



C O - L O C A T E D



Healthcare
PACKAGING
EXPO

October 14–17, 2018 • Chicago, Illinois USA

THE MAIN EVENT

packexpointernational.com

RULES & REGULATIONS



Healthcare⁺
PACKAGING
EXPO

Exhibitors understand and agree that the PACK EXPO International/Healthcare Packaging EXPO Rules and Regulations are an integral and binding part of the Show and contracts. Following these guidelines will help lead to a successful show for all PACK EXPO International/Healthcare Packaging EXPO exhibitors.

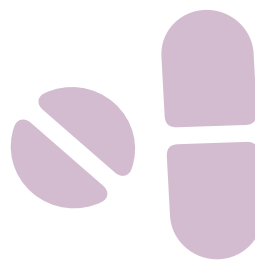
SPACE RATE – All drayage/material handling is included in your space rate, provided your shipment/truck checks in at McCormick Place by 2:00 p.m. on your assigned targeted move-in date. See the Exhibitor Service Manual for the Targeted Move-in Schedule.

A special assessment will apply to any inbound shipments which arrive after 2:00 p.m. Monday–Friday, all day Saturday (inbound only), and on any advanced warehouse shipments. See the Exhibitor Service Manual for pricing of special assessments.

The space rate will include a one-time spot of equipment and display material. Any additional rigging or booth work will be at the exhibitor's expense—see the Exhibitor Service Manual for pricing. All outbound drayage is included in the space rate and no overtime charges and no special assessments will apply.

NOTE: Space rate includes drayage for the Primary Exhibitor's* display material and equipment only. Any additional product or equipment is subject to additional billing.

***Primary Exhibitor is defined as the exhibitor who signs the Exhibit Space Application.**



1. SHOW MANAGEMENT – PACK EXPO International/Healthcare Packaging EXPO is the property of PMMI – The Association for Packaging and Processing Technologies, Incorporated, hereinafter referred to as PMMI or Show Management. Both PACK EXPO and Healthcare Packaging EXPO are produced by PMMI and hereinafter are referred to collectively as the “Show.” PMMI will provide all show management functions and establish all show policies. Rulings by Show Management (PMMI) shall, in all instances, be final with regard to use of any exhibit space.

Each prospective exhibitor is required to submit an **Exhibit Space Application**. By doing so, the exhibitor subscribes to the **PACK EXPO International/Healthcare Packaging EXPO** Rules and Regulations, which is a part of the **Exhibit Space Application**.

Each exhibitor will be provided access to the online Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

2. DIGNITY – It is intended that **all PACK EXPO/Healthcare Packaging EXPO Shows** be a serious and dignified offering of products and services of value to the packaging and processing industries.

Further, Show Management (PMMI) may take any action it deems appropriate (including, but not limited to, expulsion from a show and/or suspension or elimination of seniority) against an exhibitor for conduct detrimental to the show, as determined in the sole discretion of Show Management.

3. WHAT MAY BE EXHIBITED – The show is designed for display and demonstration of processing and packaging machinery, packaging-related converting machinery, packaging materials used with such machinery, materials used for protective purposes, contract packaging, containers that hold a product for industrial or consumer distribution, material handling equipment that is of a “fixed installation” nature, processing and packaging related publications, and certain machinery sub-assemblies and/or sub-systems (including computer hardware/software) which will be demonstrated in a significant processing and packaging application. The phrase “demonstrated in a significant processing and packaging application” means that the product(s) must be displayed at the show as an integral part of the processing and packaging related equipment that the product(s) was designed for, or must be shown on a demonstrating unit illustrating the processing and packaging function. This may be accomplished by demonstrating the function on a monitor providing the plans comply with item 19.

EXHIBITING PRODUCTS OR MACHINERY NOT OF YOUR MANUFACTURE

Items required to make display effective: An exhibitor may require the use of machines or materials that are not of their own manufacture or sold by them in the regular course of business in order to demonstrate properly the product(s) being exhibited. For instance, to demonstrate a wrapping machine, an exhibitor may need to use materials he does not himself manufacture or sell; conversely, a film manufacturer may need to use a machine he does not manufacture or sell. Under such conditions the following rules shall apply:

A. Equipment – Equipment being shown may not be displayed for comparison purposes (such as retrofitting the machine with new parts to show improved operating efficiency, etc.) without the approval of the OEM.

B. Machines – Machines used to demonstrate a product must, if possible, be obtained from another exhibitor in the show. If no machine is available from another exhibitor, a machine obtained from a non-exhibitor may be used. In no case will promotion of the non-exhibitor machine be permitted in any way, nor shall personnel of the non-exhibiting company be allowed to work in the exhibitor’s booth.

C. Materials – Exhibitors shall use materials manufactured by other exhibitors wherever possible. Non-exhibitor materials may not be promoted in any way other than an imprint of the manufacturer’s name on the material.

D. Other Items – Some exhibitors demonstrate machines or materials by wrapping candy, gum, food products, clothing, etc. No special permission is required for such items. Only products that fall under a PMMI Product Category can be admitted and exhibited. Exhibitors may not write-in text or a new product category code on the listing form, as these entries will not be considered approved. Show Management and the Eligibility Committee reserve the right to determine the eligibility of all exhibit space applicants and individual products to be exhibited.

Show Management reserves the right to group certain products in specific areas or pavilions.

(Also see Rule 6, SUBLETTING OF SPACE.)





4. SPACE ALLOWANCE – Minimum booth size is 100 sq. ft. per exhibitor, except where Show Management has developed a booth of lesser size. Show Management will cooperate with each exhibitor to provide the desired type of booth, but cannot guarantee the availability of any particular booth size or configuration.

NOTE: A booth may have a main aisle frontage of not more than 3 times its depth.

Combinations of two or more of the spaces shown in the space diagram may be selected to make up one booth subject to limitations set forth above. Where the utility core is included in the booth, such as in a three-sided booth, the total area occupied will be charged at the regular space rate and the utility core footage should be included under "Total Square Feet" in the Exhibit Space Application.

Non-Contiguous Space – No exhibitor may choose more than one space using their own priority number if the booths are not contiguous. To choose additional space, PMMI members have to wait until all PMMI members have had the opportunity to choose and non-members have to wait until all non-members have chosen space. (Note: The committee defines contiguous space to mean a booth that is adjoining or can cross a cross aisle but not a main aisle.)

5. COST OF SPACE – The cost of booth space is set annually by the PMMI Board of Directors. The cost of booth space includes: \$3.50/sq ft paid to PACK EXPO Services for drayage/material handling; attendance promotion and publicity; customer invitations; printed show guide listing, online directory listing; Exhibitor Service Manual; perimeter guard service; and general illumination.

Exhibit space rental fees will be paid as follows:

- 25% non-refundable deposit to accompany Exhibit Space Application.
- 50% payment due by April 11, 2018.
- Final payment due June 15, 2018.

Show Management will provide pipe and drape of a standard color not to exceed 8' in height for back walls and 36" side dividers only. Those exhibitors desiring pipe and drape of a different color or size, other than what Show Management deems "standard," shall do so at their own expense.

In the event that an exhibitor has any overdue or outstanding balance on any other PMMI product or service, PMMI reserves the right to apply any payments made by the exhibitor toward any Show to satisfy those outstanding past due balances.

6. SUBLETTING OF SPACE – The exhibitor **agrees not to assign, sublet, share,** or apportion space or any part thereof allotted to the exhibiting company, nor to exhibit, advertise, or offer for sale goods other than those manufactured or sold by the exhibiting company in the regular course of business.

Exhibitors are not allowed to trade booth spaces. The original contract on file with Show Management denotes which exhibitor is entitled to any given space.

(Also see Rule 3, WHAT MAY BE EXHIBITED.)

7. CANCELLATION OR REDUCTION OF SPACE
Exhibitors may cancel from the show or reduce their space subject to the following conditions and restrictions:

A. The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show and shall forfeit his 25% non-refundable deposit fee, with a maximum forfeiture of \$10,000*.

B. In the event the said notice of cancellation is received by PMMI after April 11, 2018, and prior to June 15, 2018, the exhibitor will forfeit any monies paid to date up to 75% of the total booth cost, with a maximum forfeiture of \$10,000*.

C. In the event a notice of cancellation is received after June 15, 2018, the exhibitor shall be obligated and agrees to pay the total cost of space assigned.

**Payments made above the \$10,000 forfeiture fee will be reserved as a credit towards a future show within 24 months. In the event that the exhibitor does not participate in a PACK EXPO/PMMI show within 24 months, the credit will be forfeited.*

D. In the event of cancellation, Show Management has the right to use this space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. Show Management assumes no responsibility for having included the name of the canceled exhibitor or descriptions of his products in the printed show guide, online exhibitor directory, brochures, news releases, website or other materials.

E. In the event any exhibitor requests a **space reduction** from the originally assigned space (this includes mergers, acquisitions, or other similar scenarios whereas one exhibitor reduces or releases originally assigned space to co-locate with another exhibitor), the reduction will be treated as a cancellation and the exhibitor will be subject to the same conditions and restrictions set forth in Rule 7 A, B and C above.

F. Any exhibitor requesting a reduction in space is subject to reassignment.

8. DEFAULT OF OCCUPANCY – Any exhibitor failing to occupy by noon, Saturday October 13, 2018, the space contracted for but not canceled is obligated to pay the full cost of such space. In that event, Show Management shall have the right to regard the space as canceled and have the privileges described in Rule 7D.

9. OUTSIDE ACTIVITIES AND EXHIBITS –

Exhibitors agree, subject to expulsion of their exhibit from the show, not to exhibit their products outside McCormick Place in the City of Chicago during the exposition. Exhibitors also agree not to conduct any activity that would induce visitors to leave the exhibit building during show hours.

Exhibitors are not permitted to hand out promotional items in aisles or common areas inside and/or immediately surrounding McCormick Place.

10. BUILDING OCCUPANCY/CANCELLATION OF EVENT –

In case the premises of McCormick Place are destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the premises is prevented or interfered with by reason of any strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by Show Management, or for any other reason, this contract may be terminated by PMMI. In the event of such termination, the exhibitor waives any and all damages and claims for damages, and agrees that the sole liability of PMMI shall be to return to each exhibitor his space payment, less his pro-rata share of all costs and expenses incurred and committed by PMMI.

11. EXHIBIT HOURS – Each exhibitor is required to keep at least one attendant in his booth during all show hours, subject to removal of his exhibit from the show at his expense. The official show schedule is as follows:

October 14, 2018, Sunday 9:00 a.m. – 5:00 p.m.

October 15, 2018, Monday 9:00 a.m. – 5:00 p.m.

October 16, 2018, Tuesday 9:00 a.m. – 5:00 p.m.

October 17, 2018, Wednesday 9:00 a.m. – 3:00 p.m.

A. Admission – No one under 14 years of age (including infants) will be permitted onto the exhibit floor at anytime during move-in, show days, or move-out.

B. No one will be permitted in any exhibitor's booth at any time during installation or dismantling of the show or during the hours the show is not open to visitors on show days, unless he himself is, or is accompanied by, a person able to identify himself positively as an employee or authorized representative of the exhibitor **and is badged accordingly.** Violators will be subject to expulsion for the balance of the show, and subject to be ruled ineligible for the next Show.

12. INSTALLATION AND DISMANTLING –

Exhibitors will be assigned a targeted move-in date on which their shipment must be delivered to McCormick Place. Penalties will be assessed for failure to meet this schedule. Show Management reserves the right to schedule deliveries. All exhibits must be installed by 2:00 p.m., Saturday, October 13, 2018, for inspection by the PMMI Show Committee. If installation of exhibit has not been started by 2:00 p.m., Saturday, October 13, 2018, Show Management reserves the right to authorize the official contractor to affect the necessary installation of the exhibit at the exhibitor's expense.

NOTE: Crates must be kept within the confines of the exhibitor's booth and may not stand in the aisle or service core.

Dismantling will start only after the close of the show at 3:00 p.m., Wednesday, October 17, 2018. Penalties may be invoked for violation of this provision. Exhibitors will be notified of the date and time by which their exhibit materials must be removed from McCormick Place. Show Management reserves the right to schedule removal of all exhibit materials from McCormick Place.

NOTE: In the event any exhibitor fails to remove his exhibit in the allotted time, Show Management reserves the right to authorize the official contractor to ship the exhibit materials through a carrier of Show Management's choosing, or to a storage warehouse, subject to the exhibitor's disposition, or make such other disposition on this property as it may deem desirable without any liability to Show Management.

13. SERVICE ORGANIZATION – Show Management and McCormick Place will designate contractors to perform work at the exhibitor's expense. Where union personnel are required by McCormick Place or by contractors involved, it shall be the exhibitor's responsibility to comply with such requirements. In no event shall PMMI be responsible for the conduct of contractors or their employees. PMMI assumes no responsibility for failure to perform by contractors, their charges, or any other matter relating to contractors



or McCormick Place. The foregoing includes services rendered to the exhibitor including but not limited to drayage, machinery moving and erecting, rental of furniture, booth and floral decorating, photography, drinking water, telephone service, electricians, plumbers, carpenters, special sign work, etc.

14. ARRANGEMENT OF EXHIBITS – All exhibitors shall arrange their displays so they utilize only the booth area contracted for, and in such manner as to recognize the rights of other exhibitors and show visitors, and to conform to the overall pattern developed by Show Management.

There are two types of aisles:

- **Main Aisles:** Aisles that are perpendicular to the main entrance of any given hall.
- **Cross Aisles:** Aisles that are non-parallel to the main aisles.

There are six types of booths:

- **In-Line Booth:** A booth facing a main aisle with another exhibitor on each side or an exhibitor on one side and a cross aisle on the other (a corner booth).
- **Perimeter Wall Booth:** A booth that backs against a wall of the exposition hall.
- **Aisle-to-Aisle Booth:** A combination of in-line booths back-to-back, facing two aisles but not on cross aisles.
- **REVISED. Peninsula Booth:** A booth facing two main aisles and a cross aisle with two exposed corners.

There are two types of Peninsula Booths:

End-Cap: Backs to Inline (linear) booths.

Split-Island: Backs to another Peninsula booth.

- **Island Booth:** A single block of space facing two main aisles and two cross aisles with four exposed corners.

A. HEIGHT REGULATIONS:

a.1. In-Line Booth: Booths under 1,500 sq. ft. are allowed a maximum height of 12' and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits and/or cross aisle. (See illustration on page 7 further showing the 5' x 10' setback area.)

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 7.)

(Also see Rule 14. a.6, NOTE GOVERNING ALL EXHIBITS.)

a.2. Perimeter Wall Booth: Back wall cannot be more than 12' high. All display material and machinery must be set back at least 1' from the main aisle so as not to obstruct the sightline of adjoining booths.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining exhibits and/or open corner. (See illustration on page 8 further showing the 5' x 10' setback area.)

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjacent exhibit. All sidewalls over 8' must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 8.)

(Also see Rule 14.a.6. Note Governing All Exhibits.)

a.3. Aisle-to-Aisle Booth: Booths under 1,500 sq. ft. are allowed a maximum height of 12' and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from all aisles.

All display material and machines over 4' in height must be placed 5' from both main aisles and 10' from the adjoining exhibits. (See illustration on page 9 further showing the 5' x 10' setback area.)

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibits. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 9.)

(Also see Rule 14.a.6, NOTE GOVERNING ALL EXHIBITS.)

REVISED. a.4.1 Peninsula (End-Cap) Booth: Booths under 1,500 sq. ft. are allowed a maximum height of 12' and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from where the main aisles and cross aisle meet.

All display material and machines over 4' in height must be placed 5' from the main aisle and 10' from any adjoining

exhibit. (See illustration on page 10 further showing the 5' x 10' setback area.)

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibit. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit. (See illustration on page 10.)

(Also see Rule 14.a.6, NOTE GOVERNING ALL EXHIBITS.)

REVISED. a.4.2 Peninsula (Split-Island) Booth:

Booths under 1,500 sq. ft. are allowed a maximum height of 12' and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machinery must be set back at least 1' from where the main aisles and cross aisle meet.

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set at least 10' from the adjoining exhibit. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit (See illustration on page 10.)

a.5. Island Booth: Booths under 1,500 sq. ft. are allowed a maximum height of 12' and booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs. All display material and machines must be set back 1' from all aisles. **(See illustration on page 10.)**

(For double-decking privileges and for note governing all exhibits, see Rule 14.a.6.)

a.6. NOTE GOVERNING ALL EXHIBITS:

1. Exhibitors are required to provide carpet and/or alternative floor covering in their booth.

2. Hanging Signs: All hanging signs will be governed by the same height restrictions as display material and the size of the booth. (See Height Regulations 14.a.1 to 14.a.5.)

NOTE: Any logo or graphics facing a neighboring exhibit (including the neighbor behind you) must be set back at least 10' from the adjacent booth. All back walls over 8' and all sidewalls must be finished and free of graphics and/or logos on the side facing a neighboring exhibit.

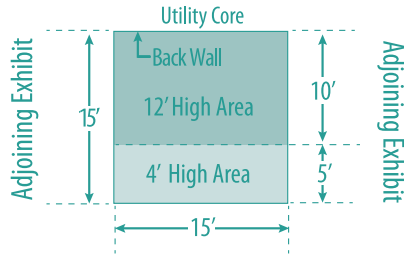
3. Any back walls/dividers/fixtures facing adjoining in-line displays shall be "finished" or draped at the exhibitor's expense and shall not carry any lettering, logo, or promotional material that would obviously detract from a neighbor's display.

