



2016 MOVE-IN BULLETIN

Welcome to Chicago!

MOVE IN:

Set-Up Hours: (based on your targeted move-in)

Sunday, October 23	8:00 am – 5:00 pm
Monday, October 24	8:00 am – 5:00 pm
Tuesday, October 25	8:00 am – 5:00 pm*

*All display construction & crate removal must be ready no later than 6:00pm to allow aisle carpeting to be laid.

Exhibit Hours: (Exhibitors may gain access at 7:30am)

Wednesday, October 26	9:00 am – 5:00 pm
Thursday, October 27	9:00 am – 5:00 pm
Friday, October 28	9:00 am – 1:00 pm

MOVE-OUT:

Crates will start to be returned at 2:01pm

Friday, October 28	1:00 pm – 8:00 pm
Saturday, October 29	8:00 am – 5:00 pm
Sunday, October 30	8:00 am – 12:00 pm*

*Carriers post-show must be checked-in by 10:00am. All exhibitor materials must be removed by Noon on 10/30.

BADGES

Badges will be color-coded as follows:

Distributors / Wholesalers	Green
Building Service Contractors	White
In-House Service Providers	Yellow
Residential Cleaning Professionals.....	Yellow
Associate / Publisher / Non-Exhibiting Manufacturers	Purple
Manufacturer Reps.....	Red
Exhibitor.....	Red

CAMERA PASSES

Video or still photography of an exhibitor’s booth is not allowed. Exceptions are the Press, the Official Show Photographer (Oscar Einzig), and Videographer (Lake Coast Media), or as approved by Show Management. If an exhibitor wishes to videotape or photograph their own booth, they may do so by obtaining a Camera Pass from the Show Office, Room S401.

EXHIBITOR SERVICE AREA

The GES Servicecenter® has service desks for official vendors set up for your convenience. You can find these service desks downstairs below the food service “pods” on the show floor. The CompuLead service desk is located in the Servicecenter®.

EXHIBITOR AND “EAC” PERSONNEL ENTRY DURING SET-UP/DISMANTLING

You will be required to use the main exhibit entrance, located in the Grand Concourse Lobby, Level 3, or Labor Corridor on Level 1 by Crate 11. EACs must check-in here as well to obtain their set-up/labor pass (wristband). No entry will be allowed without a badge/labor pass. During show days, EACs must obtain their pass (wristband) from the ISSA Security.



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EMPTY CONTAINERS

Empty crates will be removed from storage and returned to your booth at the end of the show, beginning promptly at 2:00 p.m. Aisle carpet removal will begin at 1:00 p.m. and finish by 2:00 p.m. Every empty crate should be marked or labeled with the booth number. "EMPTY STORAGE" labels will be provided and can be obtained from the GES Servicecenter®. Please make sure to use these labels so that your crates are ready for removal and storage. Remember, no deliveries will be permitted for any reason after the show hours begin.

FOOD SERVICE

There are several options for food service right on the trade show floor, including concessions and two food pods (A1 and A2). There are additional concessions located in the South Building and the North Building, including food courts and quick concession options. For catering services, contact Savor, the official convention food provider. For networking and a sit-down meal, visit the ISSA/INTERCLEAN Bistro, Booth 369 for an upscale dining experience.

FREIGHT AISLES

"No Freight" (fire) aisles have been designated, which will allow GES to move freight in and out quickly. These aisles must not be used for any other purpose. *Do not place any crates, merchandise or trash in these designated aisles.* We appreciate your cooperation.

PRODUCT DONATION

If you wish to donate any leftover product or equipment at the close of the show, ISSA has partnered with the Ronald McDonald House Charities of Chicagoland & Northwest Indiana.. Visit the Ronald McDonald desk in the GES ServiceCenter to pick up or drop off donation forms. Representatives from Ronald McDonald House will be visiting exhibit booths during the week to coordinate donations.

SECURITY

ISSA will provide security on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantling). Every reasonable effort will be made to prevent losses. The final responsibility, however, lies with the exhibitor. If you have items in your display that are vulnerable to theft, take advantage of the Overnight Storage Area located in room SA2A on the trade show floor.

