



J&J Exhibitors Service

Quality. Delivered and show-ready.

Exhibitor Service Manual

Chicago National College Fair

**McCormick Place Convention Center - Chicago, Illinois
October 14, 2017**



Chicago National College Fair
McCormick Place Convention Center - Chicago, Illinois
October 14, 2017

Welcome to the Chicago National College Fair!

J&J Exhibitors Service is proud to have been chosen as the Official General Service Contractor for the Chicago National College Fair. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to assist you as you plan for your booth. It contains important deadline information and order forms for equipment, furniture rental, labor, freight handling, electrical and other services offered.

The Exhibitor Service Manual is available in PDF and electronic formats. You are welcome to order via mail, fax or online. All J&J products and services can be ordered online with our secure e-commerce website which is easy to use and contains tools useful throughout the planning process.

In order to ensure the best possible exhibitor experience, we strongly recommend the following:

- Read the entire Exhibitor Service Manual, and complete all order forms in their entirety.
- Please note all discount deadlines listed in the Exhibitor Service Manual. By submitting your orders with full payment by the deadline dates, you can save money by taking advantage of advance discount pricing.
- Confirm your orders with each vendor. J&J Exhibitors Service will send out a confirmation email for our services once your order is processed.
- If the Exhibitor Service Manual has been addressed to an individual not responsible for exhibit arrangements, please forward it to the appropriate party.

We realize that exhibiting can be complicated. We welcome the opportunity to assist you. Questions can be directed to 312.225.3323 8am – 5pm (CST) Monday – Friday or e-mailed to csr@jjexhibitors.com.

We are looking forward to working together to ensure a successful show. Thank you for your continued support of the Chicago National College Fair!

Thank you for your continued support of the Chicago National College Fair!





Chicago National College Fair
McCormick Place Convention Center - Chicago, Illinois
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Show Information

- Each 10' x 10' Booth Includes** 8' High Royal Blue and White Draped Back Wall
3' High Royal Blue Draped Side Walls
One (1) - 6' Blue Skirted Display Table
Two (2) Folding Chairs
One (1) Wastebasket
One (1) - 7"x44" Company ID Sign
- Carpet** The exhibit area is **NOT** carpeted.
Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order carpet.
- Show Colors** Royal Blue and White
- Discount Deadline Date** Friday, October 6, 2017
Order early to take advantage of Advance Order Discount Rates.
- Exhibitor Move-In** Friday, October 13, 2017 3:00 PM - 5:00 PM
- Exhibit Hours** Saturday, October 14, 2017 11:00 AM - 3:00 PM
- Exhibitor Move-Out** Saturday, October 14, 2017 3:00 PM - 5:00 PM
**All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 4:00 PM. Please notify your carrier to check-in with J&J on Saturday, October 14, 2017 by 4:00 PM to ensure all exhibit materials are removed from the facility.*
- Advance Shipments to Warehouse**
Name of Exhibiting Company
Your Booth Number
Chicago National College Fair
C/O J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, IL 60616
- Advance Shipments Should Arrive Between**
September 1, 2017 - October 12, 2017
8:00 AM - 2:30 PM
- Last day for shipments to arrive at the advance warehouse without a surcharge: **Friday, October 6, 2017**
- Last day shipments will be accepted at the warehouse **WITH** a surcharge **Thursday, October 12, 2017**
- Direct Shipment to Show Site**
All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at the McCormick Place Convention Center. The McCormick Place Convention Center does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the McCormick Place Convention Center will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by the McCormick Place Convention Center for any items sent directly to the facility.
- Official Contractor**
J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, Illinois 60616
Telephone (312) 225-3323
Fax (312) 225-9873
www.jjexhibitors.com
csr@jjexhibitors.com
- J&J Coordinators**
Rocio Hobbie
Jessica Dunican





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Method of Payment

Exhibitor Information

Company Name

Booth Number

Contact Name

Title

Address

Email Address

City State Zip

Mobile Number

Phone Number

Fax Number

Method of Payment

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however we require your credit card charge authorization to be on file with J&J Exhibitors Service.

COMPANY CHECK Check Number

Please make one check payable to: **J&J Exhibitors Service, Inc.**

CREDIT CARD AUTHORIZATION

For your convenience J&J Exhibitors Service will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all J&J Exhibitors Service, or any charges which J&J Exhibitors may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS MASTERCARD VISA

Credit Card Number

Expiration Security Code

Cardholder's Name

Cardholder's Billing Address

City State Zip

Cardholder's Signature

I agree in placing this order that I have accepted J&J Exhibitors Service's Payment Policy and Terms & Conditions of Contract.

