

I. Read this Exhibitor Manual in its entirety and the Exhibitor Insider (exhibitor resource updates) that is sent to you monthly. The information they contain will help you save time and money and will keep you organized.

II. Helpful Hints:

- A. Order your essential services in advance:
 - 1. Electrical labor and service
 - 2. Carpet and furniture
 - 3. Telephone/Internet
 - 4. Booth set-up and dismantling labor
 - 5. Booth security
- B. ON-SITE ORDERS ARE EXPENSIVE. Place your orders early and include payment to qualify for the discounts, and to ensure that your orders will be filled. Try not to place orders on-site.
- C. Confirm with Freeman and other contractors that your advance orders have been received before leaving for the show. Freeman will confirm all orders via e-mail or fax.
- D. Bring copies of your advance order forms to the show.
- E. Take a company credit card to pay all balances due on show site and for deposits on rental equipment.

III. Shipping Reminders:

Definitions

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. UPS, FedEx, and DHL are included in this category due to their delivery procedures.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- A. Ship in advance to the warehouse or to the facility directly. Ship prepaid, and keep handy the inventory and the tracking numbers of all your shipments. Freeman will confirm receipt of warehouse shipments via e-mail or fax.
- B. Place a rider on your insurance policy covering the time your exhibit and product leaves your possession until it is returned. Your company is responsible for your exhibit and product.
- C. Ship your freight and product via common carrier or van lines to arrive on your target move-in date and time.
- D. Remove all old shipping labels before you send anything. Attach labels provided in Tab 4 of the Exhibitor Manual with your company name and booth number clearly marked.
- E. This schedule refers to the time your carrier has been assigned for check-in at the marshalling yard to be placed in line for unloading. Expect some waiting time for your trucks to be unloaded.
- F. When making your inbound shipping arrangements you can also plan your outbound shipping by filling out the Outbound Shipping Form provided on Freeman's website. Make sure someone from your company will be on-site to ensure all paperwork is filled out and turned in to the Freeman Service Center.
- G. Take the extra time to ensure that your display and product are packed neatly and securely.
- H. Shrink-wrap all your cartons onto a skid to avoid special handling charges.
- I. Ship early to avoid air freight charges.
- J. Alert Freeman if you are shipping out less paper than you shipped in.
- K. **Note that UPS, FedEx and DHL shipments will not be accepted at McCormick Place until Saturday, noon, September 28. Do not ship items using these carriers to your booth if needed for installation prior to September 28.**

IV. Common Shipping Mistakes:

- A. Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
- B. Leaving old labels on crates and cartons that cause confusion.
- C. Not specifying what type of air freight service is desired (i.e., AM, PM, and second day and deferred service.)
- D. Not requesting insurance for valuable equipment and/or products.
If a shipment is not marked “insured,” it is covered for only a **\$100.00 maximum or 50 cents** for each pound per item.
- E. Not giving clear instructions on how the freight is to be shipped.
- F. Avoid common shipping mistakes and save yourself time, money, and needless aggravation by:
 1. Advising your carrier about your target date and time for move-in.
 2. Include an accurate description and pc count. Please state on BOL machinery, display or paper.
 3. Informing Freeman of the mode of transportation, whether it is common carrier, air freight, or van line.
 4. Reading the Exhibitor Manual and shipping instructions.
 5. Filling out the forms properly.
 6. Understanding the price per CWT 200 lb. minimum on shipments.

V. Gratuities are NOT permitted for move-in, set-up, move-out or any other service.

If you are pressured to give tips for service, please contact one of the show floor managers or Event Management immediately.

VI. Cost-saving ideas for booth installation:

- A. Consider renting a display from Freeman instead of designing, constructing, and shipping an original booth.
- B. Preassemble any parts on your equipment prior to entering the Marshalling Yard.
- C. Set-up your booth on straight time.
- D. Consider having Freeman supervise your booth set-up. Remember to include photos, set-up plans, and assembly instructions.
- E. Check in early at the Service Desk to confirm orders placed for labor, note all labor must be confirmed and signed for at the Freeman Service Desk.
- F. Be at your booth to supervise labor that has been ordered and reconfirmed at the service desk, as the clock starts from the time labor leaves the service desk or the previous booth.
- G. Try not to change or cancel your orders on-site.
- H. Review the rules in your Space Application and Contract, Rules Governing Exhibition and Display Rules in Tab 1 of your Exhibitor Manual.

