



GlobalShop 2008

McCormick Place West Building
March 18-20, 2008
Chicago, IL

MEETINGS BEFORE/AFTER EVENTS ON SHOW FLOOR APPROVAL FORM

DEADLINE: February 15, 2008

- ◆ Exhibitors may hold hospitality functions within the confines of their booth before, during or after show hours.
- ◆ For functions before or after show hours only, exhibitors must complete and submit this form to Show Management for approval. Functions held during show hours within your booth do not require prior approval.
- ◆ Exhibitors will be notified by Show Management of approval of your before or after hours event via this form.
- ◆ For events before or after show hours, the Exhibitor is responsible for the following:
 - ❖ Escorting guest to and from your booth. Guests must be greeted in the Registration and/or Show Entrance area and escorted to your booth. Show management suggests providing two escorts: one to greet guest and one to escort guest. Escorts may have hand-held signs to help locate guests. No signs may be posted. Invitations should state that guests will be met, greeting and escorted into the exhibit hall.
 - ❖ Ensuring all guests have official show badges. Guests without badges will not be allowed into the exhibit hall.
 - ❖ Ensuring all guests remain within confines of exhibitor's booth. Guests may not roam the exhibit hall or assemble in the aisles.
 - ❖ Hiring security (one guard per 50 people). Four-hour minimum. Order security using the Security Service Order form in the *Service Order Forms* section of this manual.
 - ❖ Ordering tables from Freeman for any catering functions, using the order form in the *Freeman Service Order Forms* section of this manual.
 - ❖ Order catering from Chicago Restaurant Partners for any catered functions, using the order form in the *Official Show Service Providers Order Forms* section of this manual.
- ◆ All costs for all functions before, after or during show hours are the responsibility of the exhibitor.
- ◆ Electricity, air conditioning/heat and lights will be at full power on Tuesday, March 18 from 7:00am to 8:00pm and Wednesday, March 19 from 8:30am to 6:00pm. Hours of full power on Thursday, March 20 are 8:30am to 3:00pm. For utility needs beyond these hours, exhibitor must make alternative arrangements with FOCUS ONE using the utility order forms in the *Official Show Service Providers Order Forms* section of this manual.
- ◆ To accommodate exhibitors' request for lighting the hall for photography after hours, the following schedule will be in effect: Tuesday, March 18, 2008 from 5:00pm – 8:00pm.

_____	_____	_____
Exhibiting Company	Booth Number	Contact Person
_____	_____	_____
Type of Event	Phone	Fax
_____	_____	_____
Event Date	Hours of Event	# of Guests

Fax or mail completed form by February 15, 2008 to:
 Bruce Wilson, GlobalShop 2008
 Nielsen Business Media
 1145 Sanctuary Parkway, Suite 355
 Alpharetta, GA 30004
 Fax: (770) 777-8842
 Bruce.wilson@nielsen.com

For Show Management Only

Approved

Denied

Signed: _____

Date: _____

Notes: _____
