

**PRINT<sup>®</sup>19**

**OCTOBER 3-5** | Thursday – Saturday

McCormick Place North | **CHICAGO**

**PRINTevent.com**



**Tab 3**  
Official Contractor  
& EAC

### Event Management - TAB 1

#### Association for PRINT Technologies (APTech)

1899 Preston White Drive  
Reston, VA 20191  
(703) 264-7200  
Fax: (703) 620-9187  
E-mail: PRINT@aptech.org  
See page 4 for a list of staff contacts

### Show Service/ General Contractor FREEMAN - TAB 4

#### AIR, WATER, DRAIN & GAS

8201 West 47th Street  
McCook, IL 60525  
Exhibitor Services: (773) 473-7080  
Fax: (469) 621-5603  
E-mail: chicagoelectric@freemanco.com

#### AUDIO/VISUAL

9260 W. 55th Street  
McCook, IL 60525  
(708) 255-7125  
Fax: (469) 621-5603  
E-mail: martha.arroyo@freemanco.com  
Contact: Martha Arroyo

#### DRAYAGE, LABOR, DECORATION, SIGNS, CLEANING SERVICES

8201 West 47th Street  
McCook, IL 60525  
Exhibitor Services: (773) 473-7080  
Fax: (469) 621-5603  
E-mail: FreemanChicagoES@freemanco.com

#### ELECTRICAL

8201 West 47th Street  
McCook, IL 60525  
Exhibitor Services: (773) 473-7080  
Fax: (469) 621-5603  
E-mail: chicagoelectrical@freemanco.com

#### FREIGHT DEPARTMENT

8201 West 47th Street  
McCook, IL 60525  
(773) 473-7436  
Fax: (773) 854-3794  
E-mail: freeman.chicago-targetchanges@freemanco.com

#### GROUND & AIR SHIPMENTS Freeman Exhibit Transportation

Exhibitor Services:  
(800) 995-3579 or (817) 607-5100  
Fax: (469) 621-5810

\* For International See International Shipments

#### CATERING & WATER COOLERS - TAB 6

##### SAVOR...Chicago McCormick Place

2301 South Lake Shore Drive  
Chicago, IL 60616  
Contact: Trenette Humphrey  
(312) 791-7948  
E-mail: thumphrey@mccormickplace.com  
Contact: Jasmine Kalimullah  
(312) 791-7241  
E-mail: jkalimullah@mccormickplace.com

#### COMPUTER TECHNOLOGY RENTAL - TAB 6

##### Datasis Corporation

1687 Elmhurst Road  
Elk Grove Village, IL 60007  
(800) 533-4646 or (847) 427-0909  
Fax: (847) 427-1919  
E-mail: exhibits@datasis.com  
Contact: Bruce Campbell

#### EXHIBITOR BADGES - TAB 8 Convention Data Services (CDS)

7 Technology Park Drive  
Bourne, MA 02532  
(800) 748-5056 or (508) 743-8515  
Fax: (508) 743-9634  
E-mail: print@xpressreg.net

#### FLORIST - TAB 6

##### Floral Exhibits, Ltd.

2555 South Leavitt Street  
Chicago, IL 60608  
(773) 277-1888  
Fax: (773) 277-1919  
E-mail: dave@floralexhibits.com  
Contact: David Grilli

#### HAZARDOUS WASTE REMOVAL - TAB 2

##### Enviro-Guard

2348 Cebu Court  
Placentia, CA 92870  
(800) 943-6847 or (714) 526-2510  
Fax: (714) 563-0069  
E-mail: tcobos@enviro-guard.net  
Contact: Tom Cobos

#### HOTEL RESERVATIONS - TAB 9 Expovision

3141 Fairview Park Drive, Suite 550  
Falls Church, VA 22042  
(800) 305-0039 or (703) 770-3911  
E-mail: printhotels@expovision.com  
Online Reservations:  
www.PRINTevent.com  
Contact: Kim Lawrence