4. Permission to double-deck may be granted by Show Management provided the exhibitor is in compliance with the following:

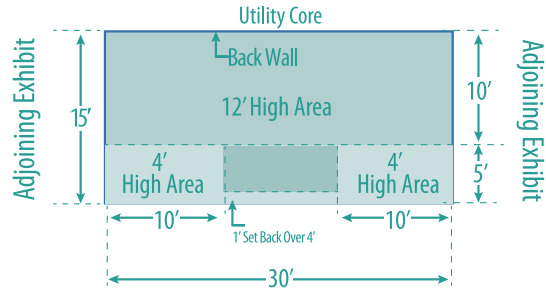
- Only those exhibits which are 2,000 sq. ft. or over in total rented space provided ceiling height allows sufficient clearance in any given area; and
- Double-decking (viewing platforms) must not be placed within 10 linear feet of any main aisle, cross aisle, or neighboring exhibit; and
- The top of the platform deck including guardrails, chairs, tables, umbrellas, streamers, logos, signs, advertising, or display materials may not exceed 18'; and
- Elevated platforms must have guardrails and toe boards so as to prevent injury to persons working on or below such platforms. Railings must consist of a top rail, intermediate rail, and posts, and must have a vertical height of at least 42" from the upper surface of the top rail and the floor. The intermediate rail must be approximately halfway between the top rail and the floor. Openings between the top rail surface and any other surface (such as an intermediate rail or a toe board) shall not exceed 19". Toe boards 4" high shall be installed on each platform unless the space between the top rail and platform floor is enclosed with some type of material (such as Plexiglas) that provides protection from falling objects to persons working or walking below the platform; and
- A detailed exhibit plan must be signed by a structural engineer and must be submitted to Show Management 60 days prior to move-in of the show, and must follow the Cook County fire ordinances. In addition, this drawing must be available for inspection on-site; and
- A sign or signs must be clearly posted indicating the maximum number of people the structure will hold; and
- Fire extinguishers and smoke detectors must be placed on lower level in each sectionalized area or each area that is covered; and
- The exhibit must have 2 stairways leading to the viewing platform if there are 10 or more people at any given time, and must be 3' in width and cannot spiral or wind; and
- If the exhibit structure is over 1,000 sq. ft., a fire guard watch must be hired; and
- Builder of exhibit must be able to supply documentation that the structure passes the NFPA Standard 703 Class A Code.

B. Display Material – Defined as any item other than the exhibitor's product used in the booth. This especially refers to such items as **hanging signs, graphics**, light standards, signs, mirrors, display racks, counters, display cases, planters and plants, and similar items which are not normally sold by the exhibitor. (See Rule 19. DVDs, motion pictures, or sound system restrictions.)

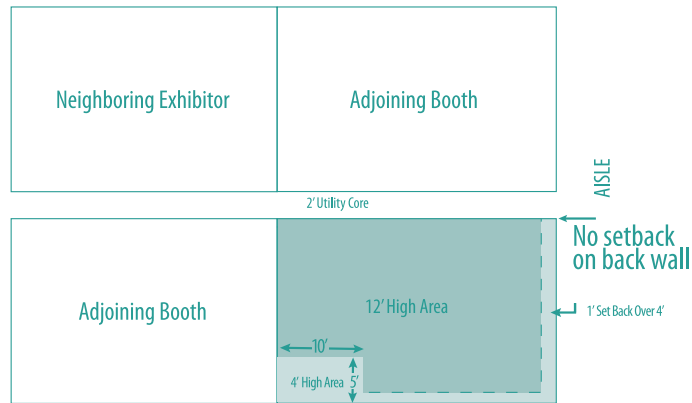
IN-LINE BOOTH 14.A.1*
(SAMPLE 15' X 15' BOOTH)



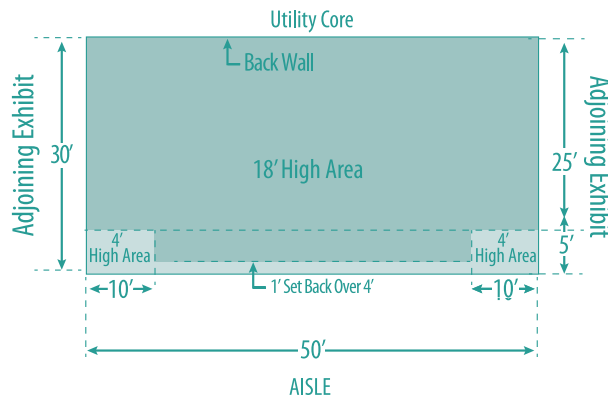
IN-LINE BOOTH 14.A.1*
(SAMPLE 30 X 15' BOOTH)



SAMPLE IN-LINE CORNER BOOTH
(UNDER 1,500 SQ FT)

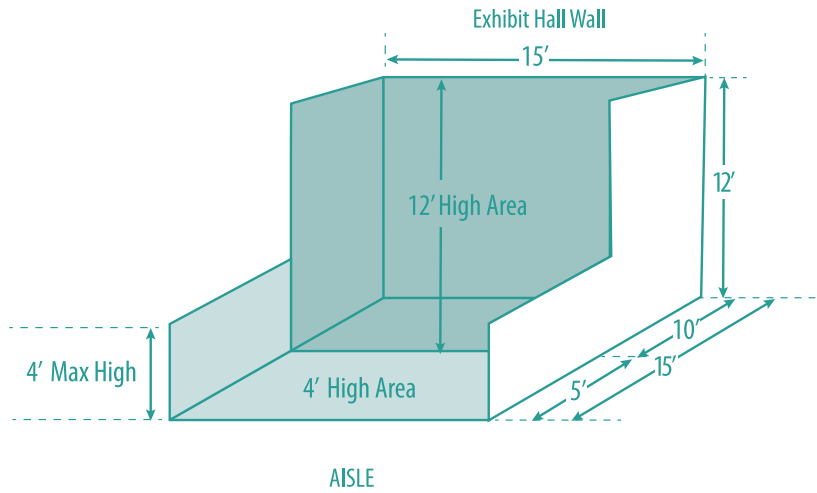


IN-LINE BOOTH 14.A.1*
(SAMPLE 50 X 30' BOOTH)
(1,500 SQ FT OR OVER)

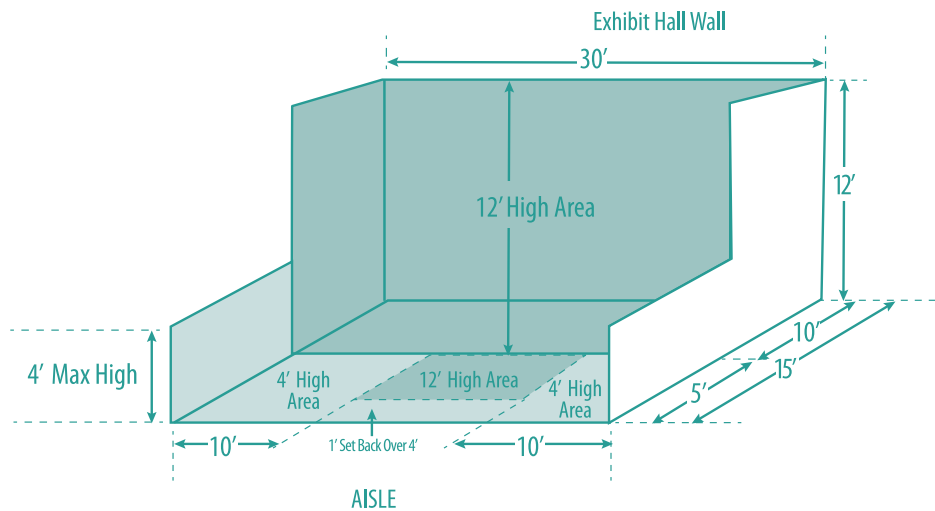


• See Rule 14.a.1 on page 5 •

PERIMETER WALL BOOTH 14.A.2*
(SAMPLE 15' X 15' BOOTH)

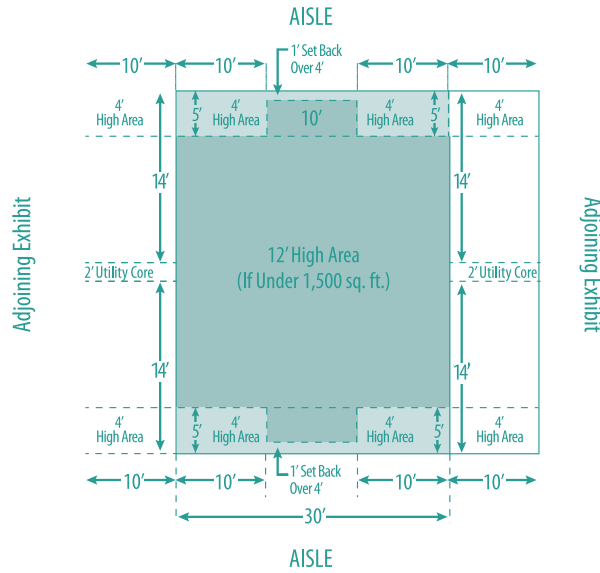


PERIMETER WALL BOOTH 14.A.2*
(SAMPLE 30' X 15' BOOTH)

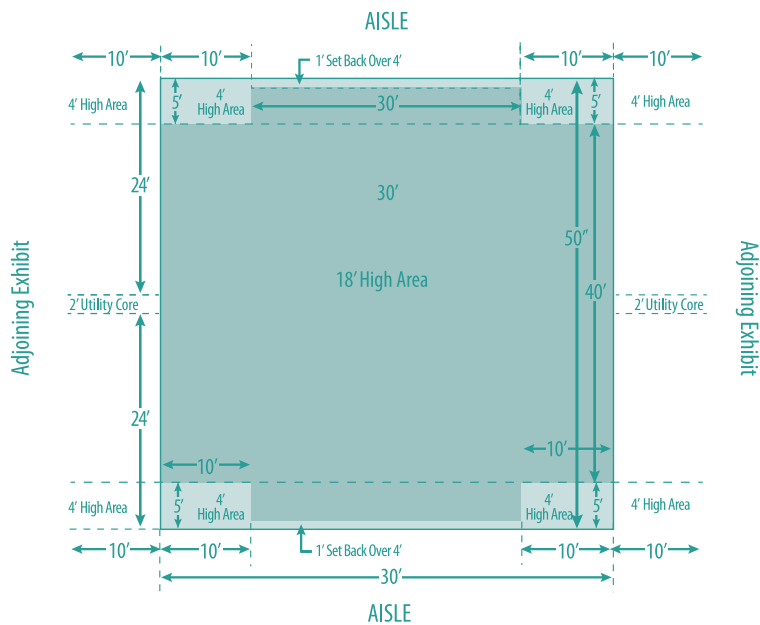


• See Rule 14.a.2 on page 5 •

AISLE-TO-AISLE BOOTH 14.A.3*
(SAMPLE 30' X 40' BOOTH)
(UNDER 1,500 SQUARE FEET)



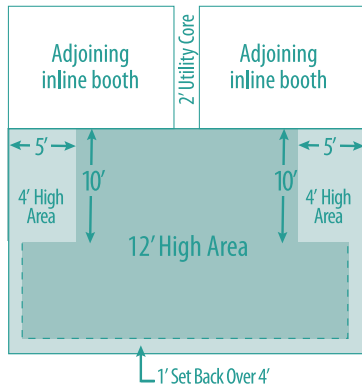
AISLE-TO-AISLE BOOTH 14.A.3*
(SAMPLE 50' X 50' BOOTH)
(1,500 SQUARE FEET OR OVER)



• See Rule 14.a.3 on page 5 •

RULES & REGULATIONS

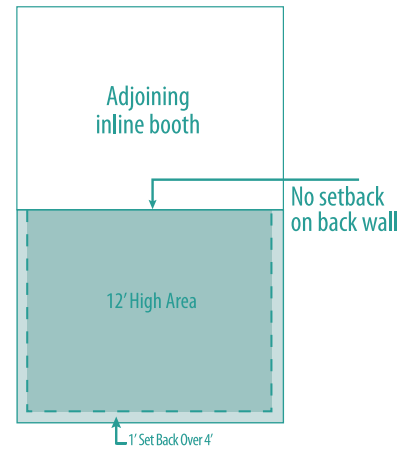
SAMPLE PENINSULA (END-CAP) BOOTH UNDER 1,500 SQ FT



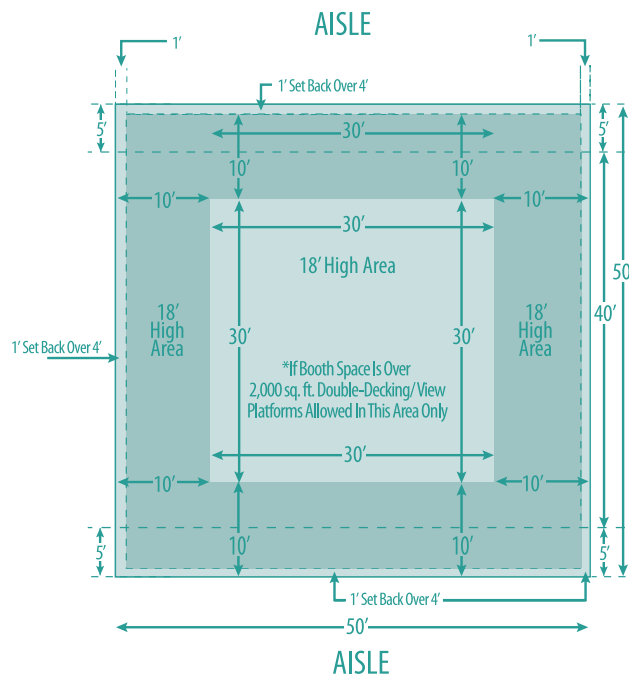
NOTE:

For booths 1500 square feet and over, same setbacks apply but max height increases to 18'

SAMPLE PENINSULA (SPLIT ISLAND) BOOTH UNDER 1,500 SQ FT



ISLAND BOOTH 14.A.5* (SAMPLE BOOTH 50' X 50')



*See Special Instructions Item 14. A.6 Paragraph 4 — Double Decking



C. Machines – Machines may be exhibited in their normal commercial form, regardless of height, but no portion of any machine or skid may be closer than one foot (1') from any aisle. **(See rule governing size of booth.)** The height may not be artificially increased except that the machines may be on skids or platforms of a reasonable size. However, all companies that display machines **over 4' in height must place said machines 5' from the main aisle and 10' from any adjoining exhibits to avoid blocking the view of a neighboring booth.** Show Management will review the location of these machines in the exhibitor's booth prior to or during the show.

D. Building Columns – If a building column falls within the exhibit area that is restricted to 4' height, it may be decorated or used for display purposes, provided:

1. The decorative or display material is not over 12' high, (otherwise the column will be governed by the same height restrictions as display material), and;
2. The diameter of the column is not increased by more than 24".

E. Lighting – Show Management reserves the right to restrict the use of glaring or irregular lighting effects, including track lights. Light bulbs or other intense light sources must not be visible from aisles. **The use of strobe lights or other flashing signs are not permitted. The use of neon, fiber optic, and rotating signs are permitted as long as they are not flashing or a distraction to neighboring booths.**

All lights/standards shall be governed by the same height restrictions as display material.

REVISED. F. Appearance – An exhibitor is responsible for keeping his booth sightly. Displaying an unfinished surface to neighboring booths is not permitted. Surfaces facing neighboring booths must be single color with no exposed ribbing. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours.

G. Aisles – Aisles belong to the show and may not be used by an exhibitor. All business must be conducted within the booth and equipment must be so arranged that show visitors do not stand in the aisle while examining equipment or watching demonstrations. No exhibit or advertising matter will be allowed to extend beyond the space allotted to the exhibitor. **No exhibitor's product, equipment, or booth construction may be so placed as to exclude the view of the neighboring exhibits from visitors passing through the aisles, as determined by Show Management.**

H. Utility Core – Utility cores belong to the show and may not be used by the exhibitor for any purpose except connecting equipment to utilities. Any property found in the utility core before, during, or after the show will be removed without notice at the exhibitor's expense.

I. Fire Regulations – All booth materials shall be fire resistant. No exhibitor shall have more than one day's supply of materials in booth or storage area. This is in compliance with the Cook County laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. Compliance with such laws is mandatory and the sole responsibility of the exhibitor.

J. Storage – Exhibitors shall provide needed storage within their own booths. Supplies for more than one day's requirements may be stored in the special area provided by Show Management (See Rule 20, Supplies or Operating Equipment.) (Also see above fire regulations.)

K. Attire – In keeping with the business-like atmosphere, all booth personnel shall wear acceptable business attire or corporate identity uniforms. Show Management considers as inappropriate apparel and/or costumes not normally worn by most business people in offices or factories. This rule applies to company personnel and any exhibit personnel hired for the show period. Decision of Show Management is final in this regard.

L. Approval – All exhibitors are required to submit their plans in advance for approval by Show Management if such plans include the use of unusual effects or methods of presentations of the product.

15. GAMES, ATTENTION-GETTERS – The purpose of the show is to present a serious, business-like atmosphere for the promotion or display of exhibitor products. Activities such as games, on-site drawings/giveaways, motorcycles, automobiles, putting games, and animated devices are allowed but must be conducted so as to not be disruptive to attendees and neighboring exhibitors. All attention-getting activities must be set back into the booth a minimum of 5' from all aisles and neighboring exhibitors in order to allow sufficient room for viewing, and under no circumstances can such activities block aisles or a neighboring booth. Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor's booth and the exhibit hall caused by such activities.

Any device or activity that Show Management considers to be objectionable, unsafe, or disruptive to neighboring exhibitors or attendees is prohibited and will be halted. It is impossible to list every conceivable idea which would fall under this proscription, but included, and not limited to, would be live performances, magicians, freaks, well-known personalities not regularly employed by the exhibitor, photographic facilities, popcorn machines, fortune tellers, dart games, live music, live animals, fish tanks, golf simulators, strobe lights, and any other activities which creates an excessive or disruptive amount of noise. Show Management, at its sole discretion, may take any action it deems appropriate (including, but not limited to, expulsion

from a show and/or suspension or elimination of priority/ seniority) against an exhibitor for conduct detrimental to the show.

16. SALES SOLICITATIONS – An exhibitor shall not solicit sales from another exhibitor except within his own booth. Any exhibitor found to be in violation of this rule would be subject to expulsion of his exhibit from the show.

