



THE BIGGEST **BABY SHOWER** EVER™

Chicago Exhibitor Information

general information

- location:** Revel Fulton Market
1215 W Fulton Market
Chicago, IL 60607
- website:** revelspace.com
- event date:** Wednesday, September 13, 2017
- set up:** Wednesday, September 13 from 12:00pm–4:00pm
- event hours:** 5:00pm–9:30pm
- move out:** 9:30pm

show services

electric

If you need power at your booth space, it will have to be arranged in advance so a line can be run to your space. Please contact showservices@bigcitymoms.com to place your electrical request. You should also plan to have an extension cord and power strip with your booth items in case that is needed. Please note that there could be an additional charge for this service.

internet

Wireless internet service will be provided by Big City Moms. If you need a dedicated line run to your space, there will be an additional charge. Please email showservices@bigcitymoms.com for an order form.

furniture/display items

If you would like to rent furniture for your exhibit space, please email showservices@bigcitymoms.com and we will provide you with available options.

gift bag shipping information

300 items or product samples for our gift bags must be received at our warehouse no later than **Friday, August 25**. Please note that there is a different shipping address for raffle prizes.

Shipping address:

BIGGEST BABY SHOWER EVER CHICAGO
C/O EVENTS DIRECT, INC..
4142 RIDER TRAIL NORTH SUITE 200
EARTH CITY, MO 63045
HOLD FOR: BCM GIFT BAG ITEMS

For your convenience, a shipping label can be found [here](#).

raffle items

Raffle prizes must be received at the following address no later than **Tuesday, September 5**. Please note that there is a different shipping address for gift bag items.

RAFFLE ITEMS / BIGGEST BABY SHOWER CHICAGO
c/o SEKO CHICAGO
801 LUNT AVE
ELK GROVE VILLAGE, IL 60007
HOLD FOR: RAFFLE ITEMS

A label can be found [here](#). If you are unable to use this label, please make sure your boxes are addressed in the same way and clearly marked with "RAFFLE ITEMS".

exhibitor rules

- Basic & Silver Sponsorship Tables are limited to 6' and 8' wide x 5' deep and items cannot be placed in front of your table.
- Gold & Platinum Sponsorship Spaces are limited to 10' and 20' wide x 10' deep, please try to keep items in the front half of your space below 4' high.
- Hanging signs from the hall ceiling is not permitted.
- Any backdrops, floor supported banners or structures must be under 8' high.
- Raffles are permitted, however, drawings during the event are prohibited. Prizes will need to ship out to winners after the event.
- Music and/or loud machinery is not allowed.

load in + set up

Exhibitors can move into the exhibit hall and begin setting up at 12:00pm on Wednesday, September 13. If you require additional setup time or would like to move your items in the day before, please submit your request to showservices@bigcitymoms.com. For truck deliveries, parking is on Fulton Street where there are entrance doors to the back of the exhibit hall.

PLEASE NOTE: THERE IS NO LOADING DOCK, SO TRUCKS WILL NEED TO HAVE A LIFT GATE. For exhibit items that can be rolled or hand carried, there will be designated parking spots in front of the building on North Racine Avenue for loading and unloading **ONLY**. Once unloaded, cars will need to be moved to nearby parking garages. Exhibits must be completely set up by 4:00pm.

Closest parking garages:

406 N. Aberdeen Street (7 minute walk) or 315 N Peoria Street (9 minute walk)

dismantle + load out

The event ends at 9:30pm, however, you cannot begin to tear down any part of your exhibit until the hall is cleared of all guests. You can move your exhibit materials out via the back hall doors or front entrance. We will have hand trucks and dollies available to use on a first come, first serve basis.

shipping + handling information

ADVANCED SHIPPING WAREHOUSE ADDRESS: If you would like to ship your booth items to our advanced warehouse, you must complete the request form which can be found [here](#). If you do, your booth items will be delivered to your booth space at the event and be there when you arrive.

PLEASE NOTE: The venue will NOT accept advance deliveries. If you want to ship your booth items direct to the venue, you must have a representative on site to receive the shipment and the carrier will need to deliver the items to your booth space in the hall.

DIRECT FROM LA EVENT

If you arranged to have your booth shipped direct to Chicago from the LA Family Shower, you only need to complete an outbound shipping form which can be found [here](#).

OUTBOUND SHIPPING OPTIONS

Option 1: Provide UPS/FedEx labels

Option 2: Ship direct to the NYC Shower

Option 3: Ship via deferred service

At the end of the event, please pack up all your booth items and see a Big City Moms representative for a bill of lading. If you are shipping direct to the New York Event or if you would like to use our freight carrier, we will provide shipping labels for you.

We encourage you to take a photo of the items you are shipping out and make note of all tracking numbers. If you did not make arrangements in advance, you are responsible for removing all items from the hall. Big City Moms and Revel Fulton Market are not responsible for any items left behind.

certificate of insurance - venue requirement

The Revel Fulton Market is requiring that all exhibitors supply a certificate of insurance prior to moving into the event. Coverage details are listed below. Certificates must be sent to showservices@bigcitymoms.com no later than **September 1**.

Venue insurance requirements:

Prior to commencing the Work, Subcontractor/Vendor shall procure, and thereafter maintain, at its own expense, insurance coverage as required below. All insurers shall have at least an A- (excellent) rating by A.M. Best and be qualified to do business in the state where the project is located.

This insurance shall provide a defense and indemnify Revel Space, but only with respect to liability for bodily injury, property damage and personal and advertising injury caused in whole or in part by the Subcontractor's acts or omissions or the acts or omissions of those acting on the Subcontractor's behalf. Proof of this insurance shall be provided to the Revel Space before the Work commences, as set forth below. To the extent that the Subcontractor subcontracts with any other entity or individual to perform all or part of the Subcontractor's Work, the Subcontractor/Vendor shall require the other Subcontractors to furnish evidence of equivalent insurance coverage, in all respects, terms and conditions as set forth herein, prior to the commencement of work by the Sub-Subcontractor. In no event shall the failure to provide this proof, prior to the commencement of the Work, be deemed a waiver by Revel Space of Subcontractor's or the Sub-Subcontractor's insurance obligations set forth herein. In the event that the insurance company(ies) issuing the policy(ies) required by this exhibit deny coverage to the Contractor, the Subcontractor or the Sub-Subcontractor will, upon demand by Revel Space, defend and indemnify the Revel Space at the Subcontractor's or Sub-Subcontractor's expense.

Certificate Holder Shall Be:

**Revel Fulton Market
1215 W Fulton
Chicago, IL 60607**

MINIMUM POLICY LIMITS

Commercial General Liability Insurance
\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
\$2,000,000 General Aggregate per Project
\$2,000,000 Products & Completed Operations Aggregate
\$1,000,000 Personal and Advertising Injury Limit
Business or Commercial Automobile Liability Insurance
\$1,000,000 combined single limit per accident
Workers' Compensation and Employers' Liability Insurance
\$500,000 Each Accident
\$500,000 Each Employee for Injury by Disease
\$500,000 Aggregate for Injury by Disease
Excess or Umbrella Liability
\$1,000,000 occurrence/aggregate