#### INTERNATIONAL SHIPMENTS - TAB 4

##### Schenker Inc.

1333 South Mt. Prospect Road  
Des Plaines, IL 60018  
(847) 954-6695  
E-mail: fairs-domestic.chicago@dbschenker.com

#### INTERNET & TELECOMMUNICATIONS - TAB 5 McCormick Place Technology Services

2301 South Lake Shore Drive  
Chicago, IL 60616  
(312) 791-6113  
E-mail: technology@mccormickplace.com

#### LEAD RETRIEVAL - TAB 8 Convention Data Services (CDS)

7 Technology Park Drive  
Bourne, MA 02532  
Exhibitor Customer Service:  
(800) 746-9734 or (508) 743-0197  
Fax: (508) 759-4238  
E-mail: sbarove@cdsreg.com  
Contact: Steve Barove

#### PHOTOGRAPHY/VIDEO - TAB 6 Oscar & Associates

325 N. LaSalle Street, Suite 425  
Chicago, IL 60654  
(312) 922-0056  
Fax: (312) 922-2866  
E-mail: dhofflich@helloa.com  
Contact: David Hofflich

#### PROMOTION OPPS - TAB 7

#### CUSTOMER INVITATIONS

##### VIP Guest Invites

2001 Route 46  
Waterview Plaza, Suite 310  
Parsippany, NJ 07054  
(800) 211-6570  
E-mail: support@vipguestinvites.com

#### ONLINE LISTINGS, MOBILE SHOW APP, ONSITE PRODUCT LOCATORS Map Your Show

6915 Valley Avenue  
Cincinnati, OH 45244  
(513) 527-8804  
E-mail: sfolkert@mapyourshow.com  
Contact: Stephen Folkert

**SECURITY (GUARDS) - TAB 6**  
**The Security Management Group of America, Inc.**  
**A United Service Company**  
1550 S. Indiana Avenue  
Chicago, IL 60605  
(773) 254-1824  
Fax: (773) 254-1840  
E-mail: Kanavan@smgamerica.com  
Contact: Kierstin Canavan

**SECURITY CAGES - TAB 6**  
**A.M.K. System Rental**  
2020 North California Avenue, Suite 263  
Chicago, IL 60647  
(773) 735-1600  
Fax: (773) 735-3542  
E-mail: info@TheArmageddonGroup.com

**SHUTTLE BUS**  
**ADVERTISING - TAB 7**  
**Expomarkit Media Group**  
2245 Keller Way, Suite 310  
Carrollton, TX 75006  
(205) 332-1413, ext. 101  
E-mail: info@expomarkit.com

**SPECIAL TRANSPORTATION SERVICES - TAB 9**  
**CMAC**  
2245 Keller Way, Suite 310  
Carrollton, TX 75006  
(401) 952-8577  
Fax: (254) 206-3846  
E-mail: maryt@cmac.net  
Contact: Mary Trainor

**STAFFING - TAB 6**  
**Judy Venn & Associates, Inc.**  
43537 Ridge Park Drive  
Temecula, CA 92590  
(714) 957-8300 or (800) 553-8855  
E-mail: info@judyvenn.com  
Contact: Donna Ludwig

## Official Service Contractors

In order to make your event experience more productive and cost effective, APTEch has selected various service providers as the Official Show Service Contractors of PRINT 19. This designation means that APTEch has gathered proposals, researched backgrounds, and negotiated prices and service levels. You may receive calls and e-mails from other service providers who claim to offer cheaper prices and quicker service, or others who identify themselves as PRINT 19 official vendors, when in fact they are not. To help you easily identify official PRINT 19 service contractors, look for the logo below on e-mailed, faxed or mailed promotions.

If you choose to use another vendor, please make sure to complete the EAC Request Form and submit an insurance certificate (see following pages for EAC information).



If you have any questions, please contact Deedee Tinkham at: 703-264-7200, ext. 245 or e-mail: dtinkham@aptech.org.