An exhibitor shall not be permitted to solicit sales from another exhibitor or visitor on a “cash and carry” basis. Exhibitors shall be permitted to take written orders for a sale within the confines of their booths. Items can be shipped following the show.

17. SIGNS – Every exhibitor must identify his booth by company name and location in a manner readily visible from the aisle. Lighted signs must conform to the requirements of Rule 14, Arrangement of Exhibits. “Sold To” signs are limited to a size of 8 1/2 x 11 inches. If a machine or other items in a booth have been borrowed from another exhibitor, visitors may be referred to that other exhibitor by a sign, not over 8 1/2 x 11 inches. This sign may give the name of the machine, the words “Loaned By” or “Supplied By” and the name and booth number of the other exhibitor. Products of a non-exhibitor may not be so identified. All other signs shall conform to the height limitations applicable to display material in the area of the booth in which the sign is used. (See Rule 14.a.6 Note Governing All Exhibits, paragraph 2).

18. HEADROOM, UTILITIES – See space diagram for information on headroom. Utilities such as electricity, compressed air, water, drain, internet, and telephone are available from McCormick Place, but Show Management makes no guarantees as to the availability of such utilities and the exhibitor agrees not to hold Show Management responsible for any failure or unavailability of utilities or installation personnel.

19. DVDs, MOTION PICTURES, SOUND SYSTEMS, NOISE – All sound systems used with demonstrations, motion pictures, and product presentations, etc., **must be constructed to contain the sound.** Motion pictures relating to the exhibitor’s product will be permitted, as will DVDs and self-contained audio visual devices, but the sound systems **must not** be audible in a neighboring booth or from the aisle. **Machines or devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.**

All motion pictures, sound systems, DVDs and audiovisual devices shall be governed by the same height restrictions as display materials (see Rule 14.a.1 - a.5, Height Restrictions), **and** must be set back 5’ from any aisle.

Any oversized multimedia/image devices presentation must be 10 linear feet from a cross aisle or neighboring booth.

Music Performance: The exhibitor acknowledges that any live or recorded performance of copyrighted music, which occurs in their booth, must be licensed from the appropriate copyright owner or agent. The exhibitor undertakes full responsibility for obtaining any necessary licenses and agrees to indemnify and hold harmless PMMI from any damages or expenses incurred by PMMI due to the exhibitor’s failure to obtain such licenses. Devices that create excessive noise may be restricted to periodic operation. The decision of Show Management in this regard shall be final.

20. SUPPLIES OR OPERATING EQUIPMENT– Arrangements must be made with the official Show Contractor before October 14, 2018, for delivery, during non-show hours, of supplies such as flexible materials, cartons, and products to be packaged. No deliveries may be made during the show hours.

21. DELIVERY AND REMOVAL DURING SHOW– Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show unless permission is first secured in writing from Show Management.

22. SOUVENIRS AND REFRESHMENTS – Exhibitors may dispense promotional items such as sales literature, buttons, stickers, lapel pins, etc., but only from within the confines of their booth.

Refreshments, including alcoholic beverages, may be distributed and served from within an exhibitor’s booth at the exhibitor’s own risk and expense. The serving of all refreshments must be confined within the exhibitor’s booth so as not to block aisles or a neighboring exhibitor.

Exhibitors must comply with all applicable Federal, State, and Local Sanitary and Safety laws and must comply with McCormick Place’s Catering Department’s food and beverage distribution and sampling regulations.

Exhibitors are responsible for the cleaning of any excessive amount of trash or garbage in or around the exhibitor’s booth and the exhibit hall caused by such activities. **The serving of popcorn and shell peanuts and the use of a popcorn machine are prohibited.**



23. PHOTOGRAPHY AND SKETCHING – Cameras or recording equipment*, including cell phone cameras, may be carried in exhibit area by exhibitors or their official representatives, but under no circumstances may photographs or videos* be taken without express authority of the exhibitor concerned in each case. Sketching or drawing of machinery on display is prohibited. Use of photographic equipment with tripod or other aisle obstruction will not be permitted during show hours.

* Additional recording guidelines will be provided in your Exhibitor Service Manual, formulated to specify required labor and to monitor electrical safety as specified by the Cook County electrical code.

24. SAFETY, FIRE AND HEALTH – The exhibitor must comply with all safety, fire, and health ordinances regarding installation and operation of equipment. All display, exhibit materials, and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. All product demonstrations involving any moving or potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. The decision of Show Management in this regard shall be final.

Rejected Displays: Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on compliance with the rules and regulations herein specified. Show Management reserves the right to reject, eject, or prohibit any exhibit in whole or in any part, or exhibitor or his representatives, for non-compliance with these rules and regulations.

25. CARE OF BUILDING – No exhibitor may allow an article to be brought into, or permit any act to be done in McCormick Place, which will increase the premiums or void policies of insurance held by PMMI. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him in the same condition as at the commencement of occupation. Any damage done to the premises by the exhibitor shall be made good to PMMI or the building owners, as their interests may appear.

26. THIRD-PARTY BILLING – All exhibitors who request third-party billing for any services will receive a copy of their final invoice post-show. This will apply to the PACK EXPO Exposition Services (PES) and McCormick Place billing.

27. EXHIBITOR BADGES – Show Management will provide exhibitors with one free exhibitor badge for each 75 square feet of contracted exhibit space, or fraction thereof. Example: 100 sq. ft. = 2 badges; 200 sq. ft. = 3 badges, etc.

Exhibitor badges in excess of the free allotment and received by PMMI before the designated cut-off date will be at a cost determined by PMMI, pre-paid only. Badge requests received after the designated cut-off date will be handled on-site and will be charged a fee with payment due at that time. These badges are only for personnel assigned by the exhibitor to staff his booth and are not transferable. Pre-registered exhibitor badges may not be replaced or exchanged on-site. No refunds will be made on badges ordered.

Exhibitor badges will admit wearer to hall during set-up, show days, and teardown. Special buttons or badges will be issued to other individuals properly identified as authorized to work in the hall during installation and dismantling. Badges must be worn in the hall at all times.

28. REGISTRATION AND ADMISSION – The show is not open to the general public. A registration fee will be charged for all visitors. An official badge, issued upon registration and not transferable, entitles the wearer to unlimited attendance during scheduled show hours and must be worn at all times in the hall.

Show Management shall have sole control of all admission policies at all times.

Visitor registration will be conducted in advance and at McCormick Place starting no later than 8:00 a.m., Sunday, October 14, 2018.

29. HOUSING – The designated Housing Agent for the show, Expovision, will accept requests for advance hotel reservations and assignment. A reservation form and website containing a list of cooperating hotels will be furnished to exhibitors.

30. INSURANCE – PMMI and McCormick Place may take precautions to safeguard exhibitor's property by means of regular perimeter guard service. However, they will not be liable for damage or loss to exhibitor's property through theft, fire, accident, or any other cause. Exhibitor should insure his own exhibit and display materials. PMMI will not assume liability for any injury that may occur to show visitors, exhibitors, or their agents and employees, or others.

The exhibitor shall maintain at all times during the show the following insurance coverage and shall furnish a certificate of insurance to PMMI as proof of same.

- a.** Commercial General Liability of at least \$1,000,000;
- b.** Worker Compensation which meets all requirements of the State of Illinois including Employers Liability of not less than \$100,000;
- c.** Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired and rented vehicles operating in or near the facility;
- d.** PMMI and McCormick Place are named as additional insured on all policies, coverage to apply as primary and noncontributory;
- e.** Exhibitors general liability insurance carrier agrees to waive its right of subrogation against PMMI and McCormick Place;
- f.** Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;
- g.** Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage.

31. LIABILITY – PMMI shall not be liable to the exhibitor in any respect for any claims, losses, expenses, injuries, or damages arising out of or related to the event or the exhibitor's participation in the event due to any act or omission of PMMI or their respective employees or agents, or any third person, whether based on breach of contract or warranty, negligence or other tort, or strict liability, unless directly and solely caused by the gross negligence or willful misconduct of PMMI. PMMI disclaims all warranties, express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose. PMMI shall not be liable to the exhibitor for any indirect, special or consequential damages, including lost profits, whether based upon a claim or action of contract, warranty, negligence, strict liability or other tort, even if PMMI is aware of the possibility thereof. Notwithstanding any other provision of this agreement, the maximum liability of PMMI to the exhibitor will in no event exceed the lesser of (i) the amount of exhibit fees paid by the exhibitor to PMMI or (ii) \$5,000; recovery of such amount shall be the exhibitor's sole and exclusive legal remedy. Any claim against PMMI by the exhibitor not submitted to, as applicable, PMMI within thirty (30) days of the close of the event shall be forever waived, and no suit or action shall be brought against PMMI more than one (1) year after the event.

32. INDEMNIFICATION – The exhibitor shall indemnify and hold harmless PMMI and their respective officers, directors, agents and employees from and against any and all liabilities, damages, actions, losses, claims, costs, and expenses (including reasonable attorney's fees) on account of personal injury, death, or damage to or loss of property arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the exhibitor, its employees, agents, contractors, members, exhibitors, patrons, or invitees. The foregoing shall not apply with respect to any liability, damage, or loss directly and solely caused by the gross negligence or willful misconduct of the entity or person seeking indemnification.

33. GENERAL – All matters and questions not covered by the General Information, Rules and Regulations are subject to the decision of Show Management. General Information, Rules and Regulations may be amended at any time by Show Management, and all amendments or additions that may be so made shall be as equally binding on all parties affected as the original General Information, Rules and Regulations. Each exhibitor will be provided access to the Exhibitor Service Manual, which will also be considered an extension of the Exhibit Space Application.

34. CONFORMITY WITH CONVENTION

CENTER LEASE – This agreement is subject to all the terms and conditions that PMMI and/or exhibitors, either individually or as a result of being sub-lessees of PMMI, must comply with as a lessee of McCormick Place. In the event of any conflict between the rights or obligations granted or imposed on exhibitors by the General Information, Rules and Regulations and PMMI's lease with McCormick Place, the terms of PMMI's lease with McCormick Place shall take precedence and govern.

35. PATENT INFRINGEMENTS – PMMI does not involve itself in patent infringements or trademark disputes before, during, or after the Show. Exhibitors should seek their own legal counsel to resolve such issues.

C O - L O C A T E D



Healthcare⁺
PACKAGING
EXPO

October 14–17, 2018 • Chicago, Illinois USA



**FOR QUESTIONS ON THE RULES &
REGULATIONS, OR TO SUBMIT YOUR BOOTH
LAYOUT FOR APPROVAL, CONTACT:**

Merideth Newman
mnewman@pmmi.org
571.612.3208

Find more information and up-to-date floor plans at:
packexpointernational.com/exhibit2018

C O - L O C A T E D



Healthcare⁺
PACKAGING
EXPO

October 14–17, 2018 • McCormick Place
Chicago, Illinois USA

EAC Information Deadline to Register: Monday, August 27, 2018

ATTENTION EXHIBITORS

Please follow these instructions for registering an EAC for PACK EXPO International and Healthcare Packaging EXPO 2018.

1. Visit EACShows.com and use the **Exhibitor Sign In**.
2. From the event menu, select **"PACK EXPO International and Healthcare Packaging EXPO 2018"**. Enter the Exhibitor ID, Exhibitor Primary Contact Email Address, and Password provided to you by show management (*Note: EAC Registration exhibitor ID/password is the same as PEI / HCPE Exhibitor Dashboard exhibitor ID/password*)**
3. Select a service category under "ADD AN EAC". Continue by following the steps noted on your screen.
4. Once registered, your EAC selection will appear on the left side of your login screen. Please use the **Email** link to confirm your registration has processed correctly.

** *If you do not know your login information, please email expo@pmmi.org*

C O - L O C A T E D



Insurance Information

October 14–17, 2018 • McCormick Place
Chicago, Illinois USA

ATTENTION EXHIBITORS IMPORTANT INSURANCE INFORMATION

Per the space rental agreement between PMMI, the sponsor and producer of PACK EXPO, and McCormick Place, PACK EXPO and Healthcare Packaging EXPO exhibiting companies are *required* to provide a certificate of insurance to PMMI as proof that your company meets the following insurance coverage:

1. Commercial General Liability of at least \$1,000,000;
2. Worker compensation which meets all requirements of the State of Illinois including Employers Liability of not less than \$100,000; **Contact your Broker/Carrier as to how your Home State coverage applies to this event.**
3. Commercial Automobile Liability of at least \$1,000,000 combined single limit for all owned, non-owned, hired or rented vehicles operating in or near the facility;
4. PMMI, McCormick Place and PACK EXPO Services are named as additional insured on all policies, except worker's compensation, coverage to apply as primary and noncontributory;
5. Exhibitors general liability insurance carrier agrees to waive its rights of subrogation against PMMI, McCormick Place and PACK EXPO Services;
6. Exhibitor insurance carriers must currently maintain a minimum AM Best rating of AVIII;
7. Exhibitor's insurers will provide PMMI with thirty days written notice in the event of cancellation or material reduction in coverage.

PMMI reserves the right to refuse setup to an exhibitor that does not provide evidence of appropriate coverage. Please refer to the PACK EXPO International and Healthcare Packaging EXPO Rules and Regulations page 14 for further information.

If you have not done so already, please forward a copy of your insurance coverage to:

Kathy Queen / Insurance Coverage
PMMI
11911 Freedom Drive, Suite 600
Reston, VA 20190
Email: kathy@pmmi.org
Fax: 703-243-8556

The areas of coverage mentioned above may not be the only ones to be considered. Therefore, we advise you to consult with your insurance carrier to make sure you have the protection you need. You should consult your Insurance Advisor with regards to any specific coverage that you may need while attending this event.



Staff Contacts

Headquarters

11911 Freedom Drive, Suite 600
Reston, VA 20190 USA
Phone: (571) 612-3200
Fax: (703) 243-8556
Email: expo@pmmi.org

Tradeshows

Laura Thompson, CEM, Sr. Director, Expositions
Tel: 571-612-3217
Email: laura@pmmi.org

Allison Konczyk, Director, Trade Show Operations
Tel: 571-612-3188
Email: akonczyk@pmmi.org

Kelly Faist, CEM, Operations Manager
Tel: 571-612-3192
Email: kelly@pmmi.org

Merideth Newman, CEM, Director, Exhibitor Services
Tel: 571-612-3208
Email: mnewman@pmmi.org

Beth Murray, Exhibitor Services & Sales Manager
Tel: 571-612-3186
Email: bmurray@pmmi.org

Krista DeBrosse, International Trade Show Manager
Tel: 571-612-3215
Email: krista@pmmi.org

Jessie Brown, Trade Show Operations Coordinator
Tel: 571-266-4409
Email: jbrown@pmmi.org

Ben Spencer, Trade Show Coordinator
Tel: 571-287-6805
Email: bspencer@pmmi.org

Jeremy Adams, Trade Show Assistant
Tel: 571-287-6807
Email: jadams@pmmi.org

Trade Show Marketing

Tina Warren, Director of Trade Show Marketing
Tel: 571-612-3203
Email: tscott@pmmi.org

Lilly Kinney, Trade Show Marketing Manager
(Attendee Focus)
Tel: 571-287-6811
Email: lkkinney@pmmi.org

Stacy Baker, Trade Show Marketing Specialist
(Exhibitor Focus)
Tel: 571-287-6816
Email: sbaker@pmmi.org

Joyce Su, Trade Show Marketing Coordinator
Tel: 571-266-4405
Email: jsu@pmmi.org

PACK EXPO Services

5931 West Campus Circle Drive
Irving, TX 75063 USA
Phone (972) 751-9400
Fax (972) 751-9500
www.packexposervices.com

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State Zip/Postal Code

Country

Phone Fax

Email Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State Zip/Postal Code

Country

Phone Fax

Email Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State Zip/Postal Code

Country

Phone Fax

Email Web

Affiliated Company Information

Affiliated Company

Name/Contact

Address

City

State Zip/Postal Code

Country

Phone Fax

Email Web

Once you submit the affiliated company(ies) listing order form with full payment you will receive a password to enter the product information for each company online.

Please submit form to expo@pmmi.org or to our secure fax line, 571-222-1163.



McCormick Place/SMG

EVENT EMERGENCY PLAN

Telephone Numbers:
(On-Site locations)

Headquarters Office: _____

Press Office: _____

Show Management: _____

EMERGENCY RESPONSE PROCEDURES

If an emergency occurs, immediately call McCormick Place Security at:

McCormick Place: “312/791-6060” (or “6060” from a house phone)

They will contact the City of Chicago 9-1-1 Center via their direct line. McCormick Place Fire Safety and Security Officers are trained to handle emergencies and will also respond to the incident.

If you choose to call “9-1-1” yourself, be sure to call McCormick Place Security at the above number, immediately thereafter.

General information you will need when reporting the incident:

- 1.) What is the nature of the emergency ?
- 2.) Where is it located ?
(If inside an exhibit hall, report the number near the top of the closest column)

If the emergency involves someone who is ill or injured:

- 1.) State the overall condition of the ill or injured person.
- 2.) State the gender and approximate age of this person.

SPECIFIC EMERGENCY SITUATIONS

For **McCormick Place** Emergencies: **312/ 791-6060**...or “**6060**” from a house phone

MEDICAL EMERGENCY

- 1.) Don't *Panic* ! It can cause an ill or injured person to become more excited.
- 2.) Notify Security immediately by calling the appropriate number above.
- 3.) If you cannot leave this person, yell loudly, “*Help... Medical Emergency!*” and give your location.
- 4.) If the person is conscious, ask if he (she) would like you to help him (her).
- 5.) Do not move the person unless his/her life is in further danger.
- 6.) Only perform first aid techniques in which you are trained.
- 7.) Try to avoid any blood exposure. If exposed, advise the EMS personnel.
- 8.) Attempt to keep the ill/injured person calm, warm and re-assured.
- 9.) Protect the person's privacy, and try to avoid letting him/her see any injury.
- 10.) Avoid giving the ill/injured person anything to eat or drink.
- 11.) Once help arrives, lend assistance only if needed or asked.
- 12.) If an AED is needed, there are 92 at McCormick Place, most located in public spaces throughout these facilities. Once the door of an AED cabinet is opened, a signal will be transmitted to our Security Control Center, and in-house emergency personnel will be dispatched at once.

