all stand materials, packaging and waste from the halls. Please note that charges will be levied for the removal of any discarded items.



International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2019 North American Update



Made possible by a generous grant from
FREEMAN®

TABLE OF CONTENTS

LINE-OF-SIGHT STYLE1

 Linear Booth.....1

 Corner Booth2

 Perimeter Booth2

 End-cap Booth3

 Peninsula Booth4

 Split Island Booth5

 Island Booth6

 Extended Header Booth 20ft (6.10m) or Longer7

CUBIC CONTENT STYLE8

OTHER IMPORTANT CONSIDERATIONS8

 Remote-Controlled Devices8

 Canopies and Ceilings9

 Hanging Signs & Graphics9

 Towers and Multi-story Exhibits.....9

ISSUES COMMON TO ALL BOOTH TYPES10

U.S. AMERICANS WITH DISABILITIES ACT (ADA)10

 Structural Integrity.....10

 Flammable and Toxic Materials11

 Hazardous Waste.....11

 Storage11

 Electrical11

 Lighting.....12

 Demonstrations.....12

 Sound/Music13

 Vehicles13

ADVISORY NOTES TO EXHIBITION ORGANIZERS.....14

 Fire Equipment.....14

 Hanging Signs.....14

 Hardwall Booths.....14

 Perimeter Openings.....14

 Pipe and Drape14

 Product Height14

 Height Variances14

 Environmental Responsibility.....15

GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE15

IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

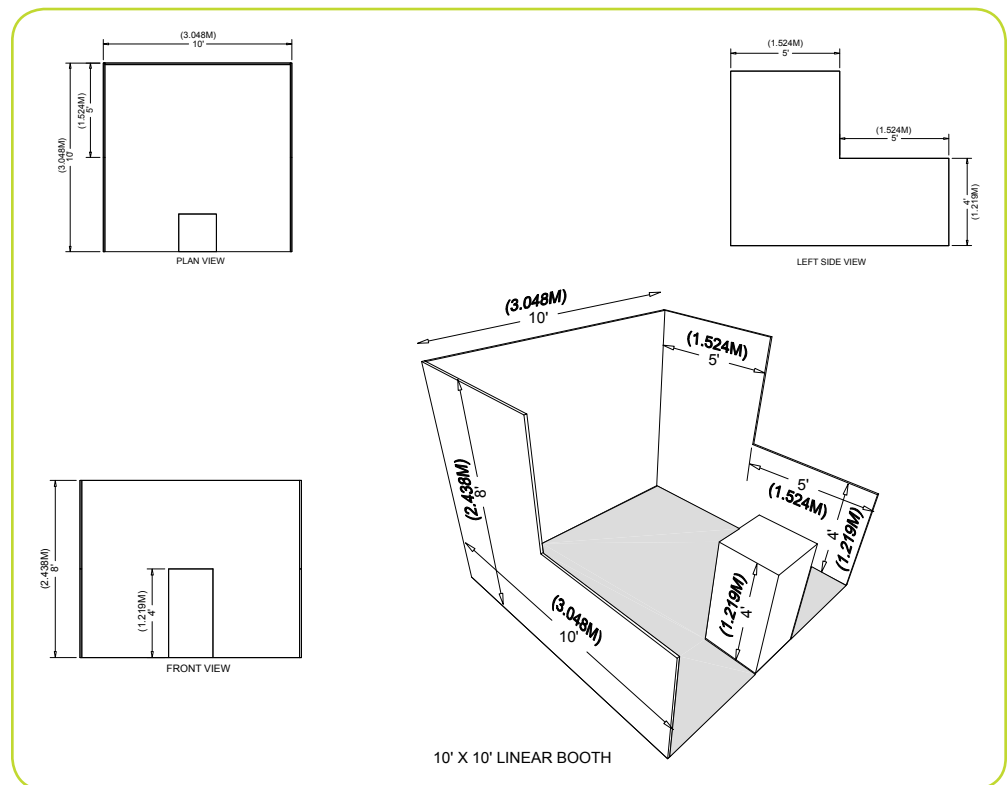
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