### PRINT 19 OFFICIAL CONTRACTOR

#### Freeman

Our official service contractor, Freeman, offers display packages and all ancillary services. Their Chicago office is available to assist you in planning your exhibit. Call (773) 379-5040 to discuss your needs with an Account Executive.

### WHAT YOU SHOULD KNOW BEFORE CHOOSING TO USE AN EXHIBITOR APPOINTED CONTRACTOR (EAC)

“EAC” is the name the trade show industry uses officially to describe “Exhibitor Appointed Contractors,” “I and D,” and “Display Houses”, as well as other service contractors that may be used by exhibitors, but are not officially appointed by Event Management.

If you are considering an EAC for PRINT 19, we suggest that you consider the following in your screening process:

1. How long has the EAC been in business?
2. Does the EAC have current liability and workers’ compensation insurance?
3. What services can the EAC offer you (e.g. labor, warehousing, exhibit repair, graphic capabilities, supervision, trucking, coordination of other services)?
4. What will they charge you?
5. How will they be staffed on the exhibit floor to respond to your needs and those of other clients they may have?
6. What is their after-hours availability for emergencies?
7. What other exhibitors have they worked with? (Get references!)

### YOUR LIABILITY WHEN YOU USE AN EXHIBITOR APPOINTED CONTRACTOR

If you decide to use the services of an Exhibitor Appointed Contractor (EAC, I & D, Display House), you should be aware that you assume third-party liability in the event that the EAC does not pay the general contractor or McCormick Place for charges incurred on your behalf.

### APTech RULES & REGULATIONS REGARDING EXHIBITOR APPOINTED CONTRACTORS (EAC)

1. All EACs must provide APTech Event Management with certificates of insurance and a form requesting to use EAC by the deadline date. EACs can fulfill this requirement by instructing their insurance agent/broker to issue ACORD 25 reflecting coverage and minimum limits as shown on the “How to Request Exhibitor Appointed Contractor” form.
2. The EAC shall provide, if requested, evidence to the official contractor that it possesses applicable and current contracts.
3. The exhibitor agrees that he/she is ultimately responsible for all services in connection with his/her exhibit, including freight, drayage, rentals and labor.
4. **If your EAC needs an Exhibitor Manual, the request must be made by the exhibiting company. Please e-mail: [kgreene@aptech.org](mailto:kgreene@aptech.org) or call the Sales Department at: (703) 264-7200. All pages of the Exhibitor Manual can also be found at: [www.PRINTevent.com](http://www.PRINTevent.com).**
5. The exhibit aisles and public spaces are not part of the exhibitor’s booth. Therefore, the EAC is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
6. Solicitation on the exhibit floor is prohibited.
7. For insurance and safety reasons, the official contractor designated by Event Management, Freeman, must be used for services such as rigging, drayage, decorator labor, carpenters and booth cleaning. No exceptions will be made.
8. All personnel are required to wear show-designated badges.
9. McCormick Place is a smoke-free facility. No smoking is permitted on the exhibit hall floor.
10. All bags, tool boxes, cartons, etc. removed from the exhibit floor are subject to inspection.
11. All personnel are required to follow all safety rules as set forth by Association for PRINT Technologies, McCormick Place, and Freeman.
12. Contractor supervisors are responsible for the conduct of their personnel.
13. Any personnel found in an unauthorized or unattended booth will be cause for all associate personnel to be asked to leave for the day.

### GUIDELINES FOR EXHIBITORS AND EXHIBITOR APPOINTED CONTRACTORS (EACs)

As PRINT 19 endeavors to become more environmentally friendly, all exhibitors and EACs must work together with Event Management and the event's general services contractor (Freeman) to remove waste and help with recycling efforts.