FIRE ALARM, FIRE and/or SMOKE SITUATION

- 1.) If you hear a fire alarm, see a fire or smell smoke, immediately call Security at the appropriate number above, or by two-way radio. They will notify the Chicago Fire Department, if needed. If you call “9-1-1”, be sure to call McCormick Place Security immediately thereafter. McCormick Place has certified fire personnel on-duty who can quickly handle this situation.
- 2.) If an evacuation is needed, the Chicago Fire Department and/or Security will make an announcement over the building's P.A. system. They have specific plans, depending on the situation, to inform and direct all building occupants in a calm and clear manner. If it is deemed necessary to evacuate the building, specific instructions will be given by McCormick Place Management. **However, if a “clear and present danger” exists, begin evacuating those in danger to a safer location...**as you report the emergency to McCormick Place Security.
- 3.) Once outside the building, **DO NOT RE-ENTER** under any circumstances until you are told it is safe to do so. If you believe someone is still in the building, immediately notify the Fire Department or your Supervisor.

HAZARDOUS MATERIAL INCIDENT

- 1.) Follow the same instructions as given above in Steps #1 through #4 for the “FIRE ALARM, FIRE and/or SMOKE SITUATION”.
- 2.) Otherwise, keep away from the area of any hazardous spill or leak so that you are not injured or harmed in any way. Many situations involving hazardous materials may not be easily seen or have any odor associated with them. Just because they could not be seen or smelled does not mean the situation is not dangerous.

BOMB THREAT CALL

- 1.) A bomb threat should **ALWAYS** be taken seriously.

- 2.) Remain calm and attentive. Keep the caller on the phone as long as possible.
- 3.) Use a “bomb threat checklist”. If one is not readily available, ask the caller what the bomb looks like, when it will go off, and where/why it was placed.
- 4.) Listen for identifying characteristics and distinguishing background noises, and write them down, as well as the caller’s responses.
- 5.) If your phone has “Caller ID”, write down the number or “display” words.
- 6.) If there is someone else in the room, silently notify them of the call by pointing at the words “bomb threat” in your notes. Do not stop talking to the caller. The second person should call or locate Security immediately by land-line telephone or person-to-person contact. CELLULAR PHONES OR TWO-WAY RADIOS MUST NOT BE USED. They could accidentally detonate the device if within range or frequency.
- 7.) When the caller has hung up, notify McCormick Place Security and Show Management of the situation, again by a “land-line” telephone or person-to-person contact.
- 8.) Remain calm and wait for a follow-up threat from the caller.
- 9.) Do not tell anyone else about the threat.

SUSPICIOUS PACKAGE OR OBJECT

- 1.) If for some reason an envelope, package or object appears suspicious as a possible explosive device, **DO NOT MOVE OR TOUCH IT !.**
- 2.) Immediately notify McCormick Place Security. Describe the object and why you feel it is suspicious. DO NOT USE A CELLULAR PHONE OR TWO-WAY RADIO. Use a land-line telephone or person-to-person contact. This reduces the risk of the device being accidentally activated.
- 3.) Facility staff and McCormick Place Security will clear the immediate area of people until proper authorities arrive and take control of the situation. If the facility deems it appropriate to evacuate the building, Show Management will be notified and appropriate steps will be taken.

SUSPICIOUS INDIVIDUAL(S)

Pay attention to your surroundings. Alert McCormick Place Security immediately if you encounter anyone:

- 1.) Photographing, videotaping or sketching areas not commonly recorded in this manner - such as air intakes, corridors, exits, security checkpoints, etc.
- 2.) Monitoring or asking unusual/specific questions about the event or facility operations, personnel, deliveries, security, etc.
- 3.) Attempting to obtain or steal an event or facility ID badge/pass.
- 4.) Entering or attempting to enter a “restricted” area.
- 5.) Carrying and/or leaving a “suspicious” package or container.
- 6.) Making threatening remarks about the event or our facility.
- 7.) Behaving in a disruptive or an offensive manner.
- 8.) In general, anyone whose conduct appears “out-of-place” with regard to the event or convention industry.

When Someone Becomes Suddenly Ill or Injured . . .

1) Don't Panic. If you become excited, the person who is ill or injured may also become excited. If that person is having a heart attack or difficulty breathing, excitement will only compound their problem. (If you do become excited, take a slow deep breath to calm down.)

2) Call for Help. Dial "6060" (312/791-6060) and describe what you see regarding the ill or injured person. The McCormick Place Security Officer taking your call will dispatch "in-house" EMS personnel and other officers to assist the victim. If the situation appears serious, Security will immediately notify the Chicago Fire Dept. to send an ambulance. *Be aware that "6060" is a recorded telephone line, and the taped introduction is only 7 seconds long. So stay on the phone!* If you choose to call "911", be sure to call "6060" also -so our own personnel can direct the ambulance and assist.

3) Don't Move! Never move someone who is seriously injured, or allow him or her to move - unless there is danger of further injury.

4) Use Caution Around Blood. Blood and other bodily fluids can transmit serious diseases. Try to avoid direct contact with your skin and clothes.

5) Provide Reassurance. Talk to the ill or injured person, and reassure him or her that qualified help is on the way. *Try to keep the person calm and awake!*

6) Provide Comfort. If the person is ill but not injured, let him or her sit or lie down in the position most comfortable to them. People with breathing problems usually feel best when they are sitting-up. Those that feel faint should lie down. Don't allow someone who has fainted to get-up too soon. *Again, never move an injured person unless there is danger of further injury!*

7) Provide Protection. If the ill or injured person is lying on the ground, cover him or her to maintain body temperature. If he or she appears to be having a seizure, remove anything in the way that could fall on them. Do not restrain seizure patients or place anything in their mouths. These "old-time" practices can cause serious injury!

8) Provide Privacy. Getting sick or injured in public can be embarrassing. If the person is ill but not injured, accompany him or her to a washroom or private office. If the person is injured, try to disperse on-lookers. Stay with the victim until help arrives.

9) Don't Give the Person Anything to Eat or Drink. If they become unconscious, they may choke. If they need surgery, they could become obstructed.

10) Observe Potential Witnesses. Security may need assistance in obtaining accurate information for their reports. Anyone you see who could be a witness, should be pointed-out.

11) Advise EMS Personnel What You have Observed and Done for the Victim. This information could be helpful towards the treatment and overall outcome for someone in need of emergency medical care. Also, advise the paramedics if you had come in contact with victim's blood or other bodily fluids.

- Courtesy of the McCormick Place Department of Security & Safety

McCORMICK PLACE

EMERGENCY RESPONSE FOR VISITORS

At McCormick Place, the safety of our visitors has always been of paramount importance.

McCormick Place has been built using the highest standards of safety and fire-resistive construction. Both facilities are equipped with sophisticated fire detection and protection systems and computerized alarm systems. The Hyatt Regency - McCormick Place Hotel and our new Conference Center are also equipped with comparable alarm systems. When an alarm is activated, the system will automatically transmit a signal to Chicago's "9-1-1 Center", the City's emergency communications center. This will initiate an immediate response from the Chicago Fire Department.

In addition, we remain in constant communication with designated high-ranking officials from both the Chicago Police Department and Chicago Fire Department, making us an integral part of the City's emergency response team.

In certain circumstances, as with any facility, an emergency requiring evacuation may occur. McCormick Place has highly trained Security and Fire Safety personnel, which includes many active or former members of the Chicago Police and Fire Departments. Should an emergency occur, we will consult with the organizer of each event to determine appropriate actions.

If the emergency is minor, such as a small fire, the Security and Fire Safety staff may insist that visitors in the immediate area move to a safer location within the same building. If the emergency is greater, the Chicago Fire Department or our own Security and Safety personnel will advise the guests in the facilities over the public announcement system or other means, and most likely have the guests move to another hall or building, until the emergency is resolved.

Since McCormick Place is a complex of interconnected buildings, evacuation to the outside is not always necessary. However, if conditions warrant this, guests will be directed over the public announcement system to exit from the closest "Emergency Exit" and distance themselves from the building. Doors marked with illuminated signage stating "Stairs" also serve as emergency exits. Even in the event of a power failure, all of the emergency systems, including fire alarm systems, will run on emergency power. At anytime, if guests feel the need to exit the building, they can do so through the closest "Emergency Exits" which will remain illuminated for greater visibility and accessibility.

Adjacent to McCormick Place are many open parking lots, roadways and grass areas that can serve as temporary safe areas in which to meet and wait until the emergency is over.

McCormick Place is working with each event to tailor-make an emergency plan suitable for each; however, in general, the easiest way to access these safe areas is:

McCORMICK PLACE . . .

Hall "A": West exits - proceed into the West terrace, go down stairs and exit on King Dr.
East exits - proceed into the dock area and walk left (North) to the bridge and open grass area, or walk right (South) to the vehicle ramp and proceed down the ramp to exit on King Drive.
East "Stair" exits - go down stairs into our vehicle tunnels, and proceed South to exit into the 31st Street Parking Lot.
Center exits (Food Pods) – go down the stairs into the vehicle tunnel, and proceed South to exit on King Drive.

Hall "B": West exits - proceed into the West roadway, and walk left (South) to the vehicle ramp. Continue down the ramp and turn left to King Drive, or walk down the stairs and re-enter McCormick Place proceeding to the closest exits (West) into McCormick Square (fountain area) and then walk to King Drive.
East exits – proceed into the East roadway and walk right (South) across the bridge to grass area, or walk left (North) to the outside stairs and go down those stairs to exit into the North Parking Lot.

Hall "C": West exits - proceed into the West tunnel and walk right (North) into the North Parking Lot.
East exits - proceed into the East tunnel and walk left (North) into the North Parking Lot.

Hall "D": West exits - proceed into the West roadway and walk left (South) to the bridge and grass area.
East exits - proceed into the East roadway and walk right (South) to the fountain area. Continue down the stairs or vehicle ramp to the lakefront.
North exits – proceed to the East or West outdoor stairs, and walk down and then North to the lakefront.

Hall "E": West exits - proceed into the West corridor and walk right (North) to the stairs leading into Soldier Field Parking Lot.
East exits - proceed into the East corridor and walk left (North) to the stairs leading to the lakefront.

Hall "F": West exits - proceed down the stairs and exit on Indiana Avenue
East exits – proceed down the stairs and exit on King Drive
South exits – proceed down stairs and exit into the 24th Place “open tunnel”.
Turn right and walk West to Indiana Avenue, or turn left and walk East to King Drive, whichever is closer.
Food pod exits – proceed down the stairs and exit into the Prairie Avenue “tunnel”. Walk South to 24th Place “open tunnel” and then continue West to Indiana Avenue or East to King Drive, whichever is closer.

Skyline West exits – proceed the into the lobby/hallway and down the stairs to exit
Ballroom: on Indiana Avenue
North exits – proceed into the lobby, go down the stairs, and exit on 22nd St.
South exits – proceed into the Parking Garage, go down the stairs, and exit into the Prairie Avenue “tunnel”. Proceed North in the tunnel to exit at 22nd Street.



MEETING ROOM

EMERGENCY PLAN

If you are in a meeting room or in Arie Crown Theater and hear a fire alarm, a public address announcement, or a public safety official (i.e.: security, fire or police) calling for an evacuation, we ask that you leave that meeting room in a calm and orderly manner via the closest available exit. We recommend that you continue walking in the direction of the exit signage until you find yourself in a safe area outside our building, such as our parking lots. We also strongly suggest you leave whenever you sense a clear and present danger (i.e.: smoke, fire or explosion). Once the emergency is over, you will be advised when it is safe to return.

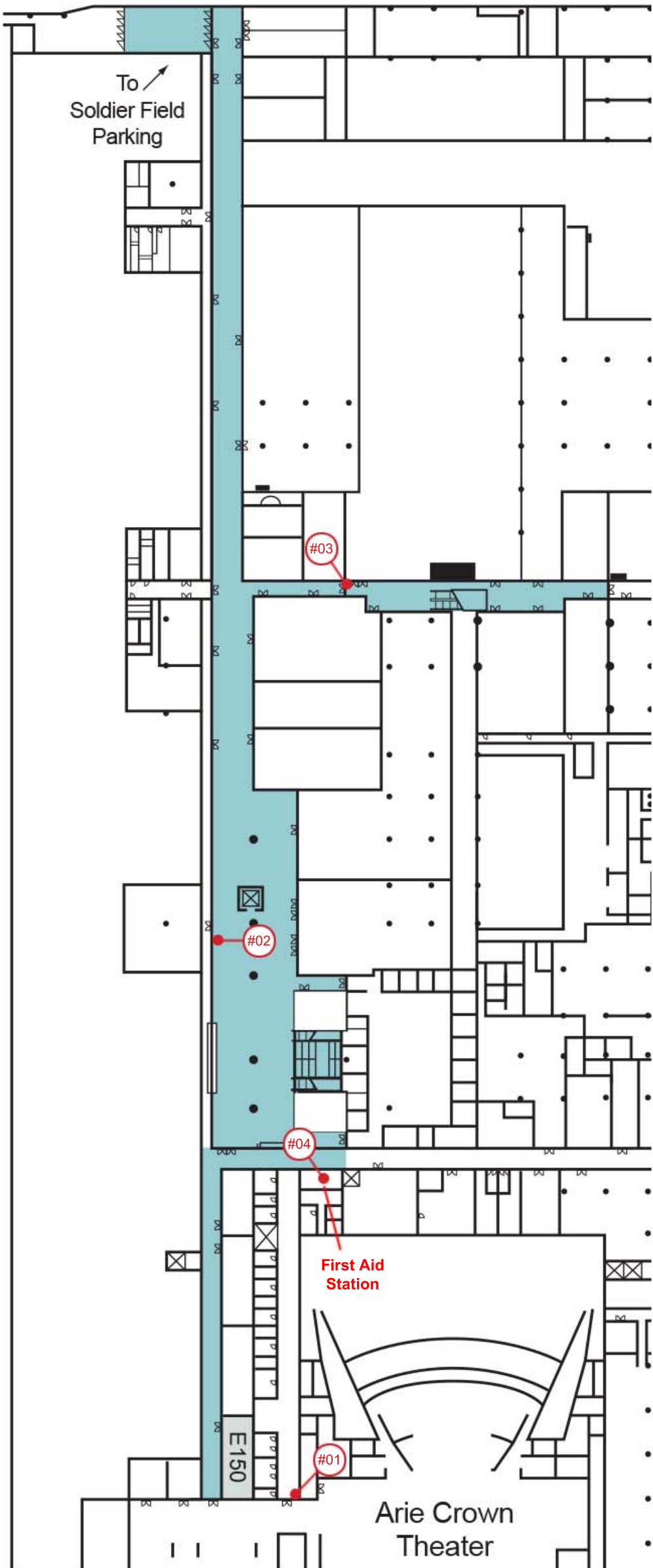
Our emergency exit signage is continuous throughout our facility to the open areas outside our buildings. By simply following these signs, you should be taking the shortest route to a safe area.

All of our emergency exit signs and overhead emergency lights will remain illuminated, even in the event of a power failure.

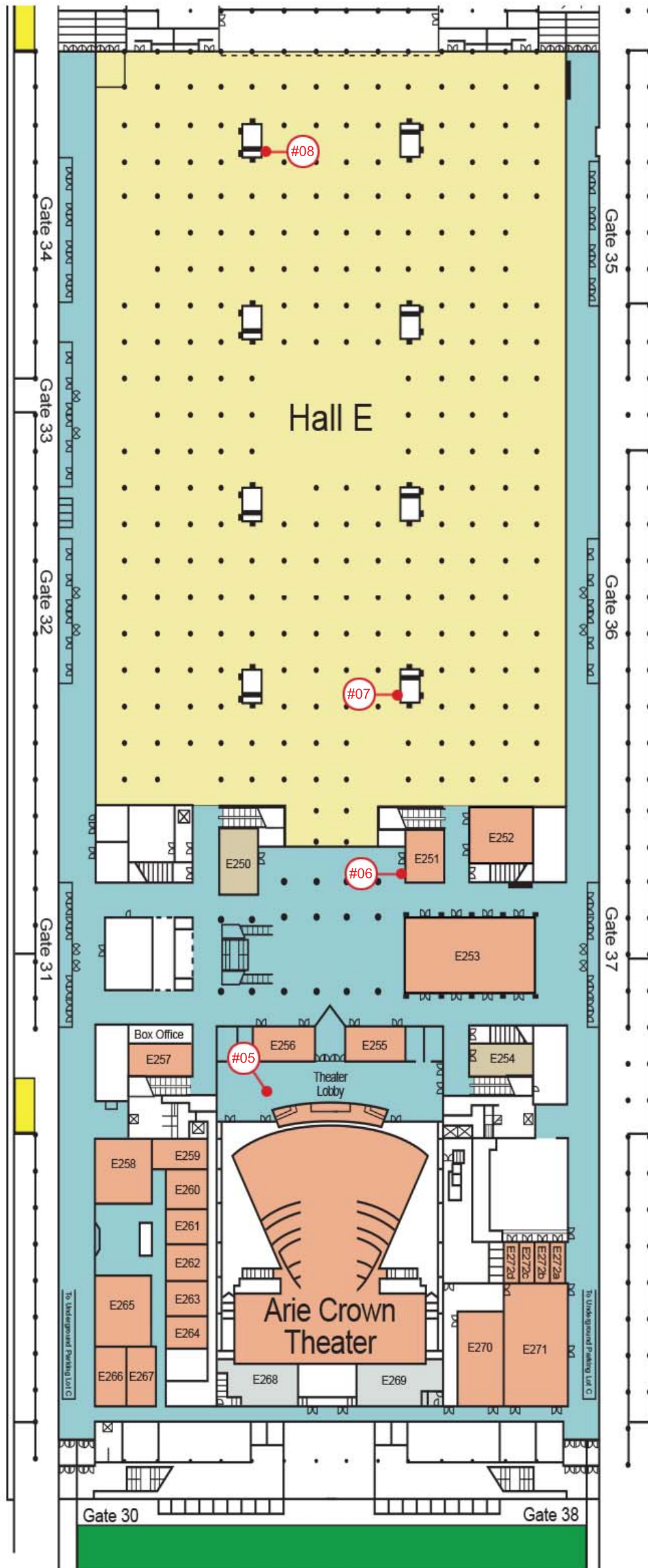
In any situation requiring evacuation, emergency exits and egress corridors are essential for those exiting the building and for emergency personnel entering the building. It is imperative that they remain unobstructed at all times.