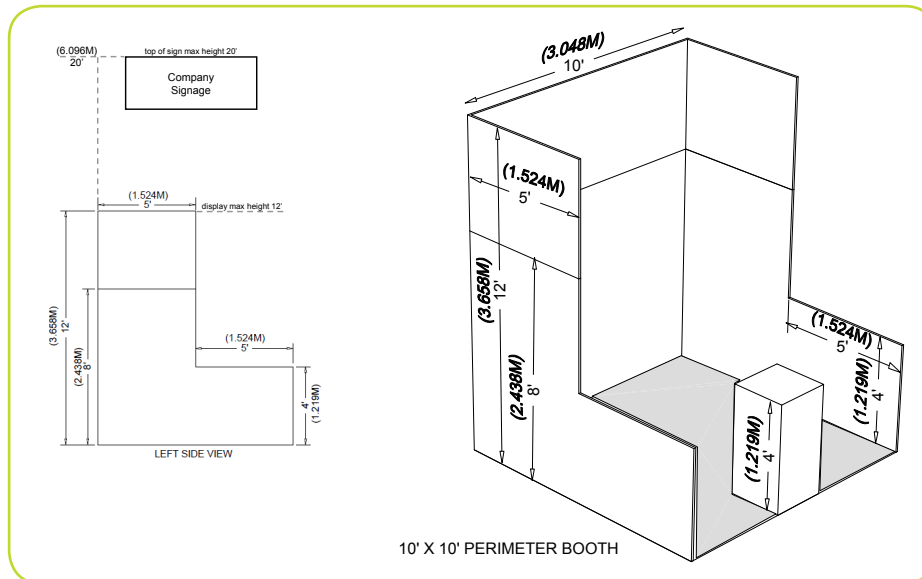


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

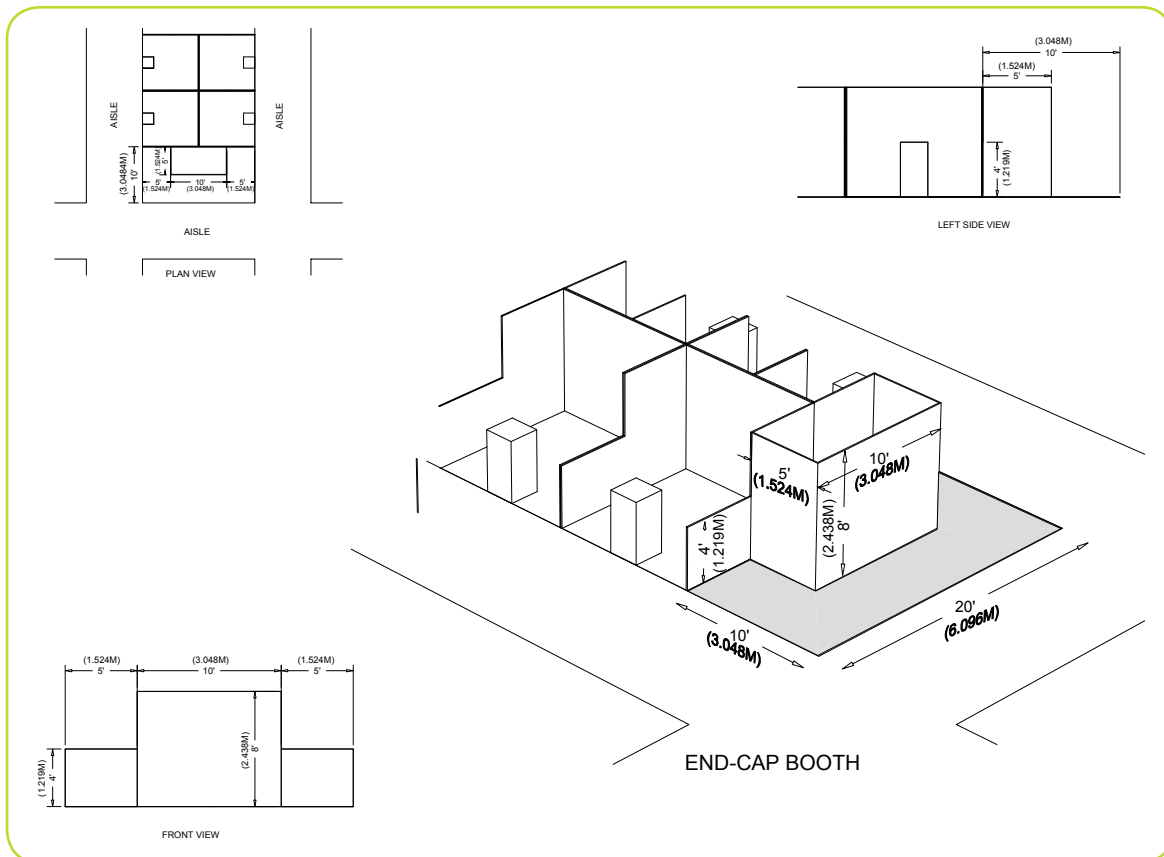