#### Removal of Excess Trash

Your contract with Event Management requires that the exhibit space be returned in the same manner in which it was received. Therefore, all carpet and padding must be rolled up and tape must be scraped off of the floor. Carpet, padding, promotional materials and display components must be removed from the hall accordingly. It is the responsibility of the exhibitor-appointed contractor to see that this condition is met. Exhibiting companies or Exhibitor-Appointed Contractors that do not remove the excess trash from their booth space will be billed for the removal.

#### Booth Setup Policy

To avoid last-minute clean-up, EAC's must make sure the exhibitor's booth is completely set (including product) by 4:30 pm, Wednesday, October 2.

### SUPPORT GREEN INITIATIVES AND ENVIRONMENTAL SUSTAINABILITY

Event Management, Freeman, McCormick Place and our trash removal contractors continue to provide a targeted recycling program at PRINT 19. Our goal is to improve our ability to reduce, reuse, and recycle as much waste as possible from the event, and to create a benchmark to measure our effectiveness in keeping event waste out of landfills. Exhibitors and Exhibitor-Appointed Contractors (EACs) have an extremely important role to play in our efforts to create a sustainable event. We are asking your assistance with the following:

#### During Move-in:

- Break down and flatten all corrugated boxes and place them at the edge of your booth—NOT in the aisles.
- Place all metal banding and wood separate from other trash at the edge of your booth.
- Trim out all visqueen by 4:00 pm on Wednesday, October 2.

Century Trade Show Services will do periodic sweeps throughout the day, focusing on corrugated materials, visqueen, metal, foam and trash. These items will be disposed of in separate compactors and open boxes for removal from the facility. Your assistance in breaking down cardboard is key to our efforts. By breaking it down, you make it much easier to handle and prevent recyclable boxes from becoming trash receptacles.

***The Event is opening at 10 am on Thursday and it is critical that exhibitors and their contractors adhere to the 4:30 pm booth set up policy.***

Any exhibitors or contractors who throw any type of trash into the aisles on Thursday morning prior to event opening will be charged for the trash removal and risk their participation at future Events.

#### During Event Days:

Please continue to break down corrugated cardboard containers and place at the edge of your booth for removal by Century Trade Show Services.

Each garbage can placed by columns in the aisles will be paired with a co-mingled recycling container, provided by Allied Waste. For this event, we will be accepting the following materials in the co-mingled recycling containers:

- aluminum cans
- tin cans
- glass bottles
- all other recyclable plastic containers which have been emptied and rinsed
- plastic bottles

Any other garbage should be placed in the standard waste receptacles.

Century Trade Show Services will dispose of the co-mingled recyclables separate from the general waste in specially designated compactors provided by McCormick Place.

#### During Move-out:

- Break down and flatten all corrugated boxes.
- Roll up any carpet and padding.
- Remove any double-faced carpet tape.
- Place any wood, carpet, padding and metal banding separate from other waste in your booth.

The effectiveness of any recycling program relies upon maintaining separate streams for materials which can be reused and recycled. A little extra attention on your part will go a long way towards helping us have a great program in 2019.

Thank you in advance for your assistance.



## EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

**Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.**

**Your call will be promptly returned between the hours of  
7:00 a.m. — 6:30 p.m.**



## EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

**IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.**

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:  
[www.mccormickplace.com](http://www.mccormickplace.com) or you may contact the following personnel:

Tom Cassell	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>	312-617-0115
Pat Allen	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>	312-791-6551
Alichia Johnson	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>	312-791-7186

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McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616



## EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: [www.mccormickplace.com](http://www.mccormickplace.com).

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	<a href="mailto:ajohnson@mpea.com">ajohnson@mpea.com</a>
Patrick Allen	312-791-6551	<a href="mailto:pallen@mpea.com">pallen@mpea.com</a>
Tom Cassell	312-617-0115	<a href="mailto:tcassell@mccormickplace.com">tcassell@mccormickplace.com</a>

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

**CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.**



## How to Request Set-Up By Exhibitor Appointed Contractor (EAC)

### **DEADLINE: Friday, August 30, 2019**

The unpacking, erection, construction, assembling, dismantling and packing of displays and equipment must be done by the correct type of union labor. Freeman is the official decorator/contractor for PRINT 19 and will have skilled craftsmen available to assist exhibitors. Freeman will operate all motorized vehicles and will handle all freight movement. Arrangements for labor should be made through Freeman in advance. Official labor forms are included in this Manual behind Tab 4.