WORKING LATE

If you or your contractor needs to remain in your booth beyond the hours listed above, you will need to obtain a LATE WORK PASS from a floor manager by 3:30 p.m. of the day you wish to work late. You will need to provide your booth name and booth number and the number of working personnel. You must remain in your booth! If you leave, re-entry will not be permitted.



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ISSA KEY SHOW MANAGEMENT CONTACTS

Kim Althoff: Director of Conventions & Meetings
Mandy Marnaris: Trade Show & Meetings Manager
Cithlaly Dudic: Registration Manager
Tamara Owoyemi: Education Manager
Sales Team: Iris Weinstein/Mikel Gabrielson/Carl Diwby
Floor Managers: Frank Glynn, Joe Henry, John Grace, Ted Baldino

KEY LOCATIONS

ISSA Attendee Registration: Grand Concourse Lobby, Level 3
ISSA Exhibitor Registration & Exhibit Sales Office: Grand Concourse Lobby, Level 3
ISSA Press Room: Grand Concourse Lobby, Level 3
International Business Lounge: Booth 315
ISSA Meeting Hub: Booth 5438, Meeting rooms located on the show floor are available for rent to host private meetings at an hourly, daily, or weekly rate.
ISSA/INTERCLEAN Bistro: Booth 369
ISSA Innovation Showcase: Booth 4606
ISSA Resource Center: Booth 5269

Shuttle Buses: Bus service will be provided from all official ISSA hotels to and from McCormick Place, except for the Hyatt Regency McCormick Place, due to their close proximity to the convention center. Shuttle serve runs from October 25-28, and the schedule will be posted in all official hotel lobbies. Buses will drop off at South Transportation Lobby.

Business Center: Operated by FedEx, located on Level 2.5, will be open from 8:30 a.m. – 5:30 p.m. Monday-Friday.

Coat Check: Located in the south transportation lobby, under the escalators, near room S101.

First Aid: Located on level 2.5 in the Grand Concourse Lobby (near the FedEx business office). In the event of a medical emergency, any house phone can be used by dialing #6060. If calling from an outside phone, dial 312-791-6060. Please do not call 911 as this will only delay the emergency response.

onPeak Housing Desk: Located in the Exhibitor Sales Office, in the Grand Lobby. Phone: 312-791-6606

Information: Located in the Grand Concourse Lobby and the South Transportation Lobby.

Lost and Found. Please inquire at the ISSA/INTERCLEAN Show Office, Room S401.

Press Room. Exhibitors may bring their press kits to the press room, located in the Grand Concourse Lobby near the sales office (limit 50 kits at a time).

Show Management Office: Room S401, Phone: 312-791-6600



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SHOW POLICIES

- Please note that registration for ISSA/INTERCLEAN® is at the sole discretion of ISSA show management. We reserve the right to accept or reject registrations and to cancel any previously accepted registration, at any time at the sole discretion of ISSA. Penalties for violations may include: confiscation of badge(s), forfeiture of registration fee(s), removal from the trade show floor, suspension of membership and/or fine.
- Registration of persons for the show is restricted to employees of the firm. Any non-employees will be prohibited from admission unless the firm has contacted ISSA and received prior written authorization.
- The registration fee for U.S. manufacturers which do not exhibit at ISSA/INTERCLEAN® is the full cost of an exhibit booth plus any other personal or special fees that may apply for that year.
- Solicitation of products or services at the show, or in the general area, by non-exhibiting manufacturers during the convention is prohibited.
- During official exhibiting hours, all firms and individuals of those firms are not permitted to open a hospitality suite, or any other event away from the trade show floor.
- There will be an on-site fee of \$50 for any name change or replacement of lost badges.
- The minimum age for admission to the show floor is 12 years old.
- Video or still photography of an exhibitor's booth is permitted only by the press, the official show photographer or through issuance of an exhibitor camera pass at the sole discretion of the ISSA management. This policy includes taking photos with phones.