

ICSC CHICAGO DEAL MAKING – October 29-30, 2009

**HYATT REGENCY CHICAGO
ON THE RIVERWALK
151 EAST WACKER DRIVE
CHICAGO, ILLINOIS
(312) 565-1234**

EXHIBITOR INFORMATION

SET - UP: RIVERSIDE CENTER EXHIBIT HALL & COLUMBUS HALL-- October 28, 2009
from 1-6 PM

TEAR-DOWN: October 30, 2009 from 12 Noon - 5 PM

SHOW HOURS: October 29 -- 9 AM - 5 PM
October 30-- 9 AM - 12 Noon

REGISTRATION: October 28 from 1-5 PM
October 29 from 8AM - 7 PM
October 30 from 8 - 11 AM

ICSC PHOTO ID BADGES ARE REQUIRED FOR THIS MEETING. Badges will be mailed out in advance of the meeting to those who register and submit an acceptable photo by September 14, 2009. Go to the ICSC website -- http://www.icsc.org/photo_instr.php -- for details on how to submit a photo.

All registration badges can be picked up at the ICSC Registration counter located in the Grand Ballroom Registration Area (Gold Level of the East Tower) of the Hyatt Regency. On-Site registration will occur here as well. If you are picking up badges for your co-workers, it will be your responsibility to distribute the badges to the proper person.

All attendees -- including exhibitors -- must register for the Deal Making. ICSC will assign one host or hostess badge per company for employees serving as ad-min (non-leasing) support staff at the meeting. These badges must be requested in advance by e-mailing Peter Bordes at pbordes@icsc.org for approval.

Exhibitors can access the Halls on October 28 with an ICSC installer badge. These badges are available at the registration desk or can be obtained from the security guards at the exhibit hall entrances. **Installer badges are valid for October 28 only.** During show hours, only attendees with official ICSC Chicago Deal Making badges will be admitted into the Riverside Center Exhibit Hall and Columbus Hall and food functions.

IMPORTANT DATES TO REMEMBER:

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| October 8 | All registrations must be received for inclusion in the Advance Registrants listing. |
| September 27 | Hotel reservations must be received by the Hyatt Regency Chicago. |
| September 14 | All registrations must be received by ICSC. No refunds will be given for cancellations received after this date. |

October 28

On-Site registration begins at the Hyatt Regency Chicago/Grand Ballroom Registration area (Gold Level, East Tower).

RULES AND REGULATIONS

- 1) Exhibitors are prohibited from setting up portable backdrops or other exhibit materials that extend beyond the boundaries of their booth or obstruct neighboring booths.
- 2) All packing boxes, crates, gang boxes and related set-up equipment must be removed from the exhibit Halls at 6 PM on October 28. Set-up materials will be returned to the halls after 12 Noon on October 30 for tear-down.
- 3) Any company planning to share space must notify ICSC in writing. Space cannot be shared without permission from ICSC. Please have all requests sent to Peter Bordes at pbordes@icsc.org.
- 4) The exhibitor is liable for any damage caused by him or his representatives to the hotel building, floors, walls and columns or to the property of other exhibitors.
- 5) Exhibitor agrees to indemnify ICSC against and hold it harmless for any claims arising out of the acts of negligence of the exhibitor, his agents or employees or out of labor disputes. Exhibitors further agree to indemnify and hold ICSC harmless from all liability arising from the acts of exhibitor, its employees, employers or agents.
- 6) No animated or moving lights are allowed outside of an exhibitor's lease line. No flammable fluids or materials of any nature including decorative materials of any nature including decorative materials -- use of which materials is prohibited by national, state or city fire regulations -- may be used in any area.
- 7) Voice, music or other sound amplifications in the Exhibition area which carries beyond the limits and confines of the individual exhibitor's booth is prohibited.
- 8) If you are intending to use music (live or recorded), the exhibitor shall obtain all performing rights for such music from authorizing associations or other appropriate persons and the exhibitor shall indemnify ICSC and hold it harmless from any and all liability (including without limitations attorney's fees).
- 9) No hanging ceiling signs or hanging decorations are allowed.
- 10) All hotel hospitality suites must be approved by ICSC. Hospitality suites can operate only during official Deal Making hours.
- 11) Vacating or dismantling of booths prior to the 12 Noon closing on Friday, October 30, is strictly prohibited.

NEW INSURANCE POLICY: All exhibitors and their official exhibitor show contractors are required to provide proof of insurance in the amount of \$2 million naming ICSC, GES and the Hyatt Regency Chicago as additionally insured. Insurance certificates must be returned to ICSC, 1221 Avenue of the Americas/41st Floor, New York, NY 10020 to the attention of Peter Bordes by October 20, 2009.

OFFICIAL CONTRACTOR INFORMATION

GES EXPOSITION SERVICES

Phone (800) 475-2098
Fax (800) 329-1437

Your booth package will consist of a 10 x 10, 10 x 20 or 20 x 20 hunter green and beige pipe and drape set-up, tweed booth carpet and two tenant identification signs. **It is the exhibitor's responsibility to order all furniture and other services required for the exhibit.** Please consult your official exhibitor's manual for the proper order forms.

IMPORTANT GES DEADLINES DATES

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| September 21 | Advance shipments may begin arriving at the warehouse. |
| September 29 | Discount deadline for orders received with payment. |
| October 20 | Last day for Advance Shipments to arrive at the warehouse without surcharge. |
| October 28 | Direct shipments may begin arriving at the Hyatt Regency Chicago beginning at 1 PM. |

PLEASE CONSULT YOUR MANUAL FOR THE OFFICIAL SHIPPING LABELS FOR USE IN SENDING EXHIBIT MATERIALS. PROPER SHIPPING WILL ACCELERATE YOUR SET-UP PROCESS.

QUESTIONS???????

Please contact Phyllis Peterson, ICSC Director Leasing/Deal making, at (646)728-3633 or e-mail ppeterson@icsc.org or Peter Bordes, ICSC Leasing/Deal Making Coordinator, at (646)728-3634 or e-mail pbordes@icsc.org.