VII. Frequently asked questions:

1. Q: What is included in my space rate?

A: APTech Event Management will furnish all in-line or linear booths with 8' high back drape and 36" high side dividers. Split island booths will be set with 8' high back drape along the back of the booths. Peninsula booths will be set with 8' high back drape along the center 6' of the booth, dropping to 36" high side dividers on each side. All booths, except islands, will be provided with a 7" x 44" identification sign with company name and booth number at no charge.

2a.Q: What are the show colors?

A: Different sections of the show floor will be color coded. Please visit the Freeman Quick Facts pages in Tab 4 of this manual for sections and colors.

2b.Q: Can I hang a different color back wall drape?

A: No. All back wall drapes must be the same color designated by the specific section of the show floor. This is to assist attendees in identifying sections of the show floor.

3. Q: How many exhibitor registrations do I get with my space?

A: Your company is entitled to 5 free badges per 10' x 10' booth for booths with less than 2000 sq. ft. Booths 2000 sq. ft. and greater receive 4 free badges per 10' x 10' booth. Additional badges over your allotment will cost \$49. **This is for company personnel only.**

4. Q: How early can I get on the exhibit floor during set-up and on event days?

A: Badged exhibitors will have access to the exhibit floor at 7:00 a.m. during set-up, event days and move-out.

5. Q: How late can I stay in the Hall to set up and dismantle my display?

A: Move-in is officially scheduled from 8:00 a.m. - 4:30 p.m. If you need to continue installation or dismantling work beyond 4:30 p.m., you **MUST** obtain a special pass from the Floor Managers' Desk by 3:30 p.m. that day.

6. Q: How do I label my freight?

A: Use the labels in Tab 4 of this Exhibitor Manual and make copies if you need more. Remove all old labels from your crates and cartons. To take advantage of complimentary machinery handling, please refer to Tab 4.

7. Q: What is a targeted date?

A: The targeted schedule is the assigned date/time for arrival of your machinery and freight. This schedule refers to the time your carrier has been assigned for checking-in at the marshalling yard to be placed in line for unloading. **THIS IS NOT WHEN THE FREIGHT WILL BE IN THE BOOTH.** Shipments sent direct to the convention center for arrival before your target date may be refused or asked to wait in line until all targeted shipments are unloaded. This may lead to overtime charges for your shipment.

8. Q: I can't meet my target date and time. What should I do?

A: Contact Freeman to request a new target date and time. Freeman will accommodate you if a new date and time can be arranged. Contact Lisa McGuinness at: freeman.chicago-targetchanges@freemanco.com or (773) 473-7436.

9. Q: What happens if I miss my target date or check-in time?

A: If you miss your target date or check-in time, your vehicle will not be unloaded until after all on-target vehicles have been unloaded, regardless of when your vehicle has checked in at the McCormick Place Marshalling Yard. This means you may incur a 25% additional charge for overtime unloading and cause your truck driver to wait all day for unloading.

Note: If your vehicle checks into the Marshalling Yard after 2:30 p.m., your driver may be turned away and asked to return the next day.

10. Q: How does my shipment get unloaded and will I be charged?

A: You must first check in at the Marshalling Yard. See Tab 4 in your Exhibitor Manual for directions. You will be charged based on the weight of your shipment. Shipments are charged a rate per CWT (100 lb.). There is a 200 lb. minimum. You may also be charged a special handling charge based on how your materials are shipped, i.e., crated or uncrated.

