

***Welcome***

## **WELCOME TO THE ODEUM EXPO CENTER**

The Odeum Expo Center is pleased to be a part of your big event. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Having a premier location, spacious facilities, and a proven commitment to service are what make the Odeum Expo Center one of the most flexible and convenient meeting destinations in the metropolitan Chicago area. Surrounded by major hotels, restaurants, and shopping malls, the Odeum is located in the hub of eastern DuPage County's busiest transportation corridor and just five miles from O'Hare International Airport, within easy access by major expressways from downtown Chicago and all areas around Chicagoland.

The physical capabilities of the Odeum are surpassed only by the level of care and customer service that exhibitors find here. The complex houses a 5000-seat arena, space for 500+ tradeshow booths, and meeting rooms to accommodate from 10 to 5000 people. Clients can enjoy the full-service amenities of a large, clear-span facility, as well as personal attention derived from a business that is family owned and operated; and, management staff and suppliers that are well equipped to handle the unique demands of any event, from the initial planning all the way to a successful conclusion.

Included in your Exhibitor's Service Manual (provided to you by your show host) are vital facts and information about your event, as well as Convention Services forms for ordering various services and equipment. Please review, complete, and submit your order forms as early as possible to take advantage of discount pricing.

If you have any additional questions, please do not hesitate to call. Or visit our office on the second floor during your event days and we will assist you with any last-minute requirements,

We look forward to working with you and your company toward a successful show!

Odeum Expo Center  
1033 North Villa Avenue  
Villa Park, Illinois 60181  
630-941-9292  
630-832-9183 fax  
[www.OdeumExpo.com](http://www.OdeumExpo.com)

**ODEUM**  
*Expo Center*

# ***Public Safety Requirements***

## **EXHIBIT BOOTHS-**

All draperies, backdrops, decorations, platforms, booth partitions, and coverings for tables and counters shall be of materials that are rendered flame-retardant, satisfactory to the Villa Park Fire Department.

## **OBSTRUCTIONS-**

All booth equipment, easels, signs, furniture and carpeting must be confined to the measured limits of the booth. Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Emergency equipment such as extinguishers, exit signs, sprinkler valves, alarms, and hose connections shall not be obstructed by any items of exhibit. No storage is allowed behind booth backwall.

## **ELECTRICAL-**

All electrical wiring, hook-ups, lights, and other apparatus must meet Village code. If an extension cord is used on display equipment, it should be of a 3-wire (grounded) UL type approved, of adequate size and in operable condition.

## **ADHESIVES & FASTENERS-**

No pins, tacks, or adhesives of any kind are permitted on any Odeum wall, door, or column. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Odeum. Any tape applied to the floor must be approved by building management.

## **COMBUSTIBLES-**

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily. A fire extinguisher is required by the Villa Park Fire Department and must be readily available in your booth.

## **EXPLOSIVES-**

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks, or Class B or Class A explosives of any type without the approval of the Villa Park Fire Department.

## **DISPLAY OF MOTOR VEHICLES-**

Any automobile, motorcycle, truck, boat, or other equipment burning Class 1 fuel shall comply with the following requirements:

- The fuel supply for 4-piston and under engines shall be none.
- The fuel supply in larger than 4-piston engines shall be a maximum of 1/8 of a gallon.
- Gas cap must be locked and/or taped shut.
- All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
- Any battery or power source for the engine shall be disconnected.
- No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Villa Park Fire Department.

Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

# **Public Safety Requirements**

(continued)

## **PERMITS-**

A permit shall be required for the following:

- Display and operation of any heater, barbeque, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request)
- Use of any compressed gases.

## **SAFETY-**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Odeum cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the Convention Services Form in your show's Exhibitor's Service Manual and the necessary ladders and tools will be provided.

## **SPECIAL NOTICES-**

All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at the exhibitor's expense. All materials and equipment furnished to the exhibitor by the Odeum will remain Odeum property and will be removed by the Odeum after close of show.

