



Holiday One of a Kind 2022 - PRE-SHOW CHECKLIST

Welcome!

We are so happy you will be joining us for our 21st Edition Holiday Show! This is our Holiday Pre-show checklist. Please review so you are prepared for the show next week!

REGISTRATION

Each Exhibiting Company is required to register their names and the names of each assistant authorized to work in the booth. Artists and assistants must show photo I.D to pick up their badges and welcome packet at the Registration Desk.

Here are the steps to register you and your staff:

- Please visit this link: <https://www.microspec.com/exreg/login/OOAKC2022>
- Select your exhibitor name from the dropdown menu.
- Enter your password – **ArtistHol22**
- A confirmation email with badge pick-up location will be emailed to you.

EXHIBITOR CENTRAL

Please review this page in full as it contains all necessary show information (Register Badges, booth details, set-up, events, marketing, floorplan, travel) Exhibitor Central is a one-stop shop for all your show prep needs! Access to Exhibitor Central can be found [here](#). This page includes the following information: booth package details, travel resources, accessible storage, ordering instructions for on-site labor, marketing recourses, load-in and loud-out dates and times, and more.

BOOTH LAYOUT

Identify your booth number/space on the show floor map, understand where columns are located, prepare accordingly. If you do not know your booth number, please check your listing on the website [here](#).

Please see the updated Floorplan located [here](#).

SHOW HOURS

Thursday, December 1 st	10am – 7pm (Artist access 8am)
Friday, December 2 nd	10am – 7pm (Artist access 8am)
Saturday, December 3 rd	10am – 7pm (Artist access 8am)
Sunday, December 4 th	10am – 5pm (Artist access 8am)

TRAVEL INFO/PARKING OPTIONS

- Confirm your hotel reservation
- Route your drive – We have attached directions to the loading dock [HERE](#).
- Building address – THEMART, 222 Merchandise Mart Plaza, Chicago, IL 60654
- Reserve your parking in advance and get there on time, stress free! SpotHero is the nations’ leading parking reservation app to book convenient and affordable parking.
 - [SpotHero](#)

SHIPPING ADDRESS

2022 One of a Kind Holiday Show and Sale®
(Your Company Name)
(Your Booth Number 7 - [XXXX](#)) 7th Floor
c/o MMPI
222 Merchandise Mart Plaza
Chicago, IL 60654

ENTERING THE MART

Please note that the front entrance on the south side of THE MART at 222 W Merchandise Mart Plaza is currently closed for construction. Please enter the building via the Orleans and Wells entrances.

ELEVATORS

There are 3 main elevator entrances (West, Middle and East) that can be used to access the show floor. During the first ½ hour of each day, our teams add freight elevator banks to help get customers up to the show floor quickly. After those peak hours, the remaining 3 elevator banks are sufficient.

LOAD-IN/DOCK HOURS

Load-in Hours - Freight and POV (Personally Owned Vehicles) no reservation or appointment needed

Tuesday, November 29th 8:00 am – 3:00 pm

Wednesday, November 30th 8:00 am – 3:00 pm

***Any deliveries made outside these times will be subject to a charge of \$57.00 per 100 lbs.**

Set-up Hours - no reservation or appointment needed

Tuesday, November 29th 8:00 am – 4:00 pm

Wednesday, November 30th 8:00 am – 7:00 pm

*Loading Dock closes at 3:00 pm on both days.

MOVE-OUT PROCEDURE

Dismantling Hours and Load-out Hours

Sunday, December 4th 5:00 pm – 10:00 pm (POVs only)

Monday, December 5th 8:00 am – 12:00 pm (Common carriers only and they must be checked in by 12:00 pm)

*The loading of POV's will begin upon the completion of the return of empties on Sunday.

If you have any questions about your assigned move-out number, please contact our Operations Exhibitor Services Team Tradeshow_operations@themart.com or (312) 820-1120.

WEBSITE LISTING - UPDATE YOUR ARTIST PROFILE

Your profile is hosted on our website's public [artist directory](#) and includes information about and photos of your artwork, your social media handles, and any special offers that you may be promoting during the show. Your profile information will appear in our online and printed show guides.

Log-in [here](#) to get started on your artist profile.

Username : Your username is the email address at which you received this message.

Password : If you are a first-time exhibitor, your password will be **mmpishows**. If you are a returning artist and have since changed your password, use that password.

Edit your profile listing - To begin editing, click the 'Profile' button underneath your name and complete all sections. Please note that any changes to your artist profile may take up to 24 hours to update.

Should you have any trouble logging in, please contact [Marie Gerbasi](#) for assistance!

COMPLIMENTARY SHOW TICKETS

You should have received your Complimentary Ticket Promo Code for your clients in October. If you cannot locate it, please search your inbox for this title – "**Holiday One of a Kind- Complimentary Ticket Code**". If you are still having trouble locating it, please contact Marie mgerbasi@themart.com

PACKING

Pack your work/display/boxes carefully to ensure their safe arrival to your booth (work is placed on flatbed carts and brought to your booth)

- Label All Items – clearly mark all items and boxes with your **COMPANY NAME** and **BOOTH NUMBER**

SUPPLIES

Make sure to bring the following as they are not provided: receipt books, price tags, bags, business cards, mailing list sign-up, credit card reader, adequate change, etc.

STORAGE

Empty Box Storage (Complimentary) – All boxes/crates/packing material will be picked up from the threshold of your booth at the end of each set up day and taken to an inaccessible storage area. Please obtain the neon pink stickers at the Service Desk and mark with name and booth number so it can be delivered back to you at the end of the show.

Accessible Inventory Storage (Paid) – If you reserved a paid accessible storage space, it will be available for use the first day of move in, Tuesday, November 29th. The storage space is located on the show floor behind booth 1130. There are no storage spaces left at this time.

ARTIST KICK- OFF TOAST

Wednesday, November 30th from 4:30 – 5:30pm located on the 7th floor – Center Café

ARTIST AMENITIES

Foodstuffs, our show caterer has created an online ordering tool where you can place your lunch order for each show day. All orders (for all days of the show) must be placed by end of day Wednesday, November 30th by 5pm. Pick-up will be each day from 9-10am at the coffee bar at the center café. Please use this link to order – [FOODSTUFFS ORDERING FORM](#)

- Artists will also receive 10% off online and at all the café locations by showing their badge
- Artist Lounge- take a break, and regroup in a secluded yet convenient area for artists right on the show floor (behind booth 1130)
- Artists will receive free coffee from 8am-10am every morning before the show including move-in

WIFI

All artists are given free Wifi access. The password is **themart60654**.

CONTACT US

Don't wait or hesitate to reach out to us with questions or to get more information. See our contact info below:

TYPE OF INQUIRY	CONTACT	PHONE	E-MAIL
General	Kathleen Hogan <i>Sales Director</i>	312/527.7642	khogan@themart.com
	Marie Gerbasi <i>Artist Relations</i>	312/527.7757	mgerbasi@themart.com
Marketing	Selena Wolfe <i>Marketing Manager</i>	312/527.7750	swolfe@themart.com
Booth Payments	Camillie Navarro <i>Finance Manager</i>	312/527.7870	cnavarro@themart.com
Operations	Debbie Rosenfeld <i>Operations Manager</i>	312/527.7658	Tradeshow_Operations@themart.com
	On-site General Exhibitor Services	312/820.1192 call or text	

We can't wait to see you next week!

The One of a Kind Team,

Kathleen Hogan

Show Director

One of a Kind Show Chicago

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Marie Gerbasi

Artist Relations

One of a Kind Show Chicago

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