However, if the emergency does not require immediate evacuation (such as a medical or security situation), we recommend you call our Department of Security and Safety at **312.791.6060**, and well-trained personnel will respond at once to address the incident.

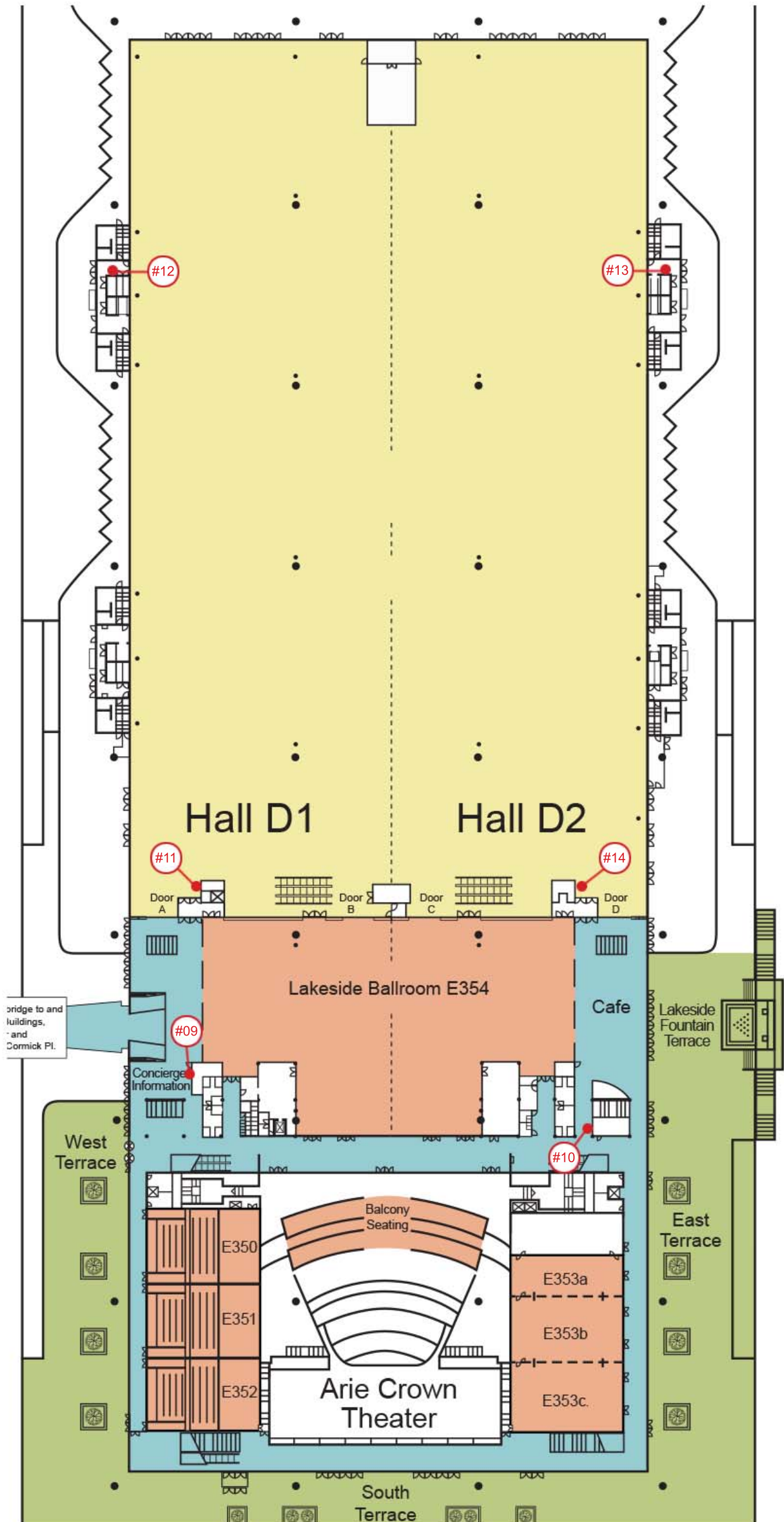
AED Locations - Lakeside Center - Level 1



AED Locations - Lakeside Center - Level 2



AED Locations - Lakeside Center - Level 3



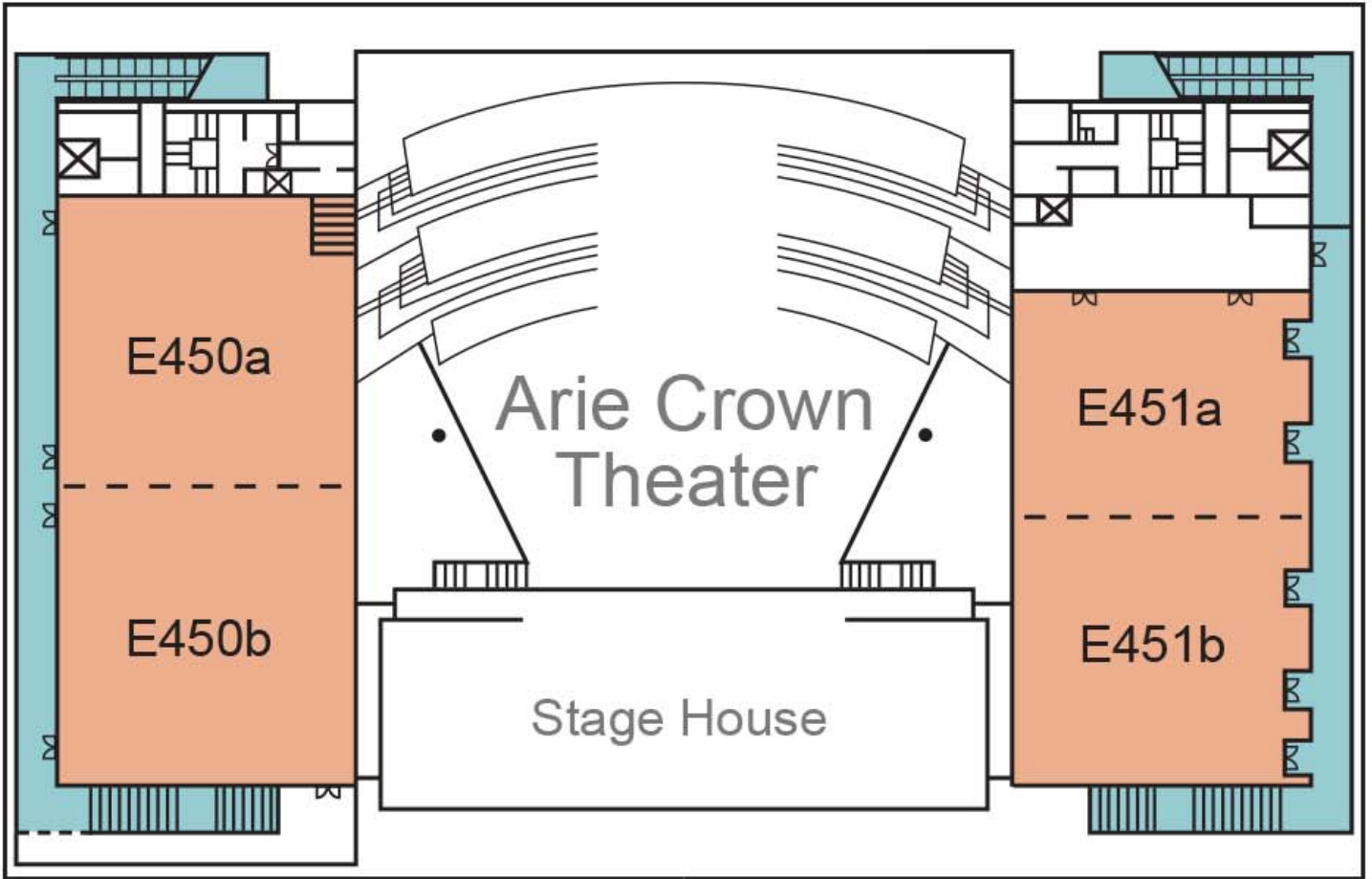
AED Locations - Lakeside Center - Level 4

#09

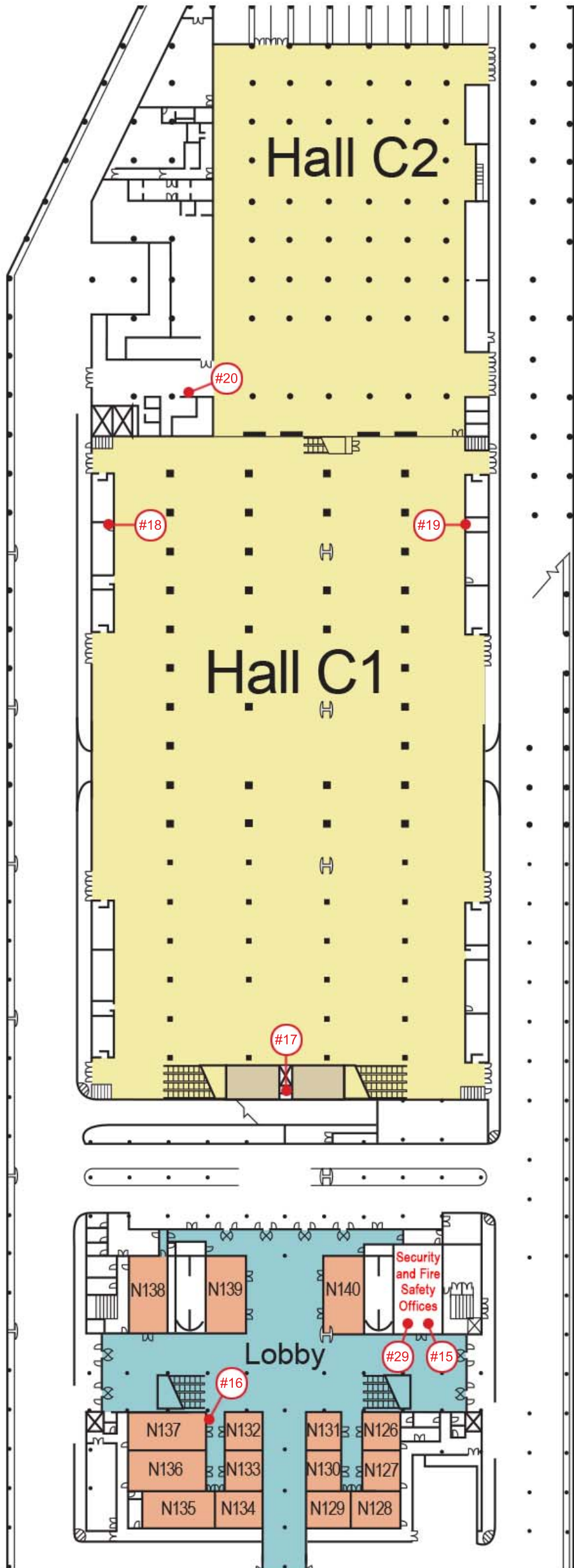
On Level 3 by
the concierge desk

#10

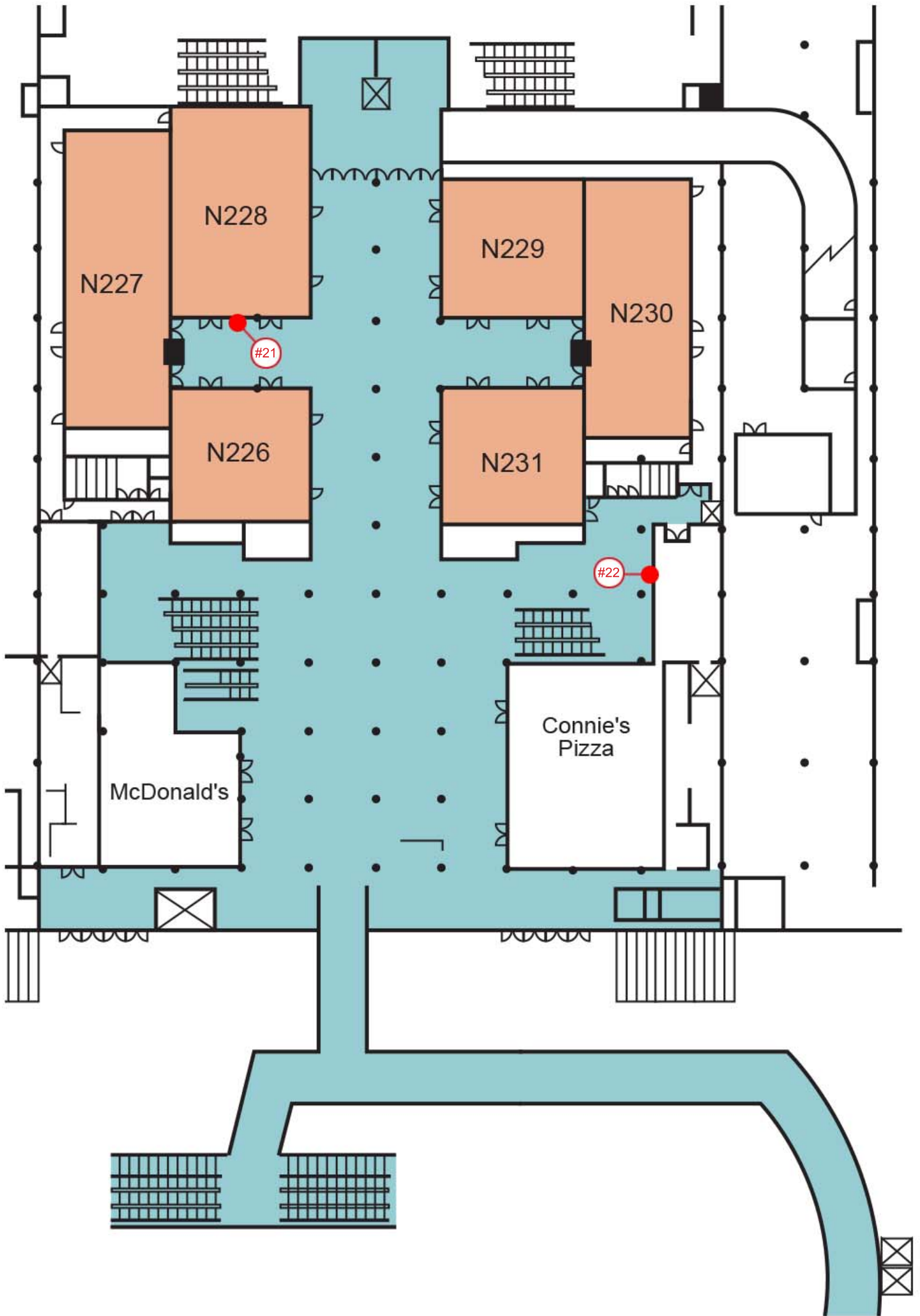
On Level 3 by
across from the restrooms



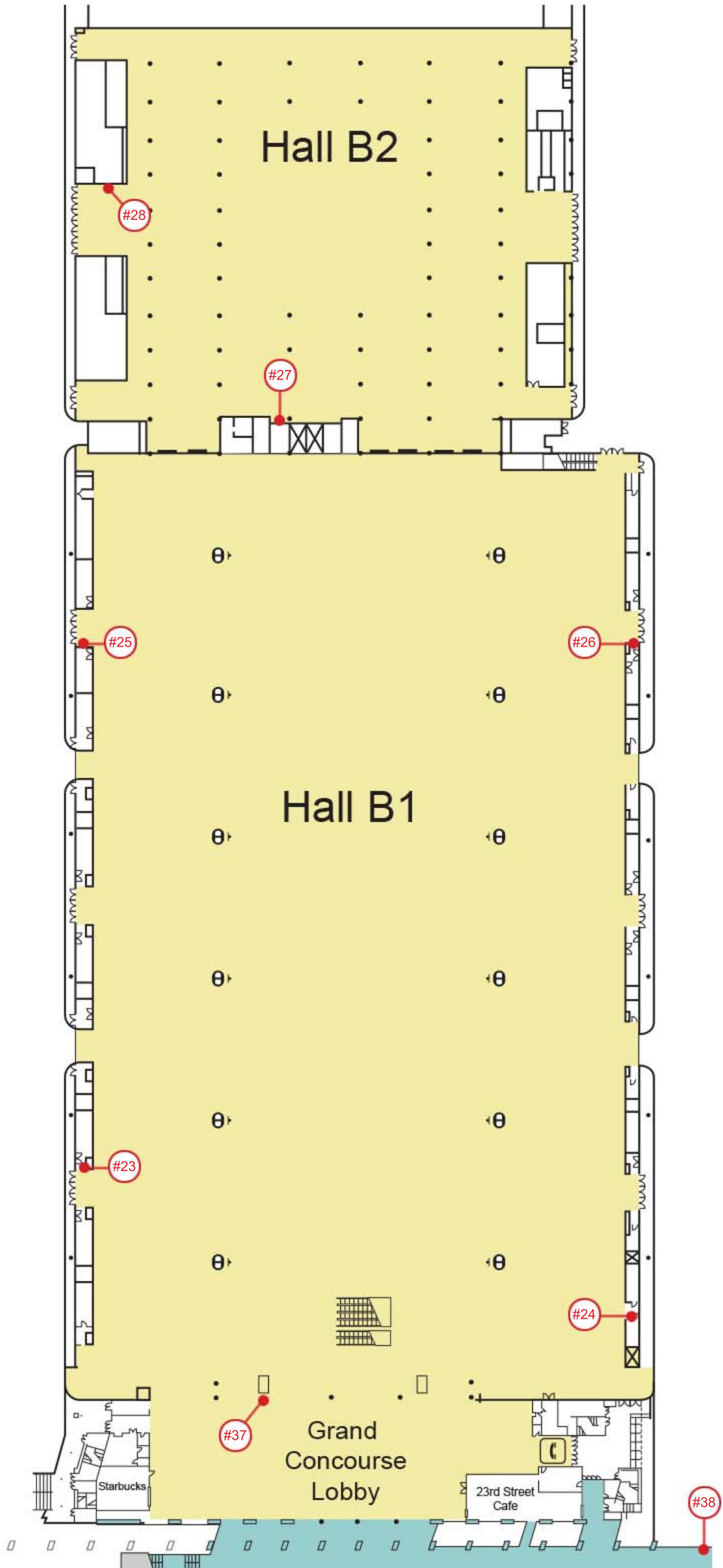
AED Locations - North Building - Level 1