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading (trailer too low or too high to fit at the dock), side door unloading, constricted space loading, designated piece loading, stacked shipments (forklift cannot drive into the trailer and pick up the crate), loads mixed with pad-wrapped material, multiple shipments, carpet and/or pad only shipments, and shipments that require extra time, equipment, or labor to unload. **UPS, FedEx, and DHL are included in this category due to their delivery procedures.**

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

11. Q: May I unload my own vehicle?

A: If your vehicle is an automobile or small utility vehicle, you may unload your freight at the designated docks. Please note, this does not include company vans or trucks, rental trucks, or cars with trailers. Instructions and directions will be available closer to show and onsite. If you would like labor to unload the trucks or cars you drive, there will be a separate loading dock area for this service. Please note that the personnel unloading the vehicles must be employees of the exhibiting company. Please refer to the McCormick Place website or Tab 9 of this manual for ASUV information for self-unloading.

Exhibitor Tips and Frequently Asked Questions

12.Q: How early can I ship to the Freeman warehouse?

A: The first day for shipments to arrive is September 3, 2019; the last day shipments will be accepted is September 20. Machinery must be shipped to show site.

13.Q: Can I ship direct to the convention center?

A: Yes. However, if your shipment arrives prior to your target date for move-in, the shipment may be refused. **No UPS, FedEx, or DHL shipments will be accepted until Saturday, September 28, 2019.**

14.Q: Will tipping get my truck unloaded sooner?

A: No. Labor has been instructed to unload any exhibitor LAST who has offered a gratuity. Also, please alert your Floor Manager of any attempt to solicit gratuities.

15. Q: Where does my shipper need to go to check in?

A: All trucks need to enter the McCormick Place Marshalling Yard and check in. Also, please see the targeted schedule for check-in under Tab 2. The trucks are assigned a number and wait in the Marshalling Yard for their number to be called. McCormick Place requires payment of a fee of \$23.00 for all trucks to enter the McCormick Place Marshalling Yard. This fee is subject to change. Payment of this fee allows entry for 24 hours or less with in and out privilege for the Marshalling Yard only. This fee must be paid by the driver at the entrance to the Marshalling Yard, which is staffed by McCormick Place security personnel. The fee can be paid in cash or with a major credit card. Checks or debit cards cannot be accepted and this fee cannot be paid in advance. Please be sure to alert your non-courier freight transportation provider. The Marshalling Yard has a truck scale, if needed. Call (312) 808-3161 with any questions or for directions.

16.Q: Do I have to wait for a crew to unload or load my freight?

A: Yes, if you are unloading at the docks. You can hand carry as much freight through the show entrance as one person can carry in one load. You may use a manual handcart or dolly. This includes small computers and pop-up displays. If you are driving your own small utility vehicle or automobile, you may unload your own freight at the times specified. Please refer to the McCormick Place website for information on self-unloading.

17.Q: How do I file a claim for missing or damaged inbound freight?

A: Go to the Freeman Service Desk on-site.

18.Q: If I keep my empties until the last minute, will I get them back first?

A: No. If you hold your empties, the Floor Manager will warn you first and then have your empties removed. This is a requirement of the Fire Marshal.

19.Q: When will I get my empty crates back?

A: It will take approximately 1 hour to roll up all the carpet, then cartons will begin to be returned so you can start packing, and then crates will be next. Crate return is random.

20.Q: How much paper can I store within my booth?

A: Fire Marshal rules permit you to store only one day's supply of paper.

21.Q: Can I store my empties behind my booth?

A: No. The Fire Marshal requires all empties, cartons and crates to be removed from behind the booths. Empty stickers are to be placed on these items for pickup by Freeman.

22.Q: How are material handling charges based?

A: Material handling rates are based upon incoming weights. Make sure your carrier provides Freeman with a Heavy and Light weight scale ticket as well as making sure the BOL clearly states Machinery, Display & Paper.

23.Q: What is the Complimentary Machinery Handling Program?

A: Unlimited **complimentary** machinery handling with purchase of booth. See Tab 4 for more information.

24.Q: What is included in the Machinery Handling Program?