## **LIABILITY-**

The Odeum is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willfull negligence of an employee of the Odeum or MG Concessions. Each exhibitor hereby expressly releases Odeum and MG Concessions from such liabilities and agrees to indemnify Odeum and MG Concessions against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

## **SMOKING & CONCEALED WEAPONS-**

Illinois State Law prohibits smoking and concealed weapons within a public facility, therefore, no smoking or firearms are permitted within the Odeum. Ask facility staff for designated smoking areas outside the building for your event. Please leave firearms at home or in your vehicle.

## **FOOD SERVICE-**

**No food or beverage may be brought into the Odeum from outside the facility.** All food and beverage sampled or consumed on the premises must be provided by MG Concessions, or special arrangements must be made with MG Concessions prior to your event date.

## ***Material Handling***

Advance Shipments to the Odeum Allowed **Within Week of Show**

Move-In: **Check With Show Promoter for Exact Hours**

Move-Out: **Immediately After Show**

Post-Show Pick-ups **MUST** Be Scheduled for **End of Show or Early Next Day**

Exhibitors may hand-carry or use personal dollies/carts to load-in/load-out their materials into/from the Odeum Expo Center on the designated Move-In/Move-Out dates during the designated times. Shipments of materials before and after the event dates **MUST** be arranged within the designated timeframe as indicated above. Shipments outside of the above timeframe **MUST** be pre-arranged with the Odeum which may result in additional charges.

Pallet Shipments of materials to the Odeum arriving before move-in date, will be placed in exhibitor's booth early on move-in date. Loose Box Shipments will be brought to your booth once your staff is on-site to receive them.

### **MONEY SAVING SHIPPING TIPS-**

In general, to keep your material handling costs down, be sure to ship your materials all together.

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Include NAME OF EXPO, COMPANY NAME, and BOOTH NUMBER on all packages.
- When shipping direct to/from the Odeum Expo Center, confirm in advance that your carrier can guarantee delivery/pick-up of your freight to/from the facility during move-in/move-out dates. When possible, schedule shipments to arrive/depart during normal business hours, 9am-5:30pm (CST), Monday-Friday.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3, and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates, and phone numbers for tracking purposes.
- Please be aware that small package handlers may split shipments resulting in the Odeum receiving multiple shipments, which results in multiple charges.

### **MATERIAL HANDLING DOCUMENTATION-**

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. Billed weight is based on incoming weight, which is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or certified weight ticket (cwt). Separate shipments will not be combined. Shipments arriving without a specified weight will be assigned an approximate weight by the Odeum...this weight will prevail.

### **UPS & FedEx SHIPMENTS-**

The Odeum will not be responsible in any way for the condition, count or content of UPS and FedEx deliveries to the facility. The UPS or FedEx document signed by an Odeum representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.



## ***Material Handling (continued)***

Advance Shipments to the Odeum Allowed **Within Week of Show**  
Move-In: **Check With Show Promoter for Exact Hours**  
Move-Out: **Immediately After Show**  
Post-Show Pick-ups **MUST** Be Scheduled for **End of Show or Early Next Day**

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### **WHEN TO SHIP-**

Shipments directly to the Odeum Expo Center should be timed to arrive **WITHIN THE BUSINESS WEEK OF THE SHOW DATES** only. No earlier.

### **WHERE TO SHIP-**

Address all **DIRECT TO FACILITY** shipments to:

Exhibitor's Name:

Booth #:

SHOW NAME

c/o Odeum Expo Center

1033 North Villa Avenue

Villa park, IL 60181

### **LIMITS OF LIABILITY-**

The Odeum Expo Center will not be responsible for

- A. the condition, count or content of exhibit displays and materials. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the facility, to and from the booth, and for the duration of the show.
- B. damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C. the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
- D. any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

### **EMPTY CRATES & LARGE CONTAINERS-**

Exhibitors with crates or large containers **that need to be returned to pack up booth materials** at the end of the show must affix **EMPTY CONTAINER LABELS** on the crates or containers as soon as they are empty. Empty Labels are part of your Exhibitor Service Manual, so make enough copies for you to label your materials accordingly. Affixing the labels is the sole responsibility of the exhibitor. The Odeum assumes no responsibility for removal of containers with improper information on labels, or valuables stored in containers with Empty Labels on them. Empty Labeled crates and containers will be removed from the show floor and stored until close of show.