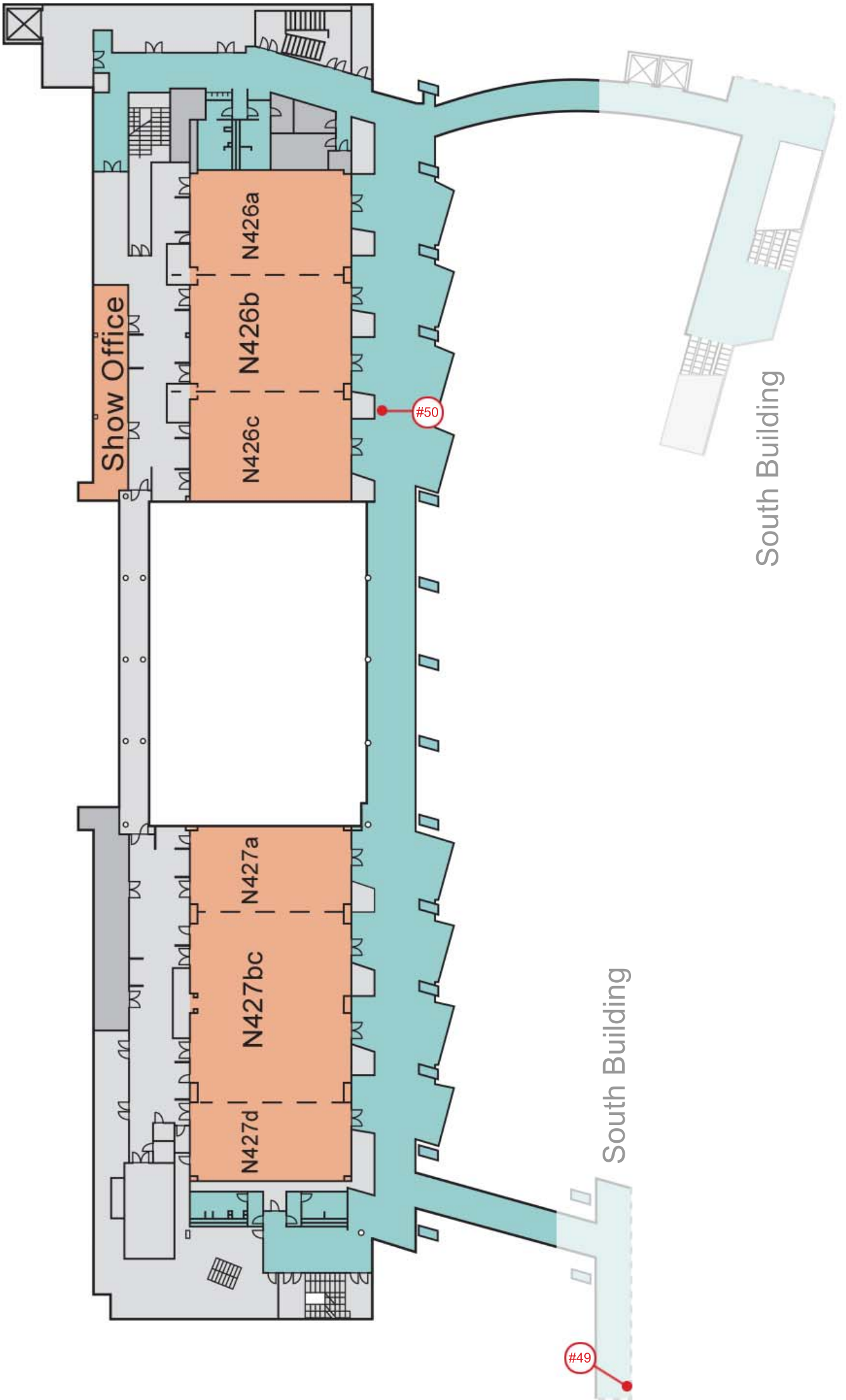
AED Locations - North Building - Level 2



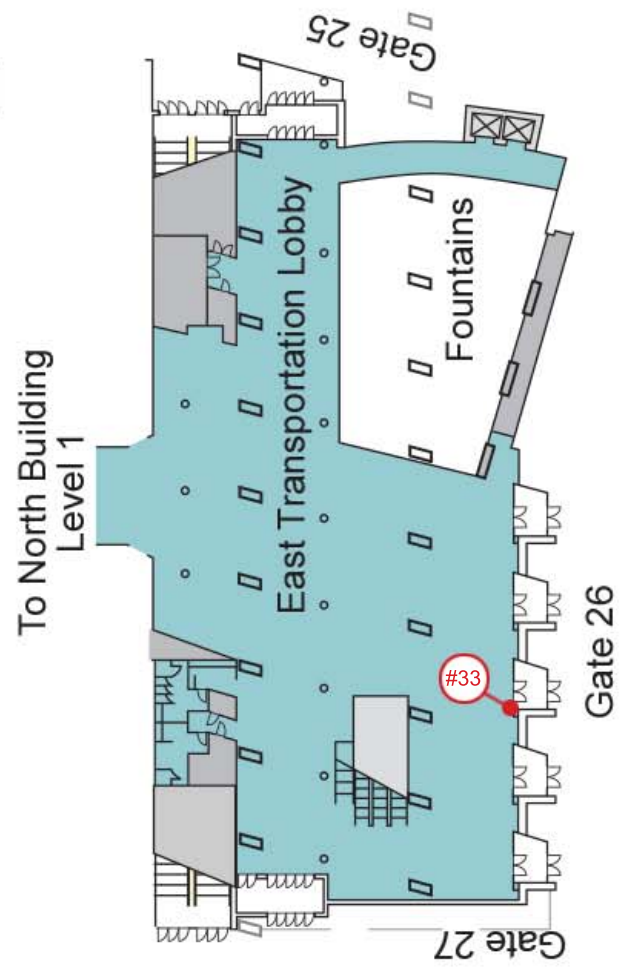
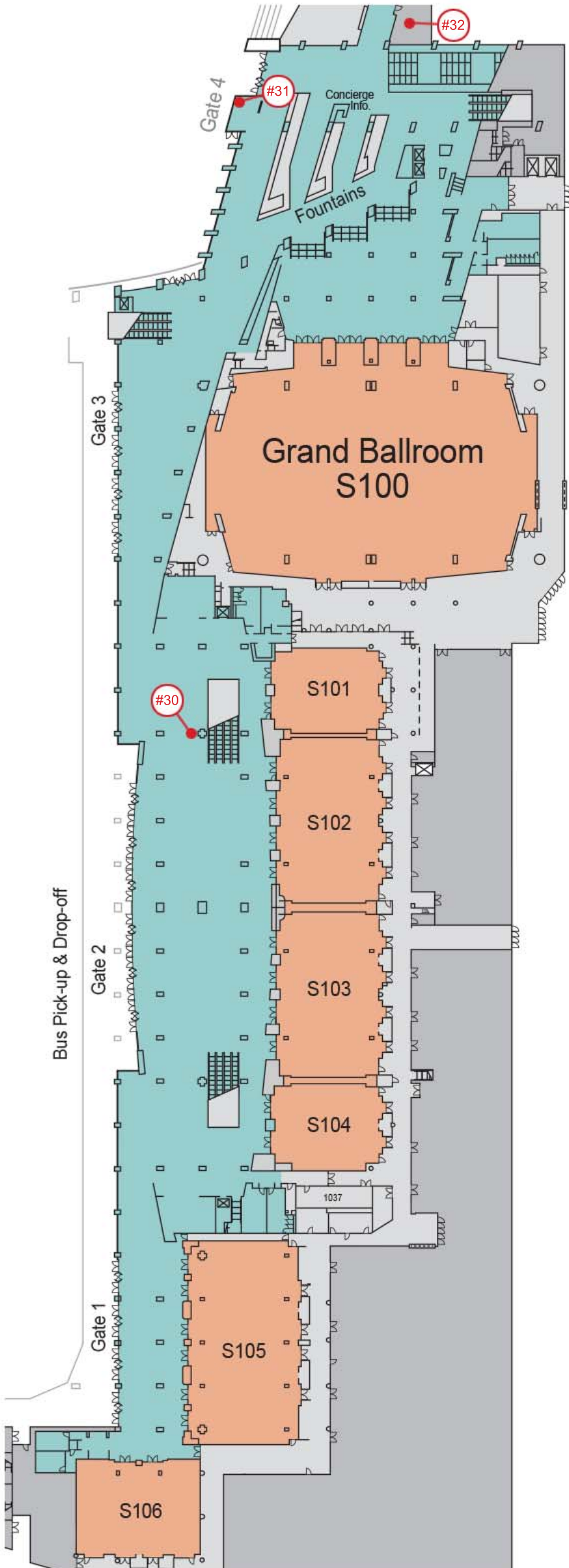
AED Locations - North Building - Level 3



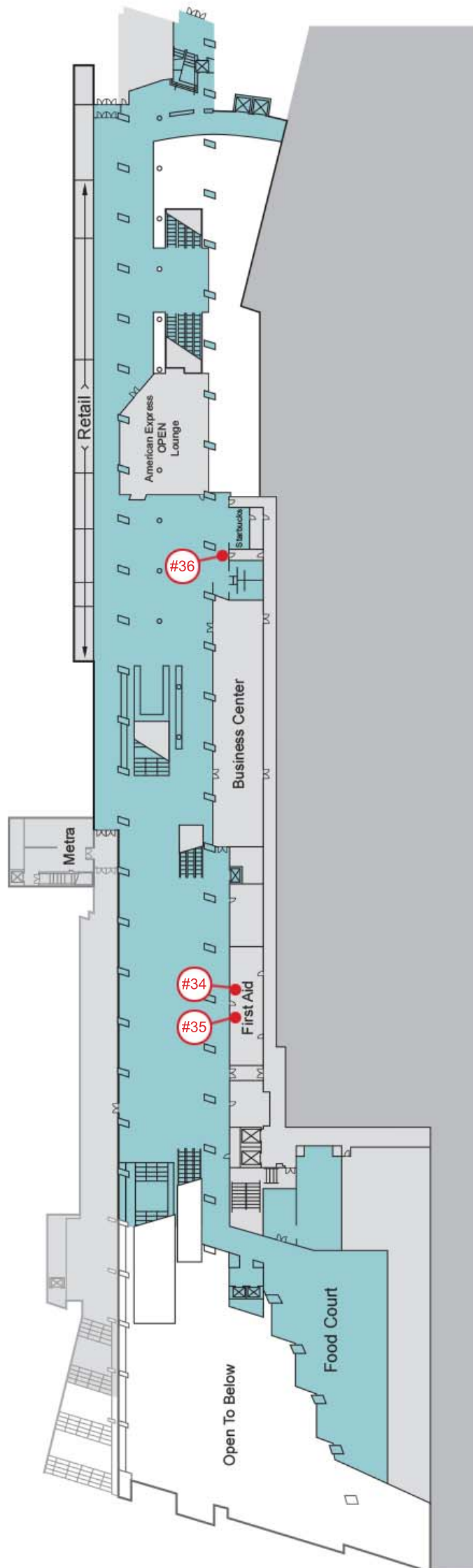
AED Locations - North Building - Level 4



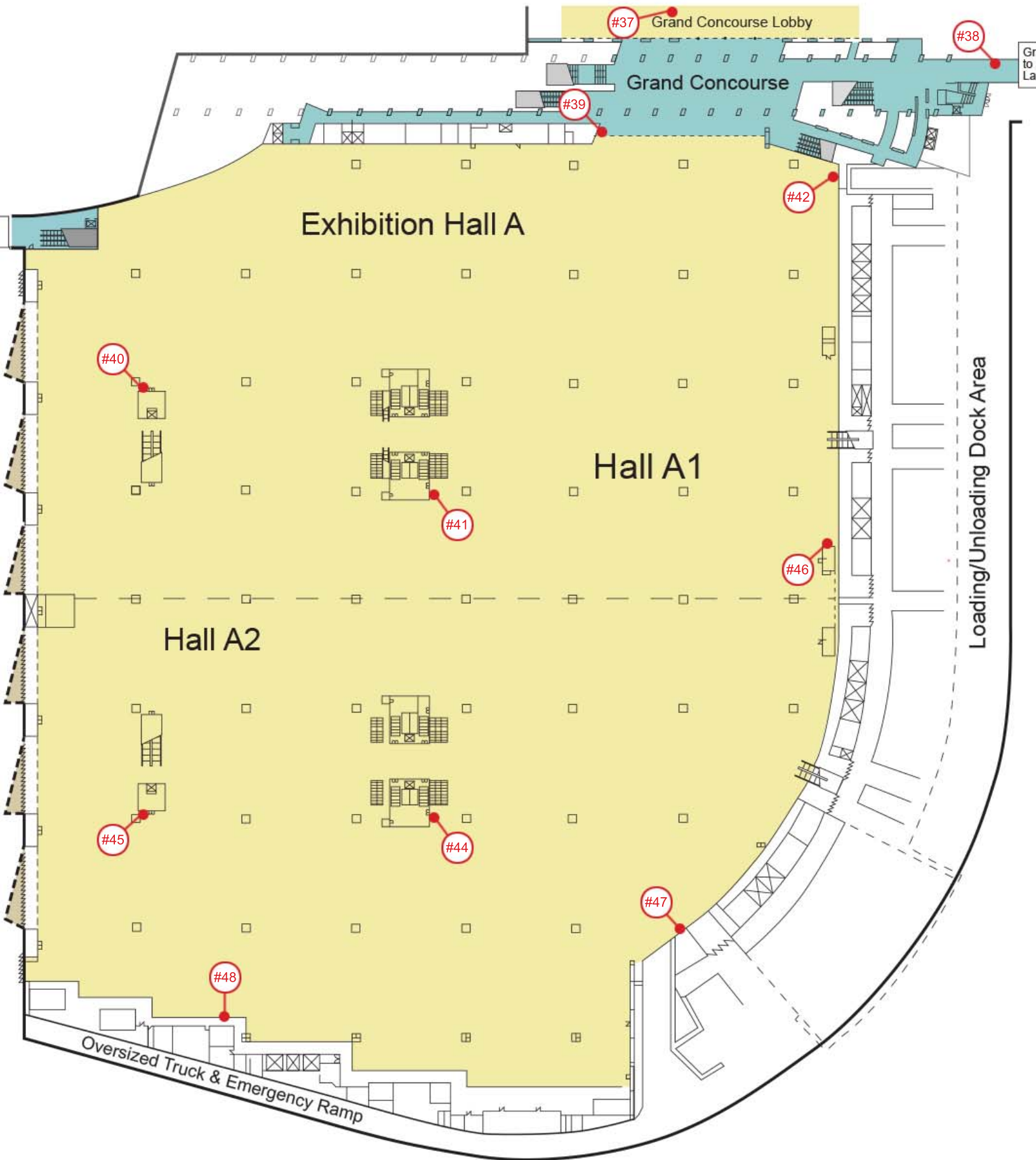
AED Locations - South Building - Level 1