A: Unloading machinery from inbound carriers; show site delivery of machinery to the exhibitor's booth space, including one-time spotting (exhibitor must be present); storing empties, return of empties, and loading of machinery onto outbound carriers at close of the show. Please contact Chrissie Hahn with questions at: chahn@aptech.org or (703) 264-7200.

25.Q: What constitutes machinery?

A: All machinery to be displayed in an exhibitor’s booth space, regardless of total weight, not including paper, display materials, computer demos and floor coverings.

26.Q: What is included in the spotting charge?

A: Spotting of machinery is included providing the exhibitor is present during unloading and nothing will need to be uncrated, unskidded, unbolted or assembled. Follow the instructions under “Machinery” in the Freeman Quick Facts under Tab 4.

27.Q: What is not included in the one-time spotting charge?

A: One-time spotting does not include any unbolting, unskidding or assembly.

28.Q: Who removes heavy skids and machinery crates?

A: Your installation rigger crew removes heavy skids and machinery crates requiring a forklift truck from the booth at hourly rates and places them in storage.

29.Q: How do I get back my heavy skids and machinery crates from storage?

A: Your dismantling rigger crew is responsible for returning your heavy skids and machinery crates from storage.

30.Q: How do I order heavy skid and machinery crate removal and return?

A: Refer to the “Rigging and Machinist Information” page in Tab 4 for details and use the “Freeman Rigging Labor” form. This form is also used to order machinist labor that will set your machinery.

31.Q: What additional charges could I incur under the Machinery Handling Program?

A: Potential charges not included in Complimentary Machinery Handling Program:

1. If machinery is unloaded or loaded out on Saturday or Sunday, the exhibiting company will incur an additional charge for overtime based upon weight of shipment.
2. If you miss your target date or check-in time, your vehicle will not be unloaded until after all on-target vehicles have been unloaded, regardless of when your vehicles checked in at the McCormick Place Marshalling Yard. As a result, you may incur an additional charge for overtime unloading and cause your truck driver to wait for unloading. If your vehicle checks into the Marshalling Yard after 2:30 p.m., your driver may be turned away and asked to return the next day. **A fee of \$2.30 per cwt. will be charged for machinery shipments unloaded off target on straight time.**
3. Labor time and equipment fees will be charged if:
 - a.) machines arrive in containers
 - b.) blocking, re-blocking, un-stuffing, removing tarp or re-tarping is involved
 - c.) it is necessary to un-skid machines before removing from container
 - d.) sides and/or top of truck have to be removed by contractor
 - e.) machines are crated or skids require removal
 - f.) additional spotting of machines after unloading or handling of empty skids
 - g.) machinery crates to and from storage area are required
4. If an exhibitor representative is not present during unloading and delivery time, machines will be placed in the booth without spotting. For spotting later, fees based on labor time and equipment will be charged.

32.Q: Can I bring my own carpet?

A: Yes. Provided you do not use a powered vehicle to transfer it on the show floor.

Note: All carpet and drape **MUST** be made of a fire-retardant material. Also, please ensure that all carpet padding, and tape is removed from show floor during move-out.

33.Q: Is carpet required?

A: No, you are not required to carpet your booth space.

34.Q: What charges will I incur if I wish to use my own furniture or carpeting or rent these items from a non-official provider?

A: You will incur material handling charges for the unloading, delivery, and loading out of these items. If these items arrive loose and uncrated, you will be charged at the special handling rate. If they arrive or are loaded out on overtime, or off target, you will be invoiced accordingly. If the carpeting requires labor to put down, tape and pick up, you may incur labor charges. If you rent furniture or carpeting from the official contractor, there will be no additional material handling charges and your carpet will be put down prior to your assigned target date.

35.Q: Can I hang my own signs in my booth?

A: Yes. Power tools and ladders are permitted, but must be supplied by exhibitor.

36.Q: Can I use my own skirt or drape on my table?

A: Yes.

37.Q: Can I erect and tear down my own display?

A: Yes. Exhibitor staff may erect and tear down their own display.

38. UNION LABOR JURISDICTIONS

Q: McCormick Place is a union building. What does being a union building mean?

