

EXHIBITOR CHECK LIST

Rock 'n' Roll Chicago Health & Fitness Expo

CHECKLIST	RETURN BY	PENALTY	RETURN TO
Booth Payment in Full	A.S.A.P.	Required to exhibit	Competitor Group, Inc.
Certificate of Insurance <i>Exhibitor agrees to maintain Comprehensive Liability Insurance with coverage of at least one million dollars (\$1,000,000.00) and to name Competitor Group, Inc. as an additional insured to the policy.</i>	A.S.A.P.	Required to exhibit	Competitor Group, Inc. Max Little (max.little@ironman.com)
Internet Service	5-Jul	Loss of pre-show discount	McCormick Place
Sampling Authorization Form	6-Jul	Unable to sample food/beverage	SAVOR....Chicago at McCormick Place
Electric Service	30-Jun	Loss of pre-show discount	Edlen
Optional Furniture & Accessories	29-Jun	Loss of pre-show discount	Xpert
Xpert Exhibits Labor Orders	29-Jun	Loss of pre-show discount	Xpert
Booth Cleaning & Porter Service <i>Porter Service is required to sample food or beverages, and for companies generating large amounts of trash.</i>	29-Jun	Loss of pre-show discount	Xpert
Expo Freight Arrival Schedule: <i>Freight Shipped to Warehouse</i> <i>Freight Shipped to Show</i> <i>Returning Freight</i>	. 11-Jul 19-Jul 21-Jul	Late to warehouse fee Returned to shipper Lost décor/merchandise	Xpert or your own shipper