Exceptions will be considered only in cases where permission has been requested in writing for an EAC by the Exhibitor and received at the Association for PRINT Technologies by **Friday, August 30, 2019**. Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim services, or dismantling of the Exhibition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by the Association for PRINT Technologies, in any contract with show service contractors or in its lease with McCormick Place. For services such as electrical, plumbing, telephone, drayage, and booth cleaning, no exception will be made, and the contractor designated by the Association for PRINT Technologies, must be used.

**Notification of request of EAC must be provided using the form on the next page.** Exhibitors who fail to notify Event Management, in accordance with these procedures, will be required to use labor from the official show contractor rather than their Exhibitor Appointed Contractor (EAC).

In order for an exhibitor to use an EAC, the following must happen:  
Exhibitors must provide APTEch by Friday, August 30, 2019:

- 1) Certificates of Insurance from EAC, which must include public liability and property damage insurance for at least \$1,000,000 and workmen's compensation insurance in accordance with the local laws. Originals or copies of this certificate will be accepted. Both the Association for PRINT Technologies and Metropolitan Pier and Exposition Authority must be named as additional insureds.  
All agents representing the exhibitor must be fully identified by the official Association for PRINT Technologies badge. All EAC personnel will be required to wear a set-up badge which will be available on-site.
- 2) Complete the attached form.

**Please note that the form and the certificate of insurance (original or copy) from the EAC must both be sent to APTEch to register your exhibitor appointed contractor. Forms received without the insurance certificate will be discarded.**

**Send this information by Friday, August 30, to:** Association for PRINT Technologies  
Attention: Debbie Woodcock  
1899 Preston White Drive  
Reston, Virginia 20191  
Telephone: (703) 264-7200, ext. 286  
Fax: (703) 620-9187  
E-mail: dwoodcock@apttech.org

## Exhibitor-Appointed Contractor (EAC) Request Form

**This form must be submitted if you intend to use ANY contractor not listed in the PRINT 19 Exhibitor Manual, including your display builder if a representative will be on-site.**

*Please Type or Print Clearly:*

Name of Person Completing Form: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

I/We intend to use the following company to service our exhibit at PRINT 19 to be held October 3-5, 2019 at McCormick Place North in Chicago, IL:

Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( \_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_ ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Number of Personnel: \_\_\_\_\_ Arrival Date: \_\_\_\_\_

**Attention:** The Contractor must maintain required worker's compensation on all employees on-site at PRINT 19 and must maintain public liability insurance naming Association for PRINT Technologies and the Metropolitan Pier and Exposition Authority as additional insureds in an amount not less than \$1 million per occurrence.

**I/We agree that the regulations concerning the use of an exhibitor appointed contractor will be followed.**

Request Submitted By: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be signed by an employee of the exhibiting company and received by Association for PRINT Technologies no later than August 30, 2019. Requests received after that date will not be approved.**

### Certificate of Insurance Requirements

#### Contractors must maintain:

- Required worker's compensation on all on-site event employees
- Public liability insurance; amount not less than \$1 million per occurrence

#### Name as additional insureds:

- 1) Association for PRINT Technologies
- 2) Metropolitan Pier & Exposition Authority

### Complete and return to:

**(Please retain a copy for your files.)**

Debbie Woodcock

Association for PRINT Technologies

1899 Preston White Drive

Reston, Virginia 20191 U.S.A.

Telephone: (703) 264-7200 • Fax: (703) 620-9187

E-mail: dwoodcock@aptech.org • www.PRINTevent.com

**Return on or before: Friday, August 30, 2019**