A: In a union building, jurisdictions are clearly established for the various work trades, i.e., riggers, teamsters, display labor, cleaning/porter service. Refer to “Union Jurisdictions at McCormick Place” under Tab 4.

Q: Will I be required to use union labor to set up my booth?

A: No. Exhibitor staff may erect and tear down booths.

39.Q: Can I carry in my computer?

A: Yes. You can hand-carry in small computers and appliances. You may use a manual handcart or dolly. No mechanized or hydraulic lifts, carts, or scooters allowed.

40.Q: Can I carry in my pop-up booth?

A: Yes. You may carry in small packages, including pop-up booths. You may use a manual handcart or dolly. Mechanized or hydraulic lifts, carts, or scooters are not allowed.

41.Q: Can I assemble my own machines?

A: Yes. You are permitted to do the technical assembly. However, riggers are responsible for unloading, uncrating, unskidding, spotting, non-technical assembling and reskidding all machinery.

42.Q: How far does my machine have to be set back from the aisle?

A: Static machinery can be placed in any location of the booth and is restricted only by building ceiling height and floor load. For safety reasons, machines and equipment operating or demonstrated at any time during show hours **MUST** be placed so that no portion is closer than 12 inches to aisles. Machines must be set within the booth space to allow for printed output to fall within the booth space and not in the aisle.

43.Q: Can I cover the columns in the exhibit hall?

A: Yes, but strobe lights (fire enunciators) on all columns **MUST be clear and visible**. Also, you may only cover column sides that are inside your booth space.

Note: Fire Hose Cabinets (FHC) and electrical cabinets **MUST** be easily accessible at all times. Please contact Chrissie Hahn at: chahn@aptech.org or (703) 264-7200 with any questions.

44.Q: How high can I hang my sign?

A: Hanging signs for island and split island booths will be permitted to a maximum height of 24 ft., including a mandatory 3-ft. space for visibility purposes between the top of the booth display to the bottom of the hanging sign. Height limitations for other booth configurations are as follows:

Peninsula booths: 16 ft.

Linear booths 20 ft. deep or greater: 16 ft.

Perimeter booths: 12 ft.

Standard linear booths under 20 ft. deep: No hanging signs permitted.

45.Q: How do I track my shipment?

A: If you have not received your return shipment in 7 to 10 days, call Freeman at: (773) 473-5040 and ask for the “Tracking Department.”

46.Q: What is the difference between Extended Power and 24-hour Power?

A: 24-hour power orders are for show days only. Extended Power is for additional power needed outside any of the scheduled install/dismantle days/times. To reference these days/times, please refer to Tab 2.

47.Q: When does 24-hour power begin?

A: When ordered, 24-hour power begins 30 minutes prior to show opening and is turned off 30 minutes after final show closing.

48.Q: I require labor past 4:30 p.m., what do I do?

A: If you need to work past 4:30 p.m. during set-up, you must notify Freeman no later than 1:30 p.m. that same day. If you need to schedule manpower prior to 8:00 a.m. for the following day, you must notify Freeman by 1:30 p.m. the day before.

49.Q: Is Wi-Fi available at McCormick Place?

A: Yes. Complimentary Wi-Fi for personal devices is available in the public spaces of the convention center, including all common hallways, meeting rooms, and in the exhibit hall. See Tab 5 for more information and to order wired internet service for your booth.

50.Q: Where can I park at McCormick Place?

A: Tab 9 in your Exhibitor Manual has information on “Exhibitor Guaranteed Parking” and general parking.

51.Q: Can I bring in my own food and beverages to McCormick Place?

A: You may bring in an item for you or your staff to consume like sodas or lunch, but any food or beverage you wish to serve to others must be provided by SAVOR...Chicago, the exclusive catering provider at McCormick Place. Please see Tab 6 for menus, pricing and policies.

52.Q: Still not sure what to do. Who do I call?

A: See page 4 for specific questions and staff to contact.