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

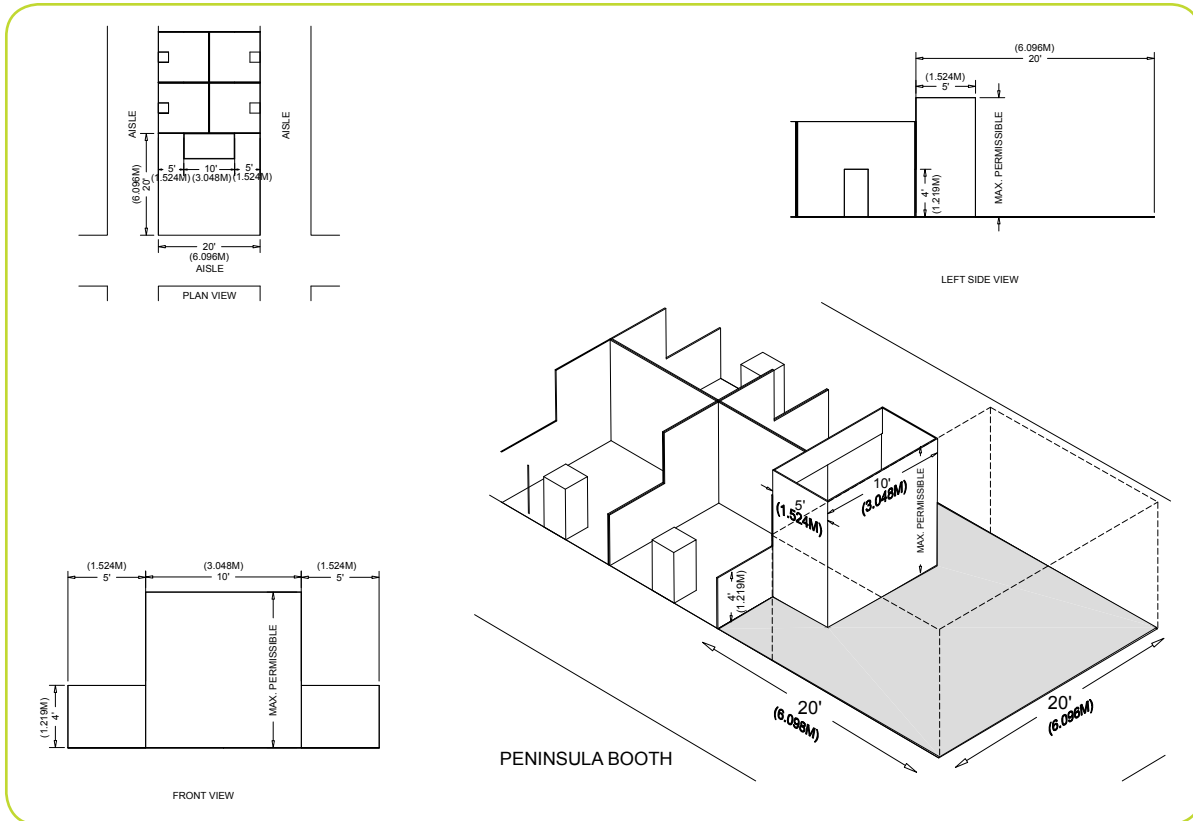


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

