



Dear Black Women's Expo Exhibitor,

Show Strategy, Inc. is pleased to have been selected as the Official Service Contractor for the upcoming Black Women's Expo, being held at, McCormick Place, April 3 - 5, 2020. Included in this service kit is information that will assist with the planning and execution of your display at the show. Refer to the enclosed General SHOW Information pages for vital facts and information about this event. If you have any additional questions about Show Strategy, Inc. services, please do not hesitate to contact us.

Event

Schedule:

Move In:

- Thursday, April 2, 2020 8:00am - 4:30pm

SHOW Hours

- Friday, April 3, 2020 10:00am - 7:00pm
- Saturday, April 4, 2020 10:00am - 7:00pm
- Sunday, April 5, 2020 11:00am - 6:00pm

Move Out:

- Sunday, April 5, 2020 7:00pm - 11:00pm (ALL POV'S)
- Monday, April 6, 2020 8:00am - 12:00noon (Freight ONLY)

All exhibitor product must be removed by 11:00pm on Sunday April 5th, except for freight being picked up by common carriers on Monday morning. All freight remaining after Sunday night must be crated, skidded, or shrink wrapped. All outbound shipments must have a Bill of Lading (BOL) filled out and on file with Show Strategy before you leave the venue. No product will be given to shipping companies without this BOL. Any product remaining after 12:00noon on Monday, April 6th will either be re-routed to the exhibitor via UPS Freight (at the exhibitor's expense) or discarded.

SHOW

Location

McCormick Place - North Hall C1
2301 S. Lake Shore Drive
Chicago, IL 60616





**Direct
Shipping**

The Black Women's Expo
(Exhibitor's Company Name)
(Exhibitor's Assigned Booth #)
McCormick Place - North Hall C1
2301 S. Lake Shore Drive
Chicago, IL 60616

Direct Shipments must arrive on Thursday, April 2nd between 8:00am and 3:00pm. Shipments arriving earlier than this day will be turned away by the venue. Shipments that require labor and/or equipment to unload will be billed at a rate of \$94 per 100 lbs (CWT)

**Advance
Shipping**

The Black Women's Expo
(Your Company Name)
(Your Booth Number)
UPS Freight c/o Roadco
3417 S. Cicero Ave.
Cicero, IL. 60804
Main number 708-863-0022
Fax number 708-863-0258

Advanced shipments must arrive between February 26th and March 25th between the hours of 8:00am and 3:00pm. The advanced warehouse will be closed on weekends and holidays. Shipments received at the advanced warehouse will be in your booth at 8:00am on Thursday, April 2nd. Shipments received at the warehouse will be billed at a rate of \$81.75 per 100 lbs (CWT)

**Booth
Package**

A standard 10' x 10' booth will include

- 8' H back drape
- 3' H side drape
- (1) 6' Table
- (2) Chairs
- (1) Booth ID Sign
- (1) Wastebasket





**Online
Ordering**

For your convenience Show Strategy, Inc. offers online ordering. You can order additional services, view SHOW schedule, and review account information at: <https://showstrat.boomerecommerce.com>. All contracted exhibitors will receive an email containing a link to the secure website along with a username and password. Those that have use our online portal previously will be able to access it with the same username and password they've set up before. If you have not received an email from us, please don't hesitate to contact us a ExhibitorServices@showstrat.com

Show Strategy, Inc does not take orders over the phone or via email, all orders must be placed via our safe and secure ordering portal. To take advantage of discounted pricing, please place any orders for additional services by March 11, 2020. Items ordered at SHOW site are subject to availability.

**Payment
Policies**

Payment in full is due at the time of order placement. For your convenience, credit cards will be kept on file for the duration of the SHOW for any additional charges incurred for equipment and/or services requested. All charges must be paid prior to the close of the SHOW. Show Strategy, Inc accepts Visa, Mastercard, and American Express as well as checks and wire transfers.

**Adjusting
Cancelling
Orders**

Exhibitors are welcome to adjust their orders online up to two weeks before the first day of setup with no penalty. Orders cancelled less than two weeks prior to move-in will be charged 50% of the original price. Custom orders cancelled at any point will be charged 100% of the original price. Any scheduled labor must be canceled at least 24 hours prior to the scheduled start time. Labor not canceled within this time frame will incur a 1 hour per person labor charge. No adjustments or refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS.

**Tax
Exemption**

If your company is tax exempt, we will require your exemption certificate for the state in which the services are used. Show Strategy, Inc cannot omit sales tax from your order without a copy of this certificate.

**Third Party
Billing /
EAC**

All third party and Exhibitor Appointed Contractor (EAC) forms must be on file with Show Strategy, Inc no later than 30 days prior to the first day of setup. EAC will also be required to have a certificate of General Liability Insurance on file listing Show Strategy, Inc as an additional insured.





The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the close of the SHOW, the charges will revert to the exhibiting company. Please note some services can only be offered by Show Strategy, Inc. For a listing of those services, please don't hesitate to contact us a ExhibitorServices@showstrat.com.

**Misc.
Items**

Take advantage of discounted pricing and order your services prior to March 11, 2020. All rental items will remain the property of Show Strategy, Inc. All rental items are subject to applicable taxes. Rental items not ordered yet found in your booth will be invoiced at the non-discounted rate.

Ship early to avoid delays, shipments arriving late to SHOW site will incur and additional cost and delays may occur.

All correspondence from Show Strategy, Inc., including invoices, will be sent to the contact person on file as given by SHOW Management. If there is another person that should be receiving any correspondence, please contact us at ExhibitorServices@showstrat.com .

Contact

Black Women's Expo

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