Accessible Storage – An area provided by show contractors that is accessible during trade show hours for storage of collateral, giveaways, and other items that cannot be stored in the booth but to which an exhibitor needs access.

Advance(d) Order – An order for show services sent to the contractor before move-in.

Air Freight – Materials shipped via airplane.

Air Walls – Movable barriers that partition large areas of exhibit hall or meeting rooms. May be sound-resistant, but not necessarily soundproof.

Aisle Signs – Signs, usually suspended from ceiling, indicating aisle numbers or letters.

ASUV – Automobile or small utility vehicle.

Audio/Visual – Equipment, materials and teaching aids used in sound and visual (also AV).

Backloader – Truck which loads from back opening door.

Backwall – The wall panels that make up the back of an exhibit.

Backwall Booth – see Perimeter Booth.

Baffle – Partition to control light, air, sound, or traffic flow.

Bill of Lading – Document or form listing goods to be shipped.

Blanket Wrap – Non-crated freight shipped via van line covered with protective blankets or padding.

Blister Wrap – Vacuum formed transparent plastic cover.

Bone Yard – Storage area at show site for empty crates and show contractor materials.

Booth Number – Number designated to identify each exhibitor's space.

CAD – Computer-Aided Design.

Canopy – Drapery, awning or other roof-like covering.

Capacity – Maximum number of people allowed in any given area.

Cherry Picker – Equipment capable of lifting a person(s) in an open bucket or cage to a given height (also High Jacker, Scissors Lift) to perform aerial work such as hanging signs from exhibit hall ceiling.

C.O.D. – Cash On Delivery; Collection On Delivery.

Column – A pillar in an exhibition facility that supports the roof or other structures.

Common Carrier – Transportation company that handles crated materials.

Consignee – Person to whom goods are shipped.

Contractor – An individual or company that provides services or materials such as furniture rental, cleaning, utilities, drayage, rigging, etc. to a trade show or its exhibitors; also referred to as Official Contractor or Exhibitor Appointed Contractor.

Corkage – The charge placed on beer, liquor and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice, and mixers.

Cross Bar – Rod used in draping or as a support brace.

Cut & Lay – Installation of carpet other than normal booth or aisle size.

CWT. – Hundredweight. A weight measurement for exhibit freight. Usually 100 pounds.

Decorating – Dressing up exhibition with carpet, draping, furniture, plants, etc.

Decorator – General Contractor or Service Contractor.

Direct Billing – Accounts receivable mailed to individuals or firms with established credit.

Dismantle – Take-down and removal of exhibit.

Display Builder – Company that fabricates trade show exhibits.

Dock – A place where freight is loaded onto and taken from vehicles (also see Loading Dock).

Dolly – Low, flat, usually two feet square platform on four wheels used for carrying heavy loads.

