



**Dear Exhibitor,**

Thank you for being a part of one of the most exciting events for today's Latinas. Your participation in this event has made Latina Expo one of the most shared events on the social media feeds throughout Chicagoland and the US.

Below is brief description of the set up and break down of the expo. We have also attached the complete UIC Forum Facility Guide for further guidance.

**EXPO DATES** - JUNE 2 -3, 2018

**LOCATION** – UIC FORM 725 W. Roosevelt Rd, Chicago, Illinois 60608

**LOAD IN HOURS** – Saturday & Sunday – 6am – 8am. Booths must be set up no later than 8:30am.

**RIBBON CUTTING CEREMONY** – The official expo ribbon cutting ceremony will be Saturday, June 2, 2018 at 9am sharp. There will be several elected officials and some local celebrities present for the ribbon cutting ceremony. We would be honored to have your participation.

**MEDIA** – Latina Expo has hired Public Relations which will be managing all of the media, blogger and vloggers expected to attend.

**BOOTHS** – Booths may stay up from one day to the next. No need to break down your booth.

**BEBIDA LOUNGE (Spirits Lounge)** our Bebida Lounge will be located on the first floor in salon D. Individuals must 21 and over to walk into the lounge, no exceptions. Children accompanied by adults will not be permitted in the room.

**ELECTRICITY** – if you have requested electricity than that request will be fulfilled. Electricity will be available at an additional cost.

**PARKING** – Parking for all Forum events are \$10.00 Forum events use lot 5 (1135 S. Morgan) and lot 6, (1135 S. Halsted) is also used. Here is the link for the campus map: <https://parking.uic.edu/facilities>

**FORUM PHONE ON SITE PHONE NUMBER** The UIC Forum's regular business hours are Monday–Friday, 8:00 a.m.–4:30 p.m. CT. Access to the building can be obtained by calling the on-duty operations phone at (312) 459-6009. Access to the building outside normal business hours is subject to availability.

**CHECK IN** – There will be check in desk with volunteers directing you to our booth location. Lanyard for exhibitors, sponsors, speakers will be issued at check in.

### **Load In/Out**

The UIC Forum retains the responsibility for the opening and closing of the building. No keys or special access is permitted for any event. Clients must also adhere to the following guidelines:

- Loading dock doors must remain closed at all times. In rare cases, authorization may be granted to leave the dock doors open. If authorization is granted, a security guard is required at a four-hour minimum at the expense of the client.
- Loading and unloading items through the main doors is strictly prohibited.
- All event items must be loaded in/out through the Union Street doors or loading docks. Items may not be brought in through the front doors or Roosevelt Road doors.
- Exterior doors may not be propped open for any reason.
- Load-in/-out times are based on the event schedule and are subject to change. If an event requires load-in/-out days, the client will be required to pay a fee to guarantee availability.
- A schedule and list of items being loaded in/out of the building must be provided in advance. The UIC Forum will assist the client in determining appropriate entrances.
- The number and type of vehicles involved in load-in/-out must be submitted five days in advance.
- Trucks and trailers are prohibited from parking in the loading docks with prior consent of the UIC Forum. Unless a trailer is being loaded or unloaded, it must be removed from the loading docks.
- Personal vehicles are prohibited from parking in the loading dock except for the temporary loading or unloading of event related materials.
- All load in/out personnel must wear an item signifying their company. Acceptable items are a company shirt with logo, lanyard, or nametag. If lanyards or badges are used for credentials, they should be clearly marked for all staff, contractors, and exhibitors. The client must provide badge samples prior to the event and indicate access permission for each badge type. For large load in/outs, a UIC Forum staff member will be required to check badges for an additional fee billed to the client.
- All outside contractors and exhibitors hired by the client must adhere to all applicable rules and regulations. Any damage incurred on their specific work area will be the responsibility of the client.
- Theft, attempted theft, misappropriation of property, or the aiding of such acts will result in immediate removal and possible criminal charges.
- Fork lifts/lift devices are not allowed on the main hall carpet and must run on

either propane or electric.

- No pallets or pallet jacks are allowed on any carpet unless proper protection is in place and all wheels have been checked and cleaned from any type of dirt, grease, or oil.

### **TAPE POLICY**

The use of tape on any facility surface is subject to approval. Taping is not allowed on the terrazzo floors. The use of high residue tape is always prohibited. This includes duct tape, packing tape, and high residue double-sided tape. Gaffer's tape and painter's tape are the only approved tapes and can be provided with advance notice for an additional fee. The client is responsible for the removal of any tape applied to any surface as well as any tape residue left after removal.

### **ONSITE CONTACTS**

Cesar Rolon – i-773-251-3329

Christopher Villalobos – 1-773-704-8876

Jamari Ford – 1-312-307-2420

Christopher Rodriguez – 1-773-240-1127

- All production equipment must be transported through the service hallways. Equipment or road boxes are not to be transported through public areas.
- Failure to remove all event related items from the UIC Forum by the end of the contracted event times will result in financial damages and disposal charges at the expense of the client.

### **Deliveries**

Due to limited storage space, the UIC Forum cannot accept any advance shipment of show materials more than three days before an event and will not hold items at the conclusion of an event. Any attempted delivery of items more than three days prior to the event will be refused.

It is the client's responsibility to make arrangements for any shipments or pick up of event related items. The UIC Forum is not responsible for arranging for shipment or pick up of items left at the conclusion of an event.

It is requested that all shipments be coordinated in advance with your event administrator. The UIC Forum will not be held liable for any loss, damage, or injury to property of any kind that is shipped or otherwise delivered to the UIC Forum.

All deliveries must be scheduled during normal business hours  
(9am-5pm EST or 8am-4pm CST).

Any shipments sent to the UIC Forum must include the following information:

UIC FORUM

725 W Roosevelt Rd

Chicago IL 60608

NAME OF RECIPIENT OR LICENSEE

NAME OF THE EVENT

NAME OF ASSIGNED EVENT ADMINISTRATOR

Any unauthorized items left behind on UIC Forum property will be disposed of at the conclusion of the event.

### **Equipment Rental**

Equipment needs should be communicated as soon as possible to ensure that there are no equipment shortages. Only members of the UIC Forum staff may install or operate any UIC Forum equipment or equipment rented by the facility. The UIC Forum does not guarantee the use of carts or pallet jacks. All arrangements for carts or pallet jacks should be communicated to your event administrator to ensure availability.

All equipment is subject to availability. When the UIC Forum inventory is exhausted, arrangements must be made with an outside vendor for additional

equipment. Additional equipment obtained through the UIC Forum, over inventory, will be billed at cost plus a 12% handling fee and any labor required for setup or takedown. The client is responsible for any equipment or furniture that they have rented independently.

### **Food and Beverage Sampling**

Food and beverage samples must not be greater than 2 oz and must be manufactured, processed, or distributed by the exhibiting firm and must be related to participation in the event. All food and beverage samples are subject to approval. Additional rules and regulations apply to the distribution of alcohol samples.