

**NCBJ EXHIBITOR CHICAGO OCT. 8 – 11, 2014: FINAL INFORMATION**

**Nature of the Exhibit:** The exhibits are to provide professional, educational information concerning goods and/or services provided by the Exhibitors for bankruptcy attorneys, judges and others involved in the bankruptcy/insolvency profession attending the National Conference of Bankruptcy Judges.

**Exhibit Space:** All table-top-spaces include one 6-foot by 30-inch table top with space for two chairs. **No Booths – TABLE TOPS ONLY.**

**Installing and Dismantling:** Installation of exhibits will take place on Wednesday, October 8<sup>th</sup>, 2014, from 2:00pm - 5:00pm. Tear down is Friday, October 10<sup>th</sup> from 1:00 pm to 3:00 pm. Exhibits are in Columbus ABCD, Hyatt Regency Chicago, East Tower.

**Provided Furniture:** A draped, 6-foot table and two banquet chairs are provided in each booth space.

**Electrical, Telephone, Internet or AV:** Any electrical, telecommunication or audio visual needs must be ordered in advance from the hotel using the forms in this document. Fax your forms to **Encore Exhibit** at 312-275-8735 before Monday, September 29<sup>th</sup>, 2014 to coordinate your electrical, telecommunication or audio visual needs. If you do not reserve these services by Monday, September 29<sup>th</sup>, 2014, the hotel will not guarantee that they can accommodate your request. Please see the attached PDF with prices and order form.

**Shipping:** Ship your materials to arrive no earlier than **Wednesday, October 1<sup>st</sup>, 2014**. Guests will pay a per item fee to retrieve the freight. Please see attached information. We recommend that you number the pieces of your shipment. **Please Note:** Early deliveries risk getting lost or damaged.

**Address each package to:**

**Hyatt Regency Chicago**

Hold for: **NCBJ** – Tricia Schoner Convention Service Mgr.

Columbus ABCD

151 East Wacker Dr.

Chicago, IL 60601

Company Name: (Ex: ABC Company) \_\_\_\_\_

**Exhibit Limitations:** The exhibit activity of each Exhibitor must be within the Exhibitor's allocated space. Exhibitors may not use noise, lighting or other distractions judged by the Conference Manager to be offensive to other Exhibitors. Visual aid devices, tape recording equipment or other mechanical devices shall not unduly interfere with other Exhibitors.

**Cooperation:** The foregoing terms and conditions have been formulated to service the best interests of Exhibitors and attendees. The cooperation of all Exhibitors and patrons is requested. All points not covered herein are subject to settlement by the Conference Manager.

**ATTACHMENTS:**

Floor Plan for Exhibit Area in Columbus ABCD

Encore – Business Center, AV Rentals, Electrical, Shipping In & Out Bound

Internet Wi-Fi point at your table, please see attached “**Credit Card Authorization Form**”

Wireless – “Business Class - \$36.00/device/day/non-roaming

Wireless - “Business Plus” - \$39.95/device/day – full roaming:

Order Electrical Service for your table, please see attached “**Credit Card Authorization Form**”.

20 amp Circuit.....\$135