- Drayage** – The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the event.
- Duplex Outlet** – Double electrical outlet.
- EAC or Exhibitor Appointed Contractor** – Any company other than the designated official contractor the exhibitor hires to do work in the exhibitor’s booth.
- Electrical Contractor** – Company contracted by Event Management to provide electrical services to the exhibitor.
- Electrician** – Handles installation of all electrical equipment.
- Event Manager** – Person responsible for all aspects of exhibition.
- Event Office** – Management office on-site at exhibition.
- Exclusive Contractor** – Contractor appointed by event or building management as the sole agent to provide services (also Official).
- Exhibit Booth** – Individual display area constructed to exhibit products or convey a message.
- Exhibit Directory** – Program book for attendees listing exhibitors and exhibit booth location (also Event Guide).
- Exhibit Manager** – Person in charge of individual exhibit booth.
- Exhibitor Service Desk** – A location in the exhibit hall at which exhibitors can order services from official contractors.
- FHC** – Floor plan notation for Fire Hose Cabinet – usually attached to a column. Display items must be kept clear of this cabinet.
- Fire Exit** – Door designated by local authorities for egress that must be kept clear of obstructions.
- Fire Retardant** – Term used to describe a finish (usually liquid) that coats materials with a fire resistant cover.
- Flame Proof** – Term used to describe material that is, or had been, treated to be fire retardant.
- Floater** – Worker(s) used by foreman to help assigned labor for short periods of time.
- Floor Manager** – Person retained by Event Management to supervise exhibit area and assist exhibitors.
- Floor Marking** – Process of marking booth spaces on the exhibit floor prior to booth set up.
- Floor Order** – Foods and/or services ordered on-site.
- Floor Plan** – A map showing the layout of exhibit spaces, booth numbers, and booth sizes.
- Floor Port** – Utility box located in the floor to house electrical, telephone, or plumbing connections for exhibitors.
- Foam Core** – Lightweight material with a Styrofoam center used for signs, decorating and exhibit construction.
- Foreman** – A lead worker who manages the work of union workers and the overall project. A foreman can work for the Official Contractor or for an Exhibitor Appointed Contractor.
- Fork Lift** – Vehicle with power-operated prolonged platform for lifting and carrying loads.
- Four-Hour Call** – Minimum work period for which union labor must be paid.
- Freight** – Exhibit properties, products and other materials shipped for an exhibit.
- Freight Forwarder** – Shipping company.
- Full Booth Coverage** – Carpet covering entire area of booth.
- Garment Rack** – Frame that holds apparel.
- Guarantee** – The number or servings to be paid for, whether or not they are actually consumed; usually required forty-eight hours in advance.
- Hand Truck** – Small hand-propelled implement with two wheels and two handles for transporting small loads.
- Hardwall Booth** – A trade show exhibit with walls and components constructed of a solid material rather than fabric or other flexible materials.
- Header** – A sign or other structure prominently located at the top of an exhibit often used to display the exhibit company’s logo or tagline.
- Hospitality Suite** – Room or suite used to entertain guests.
- I & D** – Install and Dismantle.
- I.D. Sign** – Booth identification sign.
- Illuminations** – Lighting available in hall, built into exhibit or available on a rental basis.
- Infringement** – Unauthorized use of floor space outside contracted booth area by an exhibitor.
- Inherent Flame Proof** – Material that is permanently flame resistant without chemical treatment.

- In-Line Booth** – Booth that is positioned in a continuous line with other booths along an aisle in the exhibit hall; also referred to as a linear booth.
- Installation** – Setting up exhibit booth and materials according to instructions and drawings.
- Island Booth** – An exhibit space with aisles on all four sides.
- Job Foreman** – One who is in charge of specific projects.
- Kiosk** – Free standing pavilion or light structure.
- Labor** – Refers to contracted workers who perform services.
- Labor Call** – Method of securing union employees.
- Labor Desk** – On-site area from which service personnel are dispatched.
- Light Box** – Enclosure with lighting and translucent face of plastic or glass.
- Line of Sight** – View down an aisle of an in-line or linear display that restricts exhibitors from positioning any booth components higher than 4' in the front half of their booth space so as to not block the attendee's view of neighboring exhibits.
- Linear Booth** – Booth that is positioned in a continuous line with other booths along an aisle in the exhibit hall; also referred to as an in-line booth.
- Loading Dock** – Area at the trade show where freight is delivered, received, re-loaded, and shipped.
- Lobby** – Public area that serves as an entrance or waiting area.
- Lock-Up** – Storage area that can be locked up.
- Marshalling Yard** – Check-in area for trucks delivering exhibit material.
- Modular Exhibit** – Exhibit constructed with interchangeable components for use in various booth configurations and sizes.
- Move-In** – Date set for delivery and installation of exhibitors' booths. Also the process of setting up exhibits.
- Move-Out** – Date set for dismantling exhibitors' booths and shipping out the freight. Also, the process of dismantling exhibits.
- Mylar** – Trade name for plastic material.
- Net Square Feet or Net Square Footage** – The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.
- News Room** – Space reserved for media representatives. Exhibitors may deliver their press releases to this room for media distribution
- No Freight Aisle** – Aisle that must be kept clear at all times during set-up and dismantle. Used to deliver freight, remove empty boxes and trash, and in case of emergency.
- Official Contractor** – General contractor or decorator appointed by Event Management to provide services to the exhibitors.
- On-Site Order** – Service order placed at show site.
- On-Site Registration** – Process of signing up for an event on the day of, or at the site of the event.
- O.T. Labor** – Work performed on overtime.
- Package Plan** – Management providing furniture and/or services to exhibitors for a single fee.
- Padded Van Shipment** – Shipment of crated or uncrated goods such as product or display material (also Van Shipment, Air-Ride).
- Pallet** – Wooden platform used to carry goods (also Skid).
- Pegboard Panel** – Framed panel of perforated hardboard.
- Peninsula Booth** – Exhibit Space with aisles on three sides; fourth side is adjacent to another booth.
- Perimeter Booth** – Exhibit space located on the outside wall or the outermost perimeter of the entire exhibit floor.
- Pipe and Drape** – Metal tubing with drapes that separates exhibit booths.
- Popup Display** – A lightweight trade show display with an expanding framework that supports fabric or graphic panels; accessories include lights, shelves, monitor cut-outs, and more.
- POV** – Privately-Owned Vehicle. A vehicle the exhibitor drives to the event to deliver display items or booth materials.

