



## **ARTIST BOOTH PACKAGE**

- 8' high hard walls, 1" thick, painted white
- 6 flood lights
- Multiple booth configuration options
- Gray carpeting
- Drayage (the moving of work to and from loading dock and artist booth space)
- Standard electrical outlet
- Free Wifi
- Waste basket
- Booth signage
- Chair (if requested)

## **CLEANING**

All booths will be vacuumed prior to the first day of the show at no charge. If you require additional cleaning services, please request this service in the Order Forms section under Exhibitor Central.

## **DRAYAGE**

Also known as “materials handling,” drayage is the labor to receive freight during move-in, delivering it to your booth, removing empty containers, storing and returning them after the show, and loading materials for outbound shipping. This cost is included in your booth package except in the following cases: **Oversize deliveries and deliveries received outside the posted times will be charged at a rate of \$55.00 per 100 lbs. (cwt).**

## **EQUIPMENT**

Your booth package includes one chair that must be requested in the Order Forms. Please note that tables are not included with your booth package but can be ordered for a fee. Please see the Order Forms section under Exhibitor Central for a listing of equipment available.

## **FLOORING**

Booths and corridors are carpeted in gray. If you would like to install custom flooring, please contact Sergio Camargo at 312.527.7587 or [scamargo@themart.com](mailto:scamargo@themart.com).

## **IDENTIFICATION SIGN (BLADE SIGN)**

All exhibitor spaces will be identified with a clean, simple booth sign that includes artist's name, city, state, and booth number. As necessary, multiple signs will be available for large spaces to help attendees navigate the show floor.

## **LIGHTING**

Exhibit space includes a standard booth lighting package: (6) 17W PAR38 3500K Narrow Floods for every 100 sq. ft. of rented booth space. The **first 15 minutes** of light adjustments for every 100 sq. ft. of rented booth space is complimentary must be requested by 3pm on Wed, December 5. Additional time and requests placed after Wed, December 5 at 3pm, will be billed at the on-site electrical labor rates. All electrical services will be provided and installed by The Mart. You can order more light fixtures and electricity if needed. Please see the Order Forms section under Exhibitor Central. Questions regarding the acceptability of your electrical set-up may be directed to Sergio Camargo at 312.527.7587 or [scamargo@themart.com](mailto:scamargo@themart.com).

## **SERVICE DESK/BUSINESS SERVICES**

The Exhibitor Service Desk, located on the 7<sup>th</sup> floor, offers business services, including photocopying and faxing. The Service Desk can also respond to questions about shipping, materials handling, and billing, and will be happy to assist you in placing orders for booth services or equipment.

## **STORAGE - ACCESSIBLE INVENTORY STORAGE FOR ART REPLENISHMENT – MUST BE RESERVED**

All available space in Accessible Storage has been reserved. To be added to the waitlist for accessible storage space please click [here](#).

Located on the 5<sup>th</sup> floor, Accessible Storage is available for artists to keep extra product/inventory. Spaces are approximately 5 ft by 5 ft and are meant solely for the back stock of product needed over the course of the 4-day show. All empty containers/boxes/packing material should be placed in the Empty Container Storage (described below). Access hours will be listed in your Welcome Packet given to you at check-in. Please stop at the Service Desk on-site or contact Sergio Camargo at (312) 527-7587 or [scamargo@themart.com](mailto:scamargo@themart.com)

## **STORAGE - EMPTY CONTAINER/PACKAGING**

Due to City of Chicago Fire Ordinances, packing materials may not remain on the show floor while the show is open. Flammable containers must be removed from the floor. When your containers are empty, obtain "EMPTY" labels from the Exhibitor Service Desk. Use the labels to mark your crates, boxes and containers with your company name and booth number. Leave the containers in the aisle; for your convenience, these empty labeled containers will be picked up by MMPI staff and returned to you at the end of the Show. Please remember that you will not have access to these containers during the show.

## **WiFi**

We are pleased to announce that COMPLIMENTARY Wi-fi will now be available on the Show Floor to all exhibitors. The password code is: **oak2018**. Access instructions will be included in your Welcome Packet given to you at check-in.