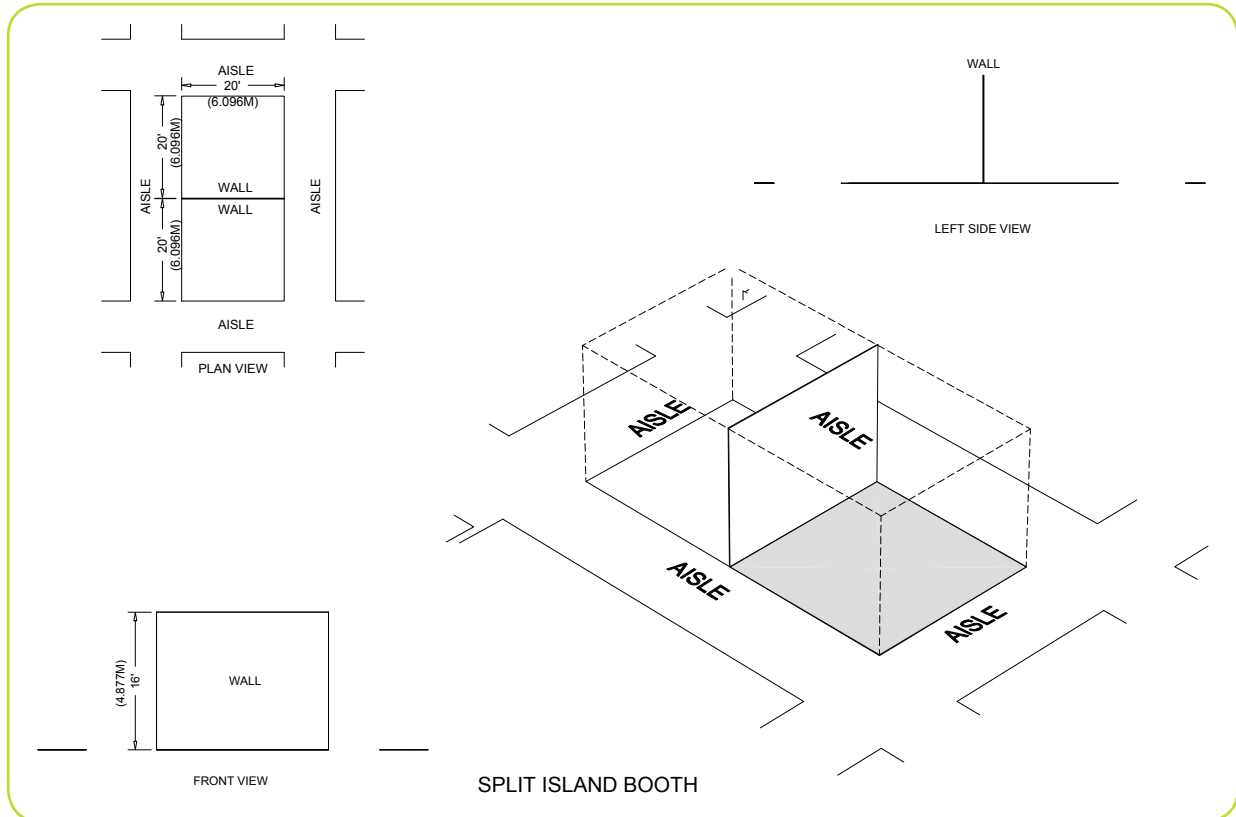


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

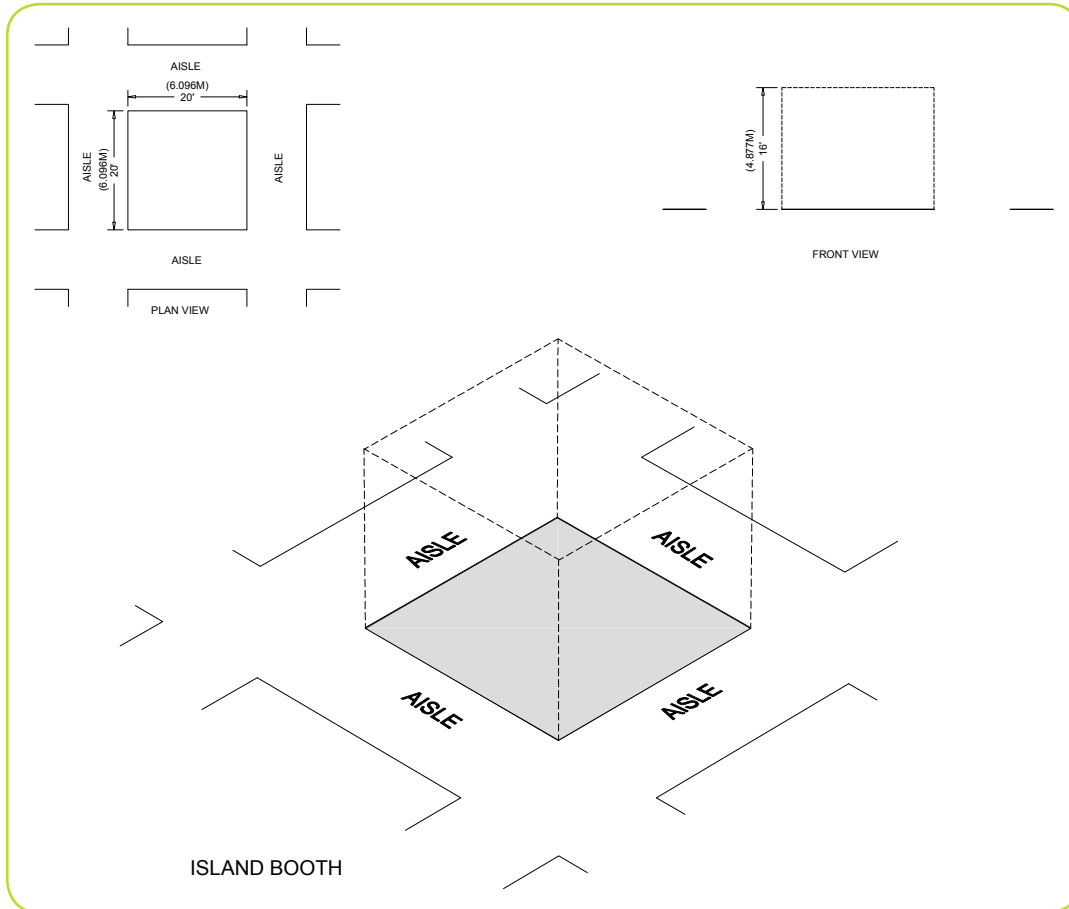


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