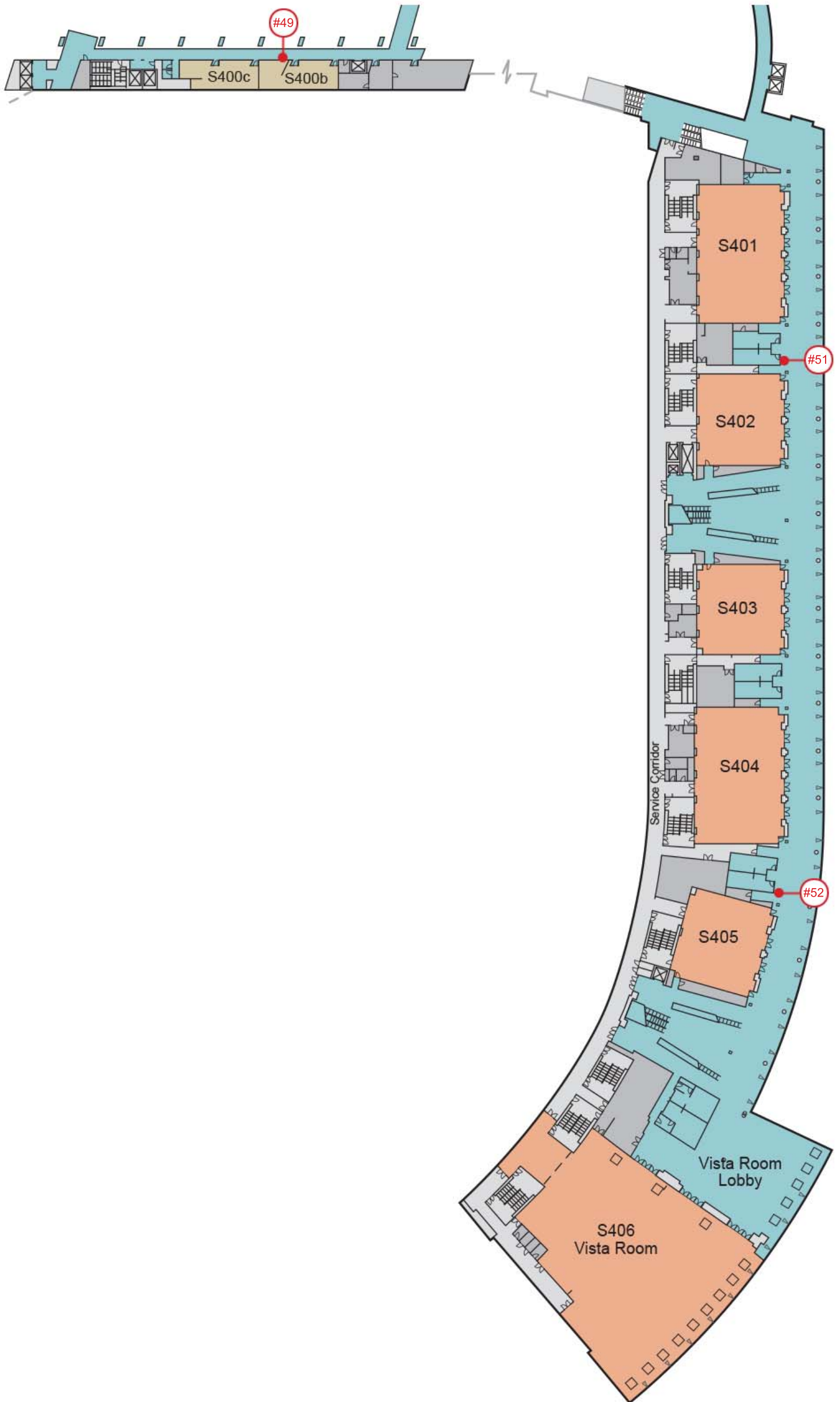
AED Locations - South Building - Level 2.5



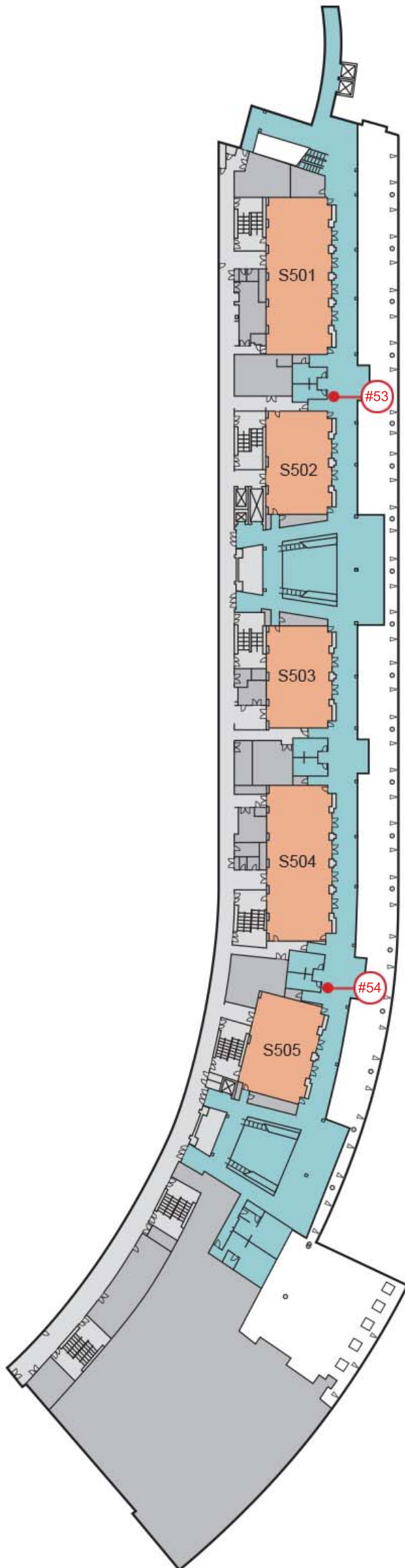
AED Locations - South Building - Level 3



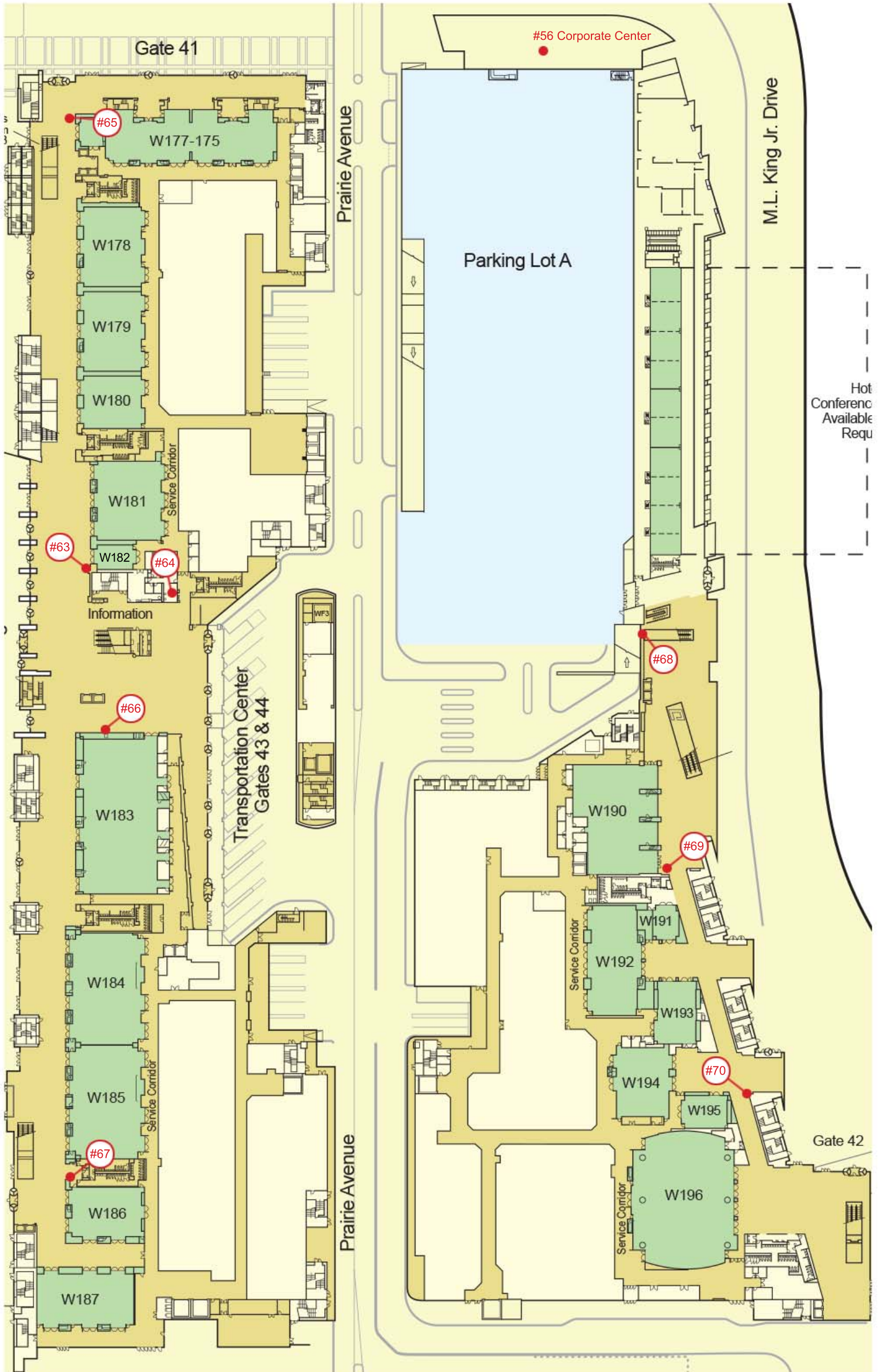
AED Locations - South Building - Level 4



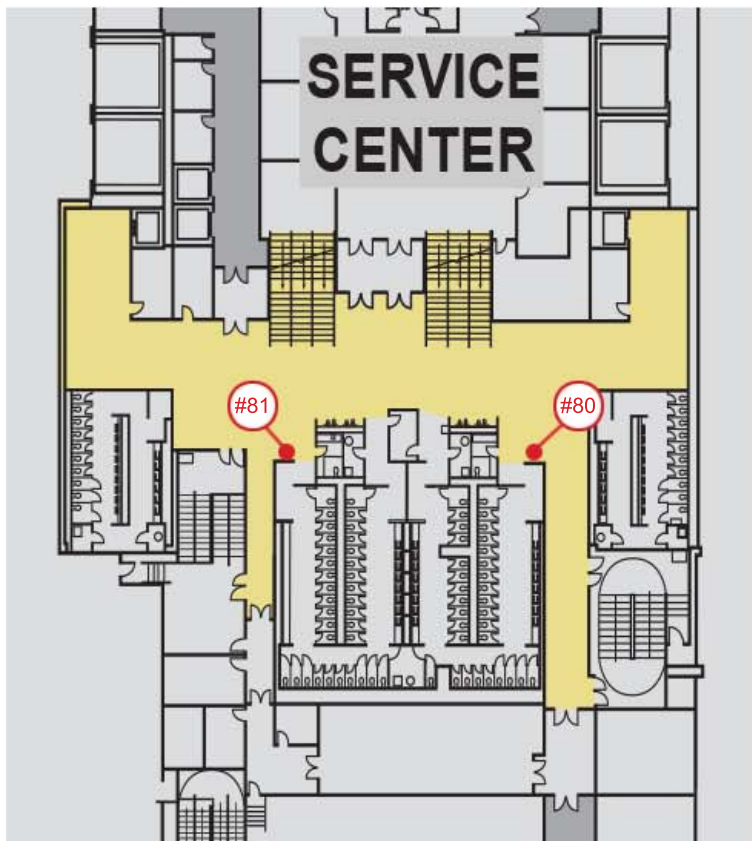
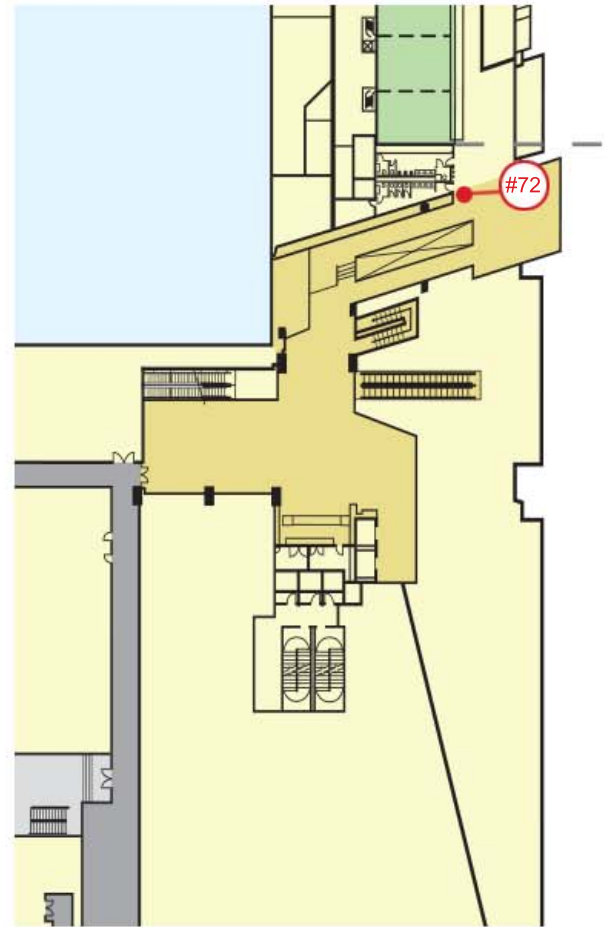
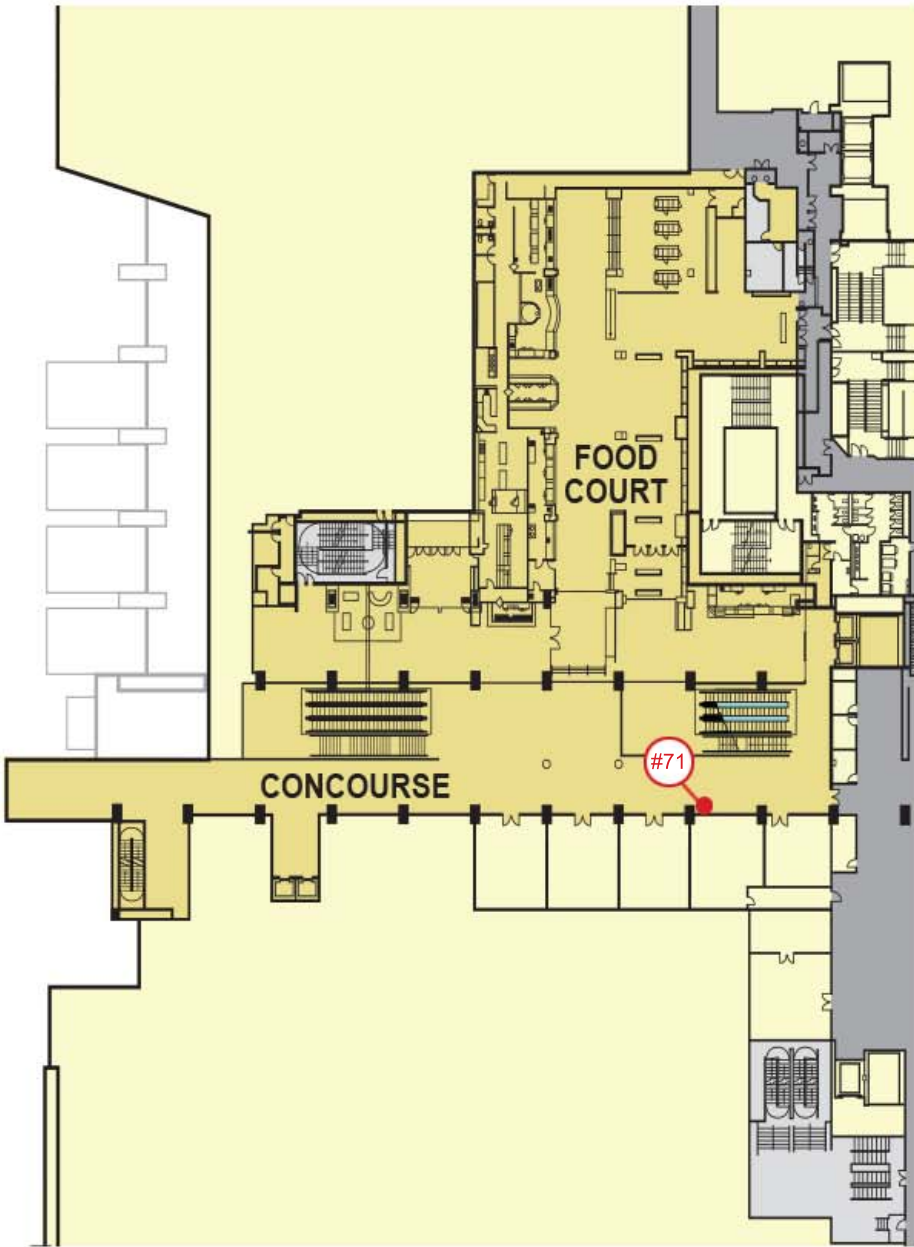
AED Locations - South Building - Level 5