- Pre-Registered** – Reservation that has been made in advance with necessary paperwork.
- Private Security** – Security personnel hired from a privately operated company (also Booth Security).
- Pro-Number** – Number assigned by the freight forwarders to a single shipment, used in all cases where reference is made to the shipment.
- Quad Box** – Four electrical outlets in one box.
- Rail** – Low pipe and drape divider between exhibit booths (also Side Rail).
- Rear-Lit** – Method of lighting transparency from behind.
- Registration** – Process by which an individual indicates their intent to attend an event or conference.
- Rental Booth** – Complete booth package offered to exhibitors on a rental basis.
- Rigger** – A worker skilled at handling and/or assembling machinery during setup and dismantle of an event.
- Riser** – A platform for people or product.
- Scissors Lift** – A motorized platform used to lift people and exhibit materials to a given height to install hanging signs, support cables, truss systems, or electrical equipment in the exhibit hall.
- Security Cages** – Cages rented by exhibitors to lock up materials.
- Service Charge** – Charge for the services of waiters/waitresses, housemen, technicians and other food function personnel.
- Shop** – Service contractor’s main office and warehouse.
- Showcard** – Material used for signs.
- Showcase** – Glass enclosed case for articles on display.
- Shrink-Wrap** – Process of wrapping loose items on pallet with transparent plastic wrapping.
- Side Rail** – Low divider wall in exhibit area.
- Skirting** – Decorative coverings around tables and risers.
- Space Assignment** – Booth space assigned to exhibiting companies.
- Space Rate** – Cost per square foot for exhibit area.
- Special Handling** – A surcharge applied to exhibit freight that is loaded in a carrier in such a way that additional labor hours or special equipment are required to load or unload; includes stacked materials, ground handling, hoisting, designated loading sequence, and side door loading and unloading.
- Spotting** – Placing freight in or next to your booth. Spotting might need to be repeated if your freight needs to be unwrapped or uncrated or if it was not initially correctly placed.
- Staging Area** – Area adjacent to main event area for setup, dismantling and temporary storage.
- Stanchions** – Posts which define traffic areas. Ropes or chains may be attached.
- S.T. Labor** – Work performed on straight time.
- Strike** – Dismantle exhibits.
- Target Date** – Move-in date assigned to exhibitors over 300 square feet by the general contractor and Event Management.
- Teamster** – Union worker that handles all material moving in and out of the hall except machinery. Exhibitors are permitted to hand carry small packages into the hall.
- Time & Materials** – Method of charging for several services on a cost-plus basis (also T&M).
- Traffic Flow** – Movement of people through an area.
- Union** – An organization or workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to the employment.
- Union Steward** – On-site union official who supervises worker and show activities.
- Velcro** – Material used for fastening.
- Waste Removal** – Removal of trash from the building.