Company Name

Contact Name Email Address Booth Number

Calculation of Orders

Accessories \$

Carpet \$

Cleaning \$

Display Rental \$

Floral \$

Furnishings \$

Labor \$

Material Handling \$

Signs \$

Transportation \$

Other \$

Total \$

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone 312.225.3323 | Fax 312.225.9873 www.jjexhibitors.com



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Payment Terms

Payment for Services: J&J Exhibitors Service requires payment in full, including any applicable tax, at the time services are ordered. Further, J&J Exhibitors Service requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

Should there be any pre-approved unpaid balance after the close of the show; terms will be net, due and payable in Chicago, Illinois upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage of 18%, and future orders will be on a prepaid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by J&J Exhibitors Service shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Illinois. In the event of any dispute between the exhibitor and J&J Exhibitors Service relative to any loss, damage, or claim, such exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to J&J Exhibitors Service for its services, as an offset against the amount of any alleged loss or damage. Any claims against J&J Exhibitors Service shall be considered a separate transaction, and shall be resolved on its own merits.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s). Orders received without advance payment or after the deadline date will incur additional charges as indicated on each order form.

Method of Payment: J&J Exhibitors Service accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks and at \$25.00 fee for all declined credit cards. If exhibitor provides a credit card for payment and charges are rejected by the exhibitor's credit card company for any reason, J&J Exhibitors Service hereby provides notice that it reserves the right, and exhibitor authorizes J&J Exhibitors Service, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the exhibitor's account. J&J Exhibitors Service will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with J&J Exhibitors Service payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided. J&J Exhibitors Service reserves the right to charge the exhibitor for the difference between the exhibitor's estimate of charges and the actual charges incurred by the exhibitor, or for any charges that J&J Exhibitors Service may be obligated to pay on behalf of exhibitor, including and without limitation, any shipping charges.

Third Party Billing: Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the J&J Exhibitors Service office. Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate with your initial order.

Adjustments and Cancellations: It is the exhibitor's responsibility to advise the J&J Exhibitors Service Customer Service Center Representative of problems with any orders, and to check the exhibitor's invoice for accuracy prior to the close of the event. No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor and furnishings for cancellation fees. All orders canceled by the exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or J&J Exhibitors Service set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order.





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Booth Accessories Order Form

PRICE LIST

DISCOUNT DEADLINE DATE OCTOBER 6, 2017

Description	Discount Price	Standard Price	Quantity	Total Price
UNSKIRTED DISPLAY TABLES - 30" HIGH				
Unskirted 2' x 4' x 30" Table	\$103.25	\$134.25		
Unskirted 2' x 6' x 30" Table	\$119.50	\$155.50		
Unskirted 2' x 8' x 30" Table	\$135.75	\$176.50		
SKIRTED DISPLAY TABLES - 30" HIGH				
<i>Skirting for Tables: White Vinyltop and Pleated Skirt on 3 Sides</i>				
Select Skirt Color	Blue	Black	Burgundy	Champagne
				Gray
				Hunter Green
				Plum
				Red
				Teal
				White
Skirted 2' x 4' x 30" Skirted Display Table	\$148.25	\$192.75		
Skirted 2' x 6' x 30" Skirted Display Table	\$164.50	\$214.00		
Skirted 2' x 8' x 30" Skirted Display Table	\$180.75	\$235.00		
4th Side Skirted, Optional	\$45.00	\$58.50		
UNSKIRTED DISPLAY COUNTERS - 40" HIGH				
Unskirted 2' x 4' x 40" Unskirted Display Counter	\$123.25	\$160.75		
Unskirted 2' x 6' x 40" Unskirted Display Counter	\$139.50	\$181.50		
Unskirted 2' x 8' x 40" Unskirted Display Counter	\$155.75	\$202.50		
SKIRTED DISPLAY COUNTERS - 40" HIGH				
<i>Skirting for Tables: White Vinyltop and Pleated Skirt on 3 Sides</i>				
Select Skirt Color	Blue	Black	Burgundy	Champagne
				Gray
				Hunter Green
				Plum
				Red
				Teal
				White
Skirted 2' x 4' x 40" Skirted Display Counter	\$168.25	\$219.00		
Skirted 2' x 6' x 40" Skirted Display Counter	\$184.50	\$240.00		
Skirted 2' x 8' x 40" Skirted Display Counter	\$200.75	\$261.00		
4th Side Skirted, Optional	\$45.00	\$58.50		
RISERS				
<i>12" Wide, Draped in White Vinyl</i>				
4' Long x 12" High - Single Tier	\$55.25	\$72.00		
6' Long x 12" High - Single Tier	\$71.50	\$93.00		
8' Long x 12" High - Single Tier	\$87.75	\$114.25		
SPECIALTY DRAPE				
Select Drape Color	Blue	Black	Burgundy	Champagne
				Gray
				Hunter Green
				Plum
				Red
				Teal
				White
3' Drape	\$15.25 per linear foot	\$20.00 per linear foot		
8' Drape	\$25.75 per linear foot	\$33.50 per linear foot		
BOOTH ACCESSORIES				
Wastebasket	\$24.75	\$32.25		
Glass Bubble Bowl/Candy Jar	\$24.75	\$32.25		
Chrome Easel	\$44.25	\$57.75		
22" x 28" Chrome Sign Holder	\$88.50	\$115.25		
Chrome Bag Stand	\$88.50	\$115.25		
Chrome Literature Rack	\$88.50	\$115.25		
4' x 8' Bulletin Board	\$165.00	\$214.50		
5' Chrome Coat Rack	\$88.50	\$115.25		
30" Round x 30" High Undressed Cocktail Table	\$103.25	\$134.25		
30" Round x 40" High Undressed Cocktail Table	\$123.50	\$160.75		
90" Round Table Cloth (Black, Ivory, Silver or White)	\$45.00	\$58.50		
Padded Side Chair	\$92.75	\$120.75		
Padded Arm Chair	\$109.00	\$141.75		
Padded High Stool	\$125.25	\$163.00		