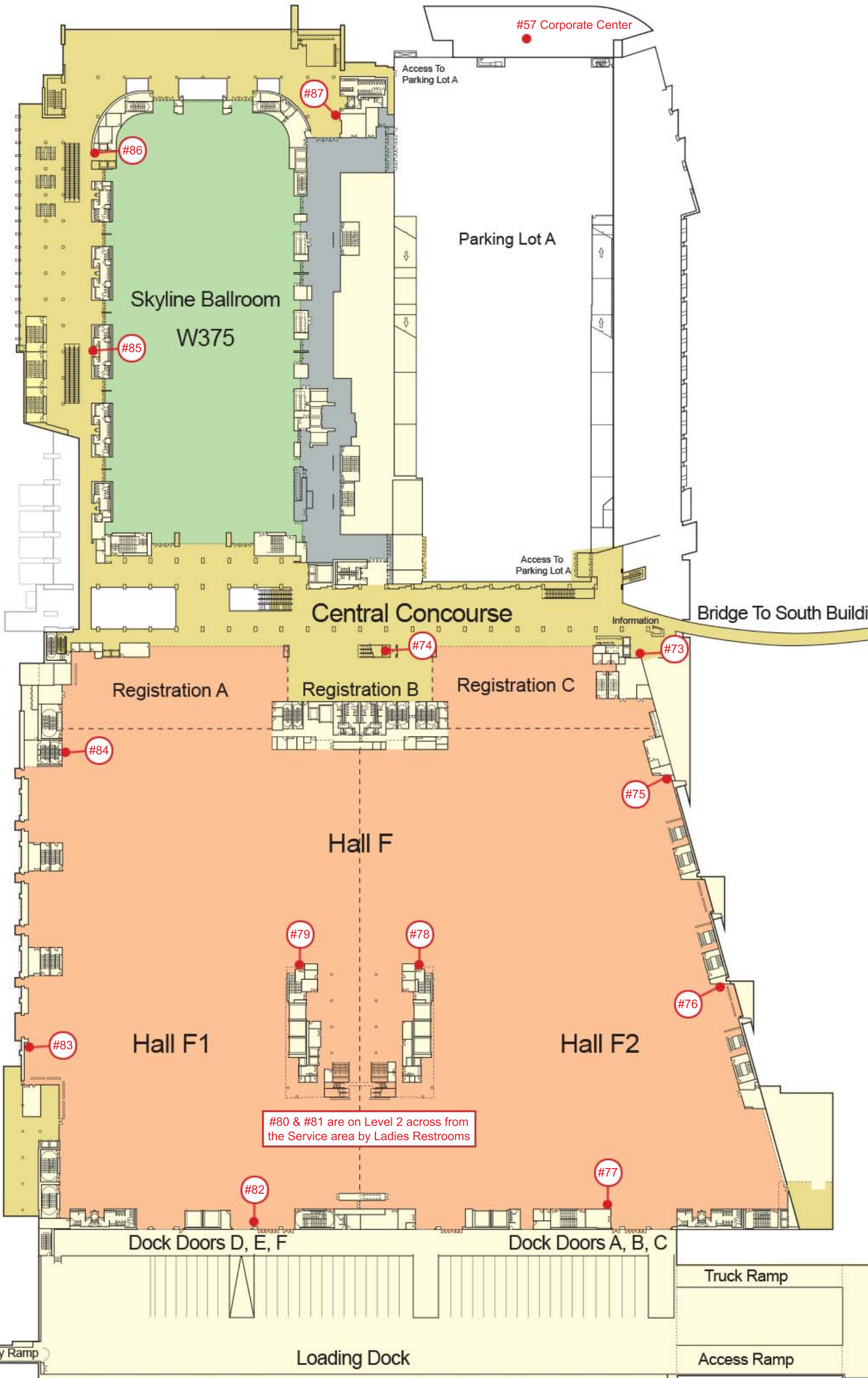
AED Locations - West Building - Level 1



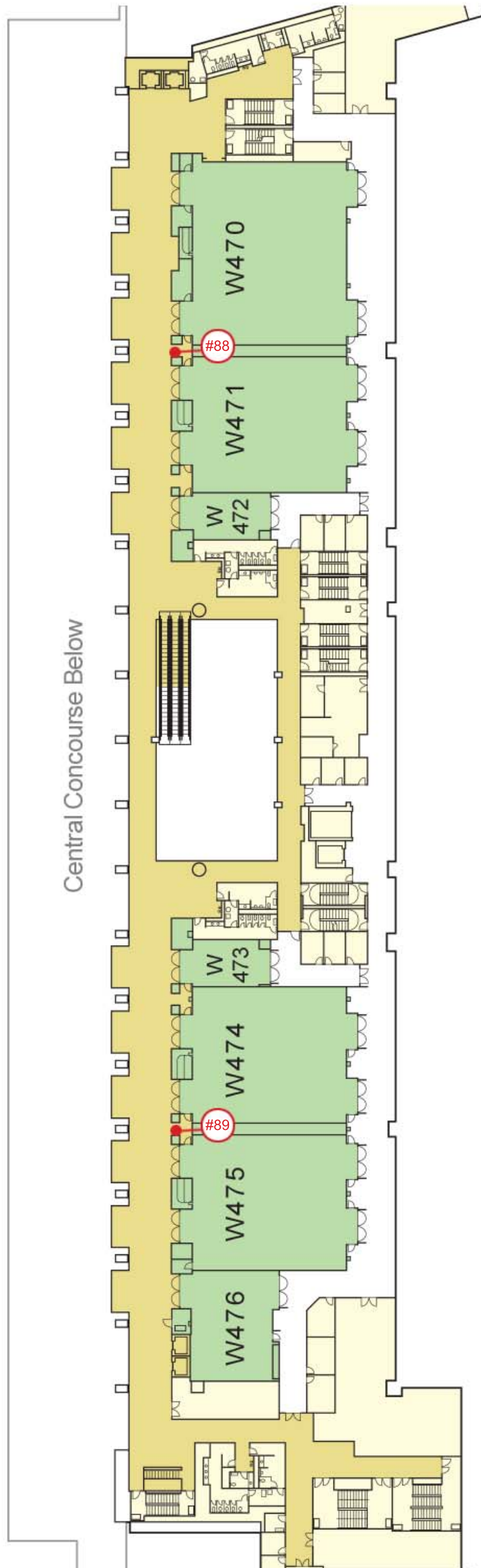
AED Locations - West Building - Level 2



AED Locations - West Building - Level 3

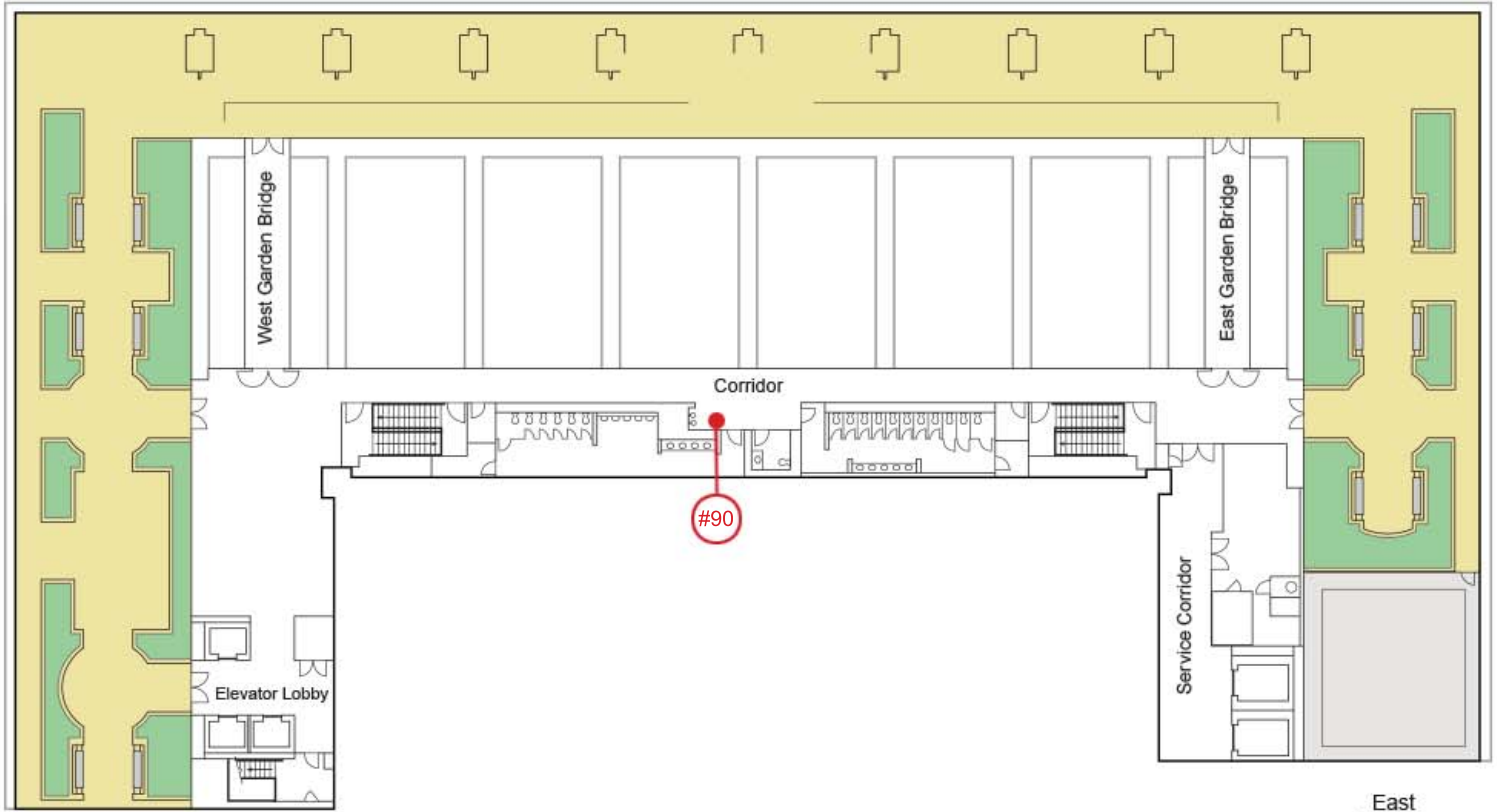


AED Locations - West Building - Level 4



AED Locations - West Building - Level 5

Rooftop Garden (Covered)
8,320 sq. ft.
772 sq. meters
(approx 26' x 320')



West Garden
(Not Covered)
2,220 sq. ft.
206 sq. meters
(approx 10' x 222')

East Garden
(Not Covered)
880 sq. ft.
80 sq. meters
(approx 10' x 88')



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www.packexpo.com

October 14-17, 2018
McCormick Place
Chicago, Illinois USA



First Time Exhibitor Guide

Discount Deadline:
August 27, 2018
(excludes labor)

PACK EXPO Services

PACK EXPO Services is your one-stop shop for ordering most services needed to exhibit at PACK EXPO International / Healthcare Packaging EXPO 2018. This Exhibitor Service Manual contains all the information you will need to know to successfully exhibit at the show. Each exhibitor is assigned a personal Customer Account Manager (CAM), who is your single point of contact. Below you will find the contact information for your CAM.

972-751-9400 (Main Phone)

972-751-9500 (Main Fax)

Email Contacts

2018 Customer Account Managers (CAM)				
Role	Name	Booths	Direct Phone	Email
WEST HALL		300 - 1099		
TL	John LeRoy		972-751-9427	jleroy@packexposervices.com
BUTL	Kelby Dorris		972-751-9431	kdorris@packexposervices.com
CAM	Janessa Jones	500-799	972-751-9429	jjones@packexposervices.com
CAM	Camila Figueroa	800-1099	972-751-9451	cfigueroa@packexposervices.com
SOUTH HALL		1400 - 4399		
TL	Robert Richardson		972-751-9437	rrichardson@packexposervices.com
BUTL	Brittany Laster		972-751-9401	blaster@packexposervices.com
CAM	Amina Williams	1400-2099	972-751-9192	awilliams@packexposervices.com
CAM	Nancy Martin	2100-2999	972-751-9175	nmartin@packexposervices.com
CAM	Natalie Harvey	3000-3999	972-751-9158	nharvey@packexposervices.com
CAM	Luke Toller	4000-4399	972-751-9189	ltoller@packexposervices.com
NORTH HALL		4500 - 6399		
TL	Staci Davidson		972-751-9407	sdavidson@packexposervices.com
BUTL	Delia Stein		972-751-9448	dstein@packexposervices.com
CAM	Brad Winton	4500-5199	972-751-9193	bwinton@packexposervices.com
CAM	Tina Early	5200-5899	972-751-9148	tearly@packexposervices.com
CAM	Emma Boose	5900-6399	972-751-9135	eboose@packexposervices.com
UPPER LAKESIDE HALL		6700 - 8999		
TL	Derrick Rippatoe		972-751-9439	drippatoe@packexposervices.com
BUTL	Missy Cass		972-751-9144	mcass@packexposervices.com
CAM	Tim Morris	6700-7599	972-751-9434	tmorris@packexposervices.com
CAM	Michelle Meyer	7600-8499	972-751-9180	mmeyer@packexposervices.com
CAM	Kristen Hodges	8500-8999	972-751-9166	khodges@packexposervices.com
LOWER LAKESIDE HALL		9000 - 11199		
CAM	Missy Cass	9000-9299	972-751-9144	mcass@packexposervices.com
CAM	Martika Sugg	9300-10199	972-751-9186	msugg@packexposervices.com
CAM	Donna Kastrati	10200-11199	972-751-9413	dkastrati@packexposervices.com



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(excludes labor)

Target Move In/Move Out Dates

You are assigned a specific target move-in date and time. This means your freight (if you are shipping any direct to McCormick Place) must be delivered on your assigned date and time. Your assigned target date does not mean you have to be setup on that date, it only means your freight must be delivered on that date. Please reference the Target Floor Plans uploaded to the Online Service Center.

Drayage

Drayage is included in your booth space purchase. What this means is if your freight is delivered on your assigned target date and time you will not be charged to have your freight taken from the dock and delivered to your booth. You **do not** need to order forklift labor to have your freight taken from the dock and delivered to your booth as long as your freight is received on your assigned target date and time.

Discount Deadline

You can receive a 30% discount on all PACK EXPO Services related items if you place your order and pay in full on or before Monday, August 27, 2018. If you choose to pay for your order by check or by wire transfer, your check or wire transfer must be received by PACK EXPO Services by August 27, 2018. If we have not received payment for your order by August 27, 2018 the 30% discount will not be applied to your order. The 30% discount does not apply to any type of labor. All PACK EXPO Services related items can be found under Section 3 in the Online Service Center.

When placing your booth service orders, you must fill out and return the "Payment Options Form" found in Section 2 in the Online Service Center. A credit card must be on file before your order will be processed even if you are paying by check or wire transfer.

Carpet / Flooring

Carpet / Flooring is required for your booth. You may bring your own Carpet / Flooring for your booth or you may rent it from PACK EXPO Services.

Cleaning

Cleaning is not included in your rental carpet order. Your carpet is cleaned before it is laid down in your booth. The show floor is very busy and gets very congested which can cause your carpet to get very dirty throughout the move-in process. If you want your carpet cleaned, you will need to order One-Time Vacuuming or Daily Vacuuming.

Electricity

Electricity is not included with your booth. The electricians will run electrical stringers in the back of your booth and you will see an electrical outlet in the back. Please note that if you did not order an electrical outlet and you plug into the outlet in the back of your booth you will be charged for that electrical outlet. Electricians do run an electrical audit to determine who is using electricity but did not order it. If you require electricity in your booth you must place an electrical order. If you require your outlet/outlets in a specific spot in your booth you must submit a detailed floor plan indicating where you need your outlet/outlets placed. If you require a floor plan it must be submitted to **PACK EXPO Services by Monday, September 24, 2018**. Any floor plan submitted after September 24, 2018 will incur a \$500 late floor plan fee.

PACK EXPO Services is excited to announce that we have developed an **electrical bundle** for PACK EXPO International/Healthcare Packaging EXPO 2018. The purpose of the bundle is to streamline the billing process, making it easier for exhibitors to budget and avoid surprises. Following is a recap of the program:

- Cables, tape, cords and power strips will now be included in the outlet price which has been adjusted to bundle these into one rate. Custom material items like quad boxes, disconnects, transformers, or breaker panels etc. are not included in the bundle.
- Exhibitors who order an outlet and incur labor charges will receive a 1 hour credit on inbound and ½ hour credit on outbound as part of the bundle. Regardless of total quantity of outlets ordered, the maximum credit per booth will be 1 hour on inbound and ½ on outbound.



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First Time Exhibitor Guide

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Electrical (continued):

- To adhere to MPEA regulations, the labor bundle adjustment will show as a credit on your final invoice for exhibitors who order an outlet and labor.
- The labor credit will only be applied if additional booth work or floor work electrical labor is incurred as part of your electrical service. Examples include custom placement of an outlet, hanging of booth lights or equipment hookup.
- The labor credit will not be applied to electrical labor charges incurred for Audio / Visual installation.

Floor Plans (Electrical, Plumbing, Telecom)

If your booth requires a floor plan you will need to submit a detailed to scale floor plan to PACK EXPO Services by Monday, September 24, 2018. Any floor plan received after Monday, September 24, 2018 will incur a \$500 later floor plan fee.

Height Restrictions

If your booths under 1500 sq. ft. the maximum height limit in your booth is 12'. If your booth is 1500 sq. ft. and above your maximum height limit in your booth is 18'. Please refer to the [Rules and Regulations](#) for all show rules and restrictions.

Hanging Signs

If you will have a hanging sign in your booth it will need to be approved by PACK EXPO Services first. No sign will be hung if the proper paperwork has not been submitted and your sign has not been approved. You must submit all hanging sign paperwork by Monday, August 27, 2018 for approval. Please refer to the Rules and Regulations for hanging sign guidelines.

We are also excited to announce that the guaranteed Straight Time rate will be applied rather than the standard rate for Hanging Sign labor provided the following conditions are met:

- **All required Hanging Sign paperwork is submitted to PES (forms 14d-f) prior to 8/27/18 and sign has been approved by show management.**
- Hanging sign must be received at the Advanced Warehouse by 9/28/2018 .
- Hanging sign must be separated and clearly labeled as a hanging sign to ensure it is added to the pre-show installation schedule.

Plumbing

Determine how many pieces of equipment will need to be connected to either Air, Water, Drain, or Natural Gas.

Pricing Includes: Initial (1st) Floor or Overhead service outlet, 100' of 1/4" to 1" (standard) hose (Air, Water, Drain, and Gas), lift (scissor or condor to bring in service from overhead), labor for initial location as determined by floor plan submitted, and needed CFM's.

Up to two secondary services can be run within 15' of a primary service. Air lines run from overhead cannot be split into secondary services.

Please note: We do not supply Metric fittings for connection.

Inline booths and Peninsula booths will have service brought to center back at curtain line if no floor plan is submitted with order. If size is not submitted with order, we will provide a minimum size of 1/4" nominal.

All island booths requesting service will need to submit a detailed floor plan with order showing where services need to be installed to. Without a floor plan, services could be delayed and additional cost could be incurred.

After initial services are installed, any changes to installation will be on a new labor ticket and materials order.



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Plumbing (continued):

No compressors are allowed on the show floor other than those supplied by PES.

1/4" Line = 1 - 20 CFM
1/2" Line = 21 - 59 CFM
3/4" Line = 60 - 110 CFM
1" Line = 111 - over CFM

Please refer to the union jurisdictions and exhibitor rights forms for more information.

You must specify line size and CFM used per outlet when placing your order.

Pricing Excludes: Ramping which is time and material cost, any applicable fees or taxes, any above and beyond the normal requests for hardware, specific brand products, pressure regulator valve installations and/or major equipment / machinery retro fitting and assembly. Any and all work requested to be done on OT or DT Schedules or any floor or booth work scheduled outside of the outlet service scope of work. This will be done at the published hourly labor rates and thus noted on change order or supplemental work tickets which will be signed by the exhibitor(s) as the work is performed and completed.

If you have any questions regarding the Exhibitor Services Manual, please contact your Customer Account Manager at the contact information provided at the top of this document, or call 972-751-9400 and select option 4.