

**ICSC CHICAGO DEAL MAKING
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 22, 2008
from 1-6 PM

TEAR-DOWN: October 24, 2008 from 12 Noon - 5 PM

SHOW HOURS: October 23 -- 9 AM - 5 PM
October 24-- 9 AM - 12 Noon

REGISTRATION: October 22 from 1-5 PM
October 23 from 8AM - 7 PM
October 24 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 12, 2008. Go to the ICSC website – <http://www.icsc.org/2007cdm> -- 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 Scott Jacobi at sjacobi@icsc.org for approval.

Exhibitors can access the Halls on October 22 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 22 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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| September 19 | All registrations must be received for inclusion in the Advance Registrants Directory. |
| September 19 | Hotel reservations must be received by the Hyatt Regency Chicago. |
| September 12 | All registrations must be received by ICSC. No refunds will be given for cancellations received after this date. |
| October 22 | 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 24. Set-up materials will be returned to the halls after 12 Noon on October 24 for tear-down.
- 3) Any company planning to share space must notify ICSC in writing. Space cannot be shared without permission from ICSC.
- 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 24, is strictly prohibited.

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 22 | Advance shipments may begin arriving at the warehouse. |
| September 29 | Discount deadline for orders received with payment. |

October 15 Last day for Advance Shipments to arrive at the warehouse without surcharge.

October 22 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 Scott Jacobi, ICSC Leasing/Deal Making Coordinator, at (646)728-3634 or e-mail sjacobi@icsc.org.