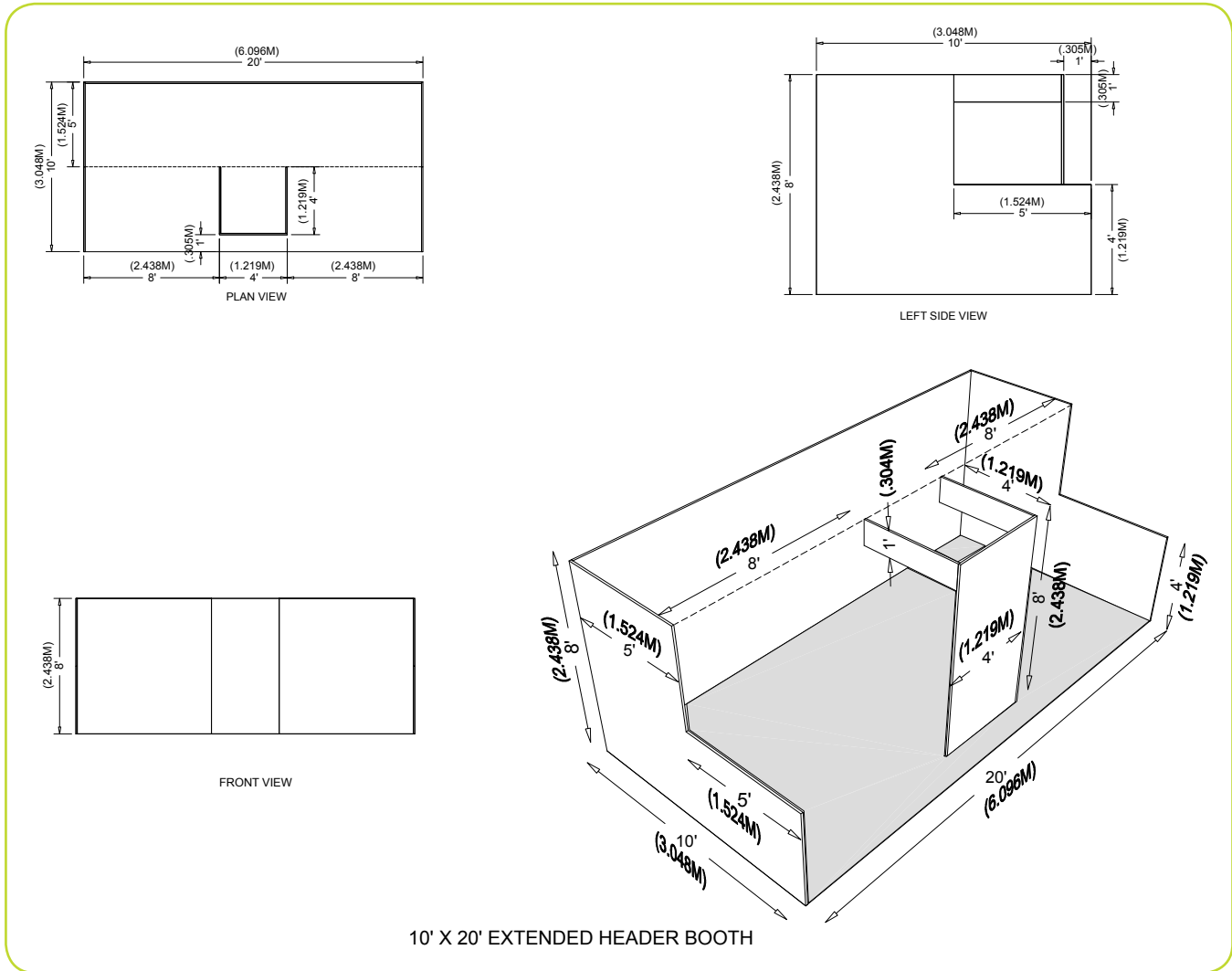


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

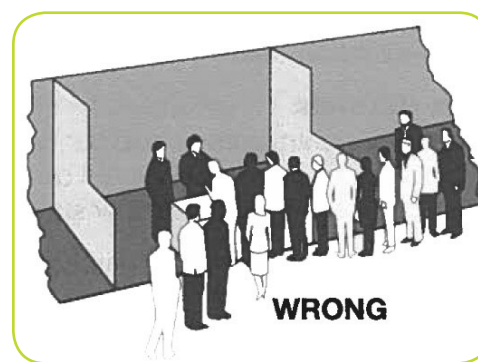
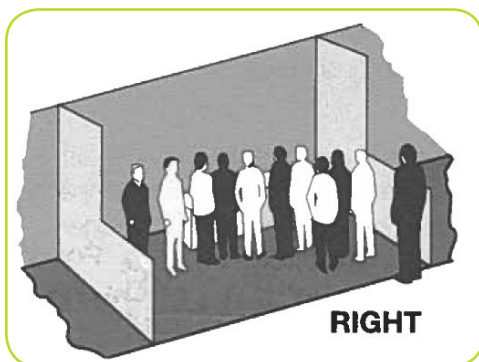
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE

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