Orders received after the deadline date or without payment will be charged the standard price.

Items cancelled will be charged 50% of original price within seven (7) days of the show and 100% of original price after installation.

SUBTOTAL

9% TAX

METHOD OF PAYMENT MUST ACCOMPANY ALL ORDER FORMS

PAYMENT ENCLOSED

Company Name

Contact Name

Email Address

Booth Number

RETURN TO: J&J Exhibitors Service, Inc.

2338 South Indiana Avenue Chicago, IL 60616
Phone 312.225.3323 | Fax 312.225.9873

csr@jjexhibitors.com
www.jjexhibitors.com



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Booth Carpet Order Form

PRICE LIST

DISCOUNT DEADLINE DATE OCTOBER 6, 2017

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 10'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

SELECT CARPET COLOR Black Hunter Green Red Royal Blue Silver Gray Teal Tuxedo Tweed

Description	Discount Price	Standard Price	Total Price
10' x 10' Booth Carpet	\$165.00	\$214.50	
10' x 20' Booth Carpet	\$330.00	\$429.00	
10' x 30' Booth Carpet	\$495.00	\$643.50	
Custom Cut Carpet	\$3.50 per square foot	\$4.55 per square foot	

COMFORT PADDING

J&J offers added comfort to our carpet with our foam carpet padding

Description	Discount Price	Standard Price
Comfort Padding	\$1.50 per square foot	\$1.95 per square foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes Installation and Removal

Description	Discount Price	Standard Price
Visqueen Plastic Covering	\$1.50 per square foot	\$1.95 per square foot

BOOTH DIMENSIONS (in feet)

$$\text{Length} \quad \times \quad \text{Width} \quad = \quad \text{Total Square Feet}$$

	Total Square Feet	Rate	Price
Custom Cut Carpet	X	=	
Comfort Padding	X	=	
Visqueen Plastic Covering	X	=	

Orders received after the deadline date or without payment will be charged the standard price.
 Items cancelled will be charged 50% of original price within seven (7) days of the show and 100% of original price after installation.

METHOD OF PAYMENT MUST ACCOMPANY ALL ORDER FORMS

SUBTOTAL
9% TAX

Company Name

PAYMENT ENCLOSED

Contact Name

Email Address

Booth Number

RETURN TO: J&J Exhibitors Service, Inc.	2338 South Indiana Avenue Chicago, IL 60616 Phone 312.225.3323 Fax 312.225.9873	csr@jjexhibitors.com www.jjexhibitors.com
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J&J Motor Service

Your freight. Delivered and show-ready.



J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

Contact us today at 312-225-3323.



Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

80
PLUS

Over 80 years of serving
the tradeshow industry.

www.jjmotor.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Motor Service is a WBE-certified business.



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Shipping Estimate Request form

Please fill out this form and we will prepare a quote!

PICK UP INFORMATION

Requested Pickup Date and Time
Shipper Name
Shipper Address
Shipper City State Zip
Shipper Contact Name
Shipper Contact Telephone Number
Dock? Yes No

DESTINATION INFORMATION

Requested Delivery Date and Time
Destination Name
Destination Address
Destination City State Zip
Destination Contact Name
Destination Contact Telephone Numer

SHIPMENT INFORMATION

Number of Pieces
Total Weight in Pounds
Dimensions (length x width x height)
Exclusive Dedicated Truckload Yes No
Target Move-in Date (if applicable) Booth Number
Special Instructions

CONTACT INFORMATION

Contact Name
Company Name
Telephone Number Fax Number
Email Address



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Material Handling Information

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment in advance at our local warehouse. You may ship via the carrier of your choice. Certified weight tickets are required for all shipments. Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight. All orders are governed by J&J's Payment Policy and Terms & Conditions of Contract.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.** The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM.

Rates Include

- Receiving at J&J Warehouse
- Storing at J&J Warehouse for up to 30 days
Any materials stored beyond 30 days will occur additional costs applied to your invoice
- Reloading onto trucks and delivery to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination from exhibit site

For advanced shipments, label each piece and address all shipping documents/bills of lading as follows:

Name of Exhibiting Company
Your Booth Number
Chicago National College Fair
C/O J&J Exhibitors Service, Inc.
2338 South Indiana Avenue
Chicago, IL 60616

Last day for shipments to arrive at the advance warehouse without surcharge

FRIDAY, OCTOBER 6, 2017

Last day for shipments to arrive at the advance warehouse **WITH** a surcharge

THURSDAY, OCTOBER 12, 2017

DIRECT SHIPMENTS TO EXHIBIT SITE

All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at the McCormick Place Convention Center. The McCormick Place Convention Center does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the McCormick Place Convention Center will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by the McCormick Place Convention Center for any items sent directly to the facility.





Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit materials to and from the event.

Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed material handling order form for details. Please prepay all shipping charges - J&J cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets otherwise J&J with invoice the entire load at the uncrated weight.

J&J Transportation

J&J Transportation gives you reliable service and great rates on shipping. Our single source services mean less hassle. From shipping and material handling to installing and dismantling, we make sure you have a smooth show experience. For a rate quote please call J&J Exhibitors Service at (312) 225-3323.

Freight Carriers

Select a carrier with experience in handling exhibit materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment. For a rate quote please call J&J Exhibitors Service at (312) 225-3323.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all the pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

Inbound Bill of Lading

All shipments must have a bill of lading or delivery slip showing number of pieces, type of merchandise and weight. A copy should be mailed along with the enclosed "Material Handling" order form. Shipments received without freight bills, or specified unit count on receipts will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

Benefits of Advance Shipping to the J&J Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving and storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the J&J Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to the warehouse.
- For a rate quote please call J&J Exhibitors Service at (312) 225-3323.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipments with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping containers will be picked up, stored and returned after the show. Labels are available at the J&J Service Desk and are for empty storage only. Depending on the size of the show, it can take from 2 to 12 hours to return empty crates. Do not store any items in crates marked "empty". J&J has no liability for damage to crates or items sent to empty storage in crates.

All empty containers will be collected on Friday, October 13, 2017 by 5:00 PM. Any additional empty containers left after this time will be collected and stored at the rate of \$25.00 per CWT with a \$250.00 per shipment minimum.

Outbound Shipments

An outbound Material Handling/Bill of Lading must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the J&J Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pick up. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments.

All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 4:00 PM. Please notify your carrier to check in with J&J Service Desk by 4:00 PM on Saturday, October 14, 2017 to ensure all exhibit materials are removed from the facility on schedule. Any bill of lading submitted after 4:00 PM will be rerouted via the preferred carrier. Any carrier who checks in after 4:00 PM will be refused and the bill of lading rerouted via the preferred carrier. Applicable charges will apply and no liability will be assumed as a result of such rerouting.

Measure of Damage

- **Liability** - J&J is liable for loss or damage to your goods only if the loss or damage is caused by J&J negligence.
- **Sole Relief** - If found liable for any loss, J&J's sole and exclusive maximum liability for loss or damage to customer's goods is limited to \$.30 (USD) per pound with a maximum liability of \$50.00 (USD) per container, or \$1,000 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. J&J has published J&J Terms and Conditions of Contract that are in this Exhibitor Service Manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives present at their own risk.



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Material Handling Order Form

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Friday, October 6, 2017
A 30% (\$50 minimum) late to warehouse surcharge will apply if

- Freight is received after Friday, October 6, 2017

ROUND TRIP RATES PER SHIPMENT

Shipment Weight (Number of Cartons)	Rate/Carton	Minimum Shipment (Number of Cartons)	Estimated Charges
X	\$55.00	\$110.00	=

DIRECT SHIPMENTS TO THE EXHIBIT SITE

All exhibit materials must be sent in advance to the J&J Exhibitors Service warehouse. Direct to show site shipments will not be accepted at the McCormick Place Convention Center. The McCormick Place Convention Center does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the McCormick Place Convention Center will be consigned to J&J Exhibitors Service and you will be billed the appropriate material handling charges by J&J. Exhibitors may also be billed an additional receiving charge by the McCormick Place Convention Center for any items sent directly to the facility.

RETURN TO WAREHOUSE

Shipment Weight (Round up to the next 100lbs.)	Rate/100lbs.	Minimum Shipment	Estimated Charges
X	\$25.00	\$250.00	=

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