### **POST-SHOW RESPONSIBILITY OF EXHIBITOR-**

If materials need to be shipped from the Odeum after the show, it is the responsibility of the exhibitor to ready their materials for shipment and pre-arrange for pick-up on the designated date as indicated above during normal business hours (M-F 9am-5:30pm CST). ALL shipping supplies (packing material, tape, bindings, shipping forms & labels, etc.) should be provided by exhibitor.





# Material Handling Order Form

Submit this order form if you will be shipping materials **DIRECTLY to the Odeum Expo Center**. Use the rates and calculate below your material handling charges which **MUST BE PRE-PAID** or your materials will not be accepted at the facilities and processed for delivery to your booth. All material handling fees will be the sole responsibility of each vendor.

Description	Material Handling Rate
Loose Boxes (non-pallet shipment) per delivery (up to 10 boxes per delivery)	\$35.00
Standard Pallet (4'x4'x5' ht) LOAD-IN ONLY per pallet	\$50.00
Standard Pallet (4'x4'x5' ht) LOAD-IN <u>AND</u> LOAD-OUT per pallet	\$75.00
LARGE CONTAINERS, "Specialized Containers" or any other questionable shipping method, contact the Odeum with weight & size BEFORE shipping.	Call for Rates

## CALCULATE MATERIAL HANDLING CHARGES:

Carrier(s)	Tracking # or Shipped From	Date of Arrival	Weight of each (Boxes, Pallets, Other)	# of Pieces	Rate		Cost	
					X		=	\$
					X		=	\$
					X		=	\$
					X		=	\$
Payment Method <b>MUST</b> accompany order form to process order. Orders received without full payment (check, money order or credit card) will not be processed. <b>Order by 15 days prior to show dates or additional charges may apply.</b>					<b>TOTAL</b>		<b>\$</b>	

NAME OF EXHIBITOR: \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 SHOW SITE CONTACT NAME: \_\_\_\_\_ SHOW SITE PHONE: \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 AUTHORIZED BY (print): \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_

Mail or Fax with payment **BY 15 DAYS PRIOR**, to:  
**Odeum Expo Center, 1033 N. Villa Ave, Villa Park IL 60181**  
**PHONE: 630-941-9292 FAX: 630-832-9183**  
*(Please make a copy and retain for your records)*

Visa/MC # _____ Expiration Date _____ 3-Digit C V V# _____ Name on Card (print): _____ Signature: _____ <p style="text-align: center;">NOTE: A 3% Administrative Fee will be added to your total order.</p>
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**DIRECT TO SHOW SITE**

# EXHIBIT MATERIAL



***RUSH TO:* Odeum Expo Center  
1033 North Villa Avenue  
Villa Park IL 60181**

SHOW NAME

Odeum Expo Center  
Villa Park, Illinois

Exhibitor Name

Booth #

**DIRECT TO SHOW SITE**

# EXHIBIT MATERIAL



***RUSH TO:* Odeum Expo Center  
1033 North Villa Avenue  
Villa Park IL 60181**

SHOW NAME

Odeum Expo Center  
Villa Park, Illinois

Exhibitor Name

Booth #

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dotted lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

**Important Note: Hazardous materials will not be accepted at show site.**

**EMPTY CONTAINER**

**EXHIBIT MATERIAL**



# ***EMPTY CONTAINER***

**Please SAVE & RETURN to Booth # indicated at end of show**

SHOW NAME

Odeum Expo Center  
Villa Park, Illinois

Exhibitor Name

Booth #

**EMPTY CONTAINER**

**EXHIBIT MATERIAL**



# ***EMPTY CONTAINER***

**Please SAVE & RETURN to Booth # indicated at end of show**

SHOW NAME

Odeum Expo Center  
Villa Park, Illinois

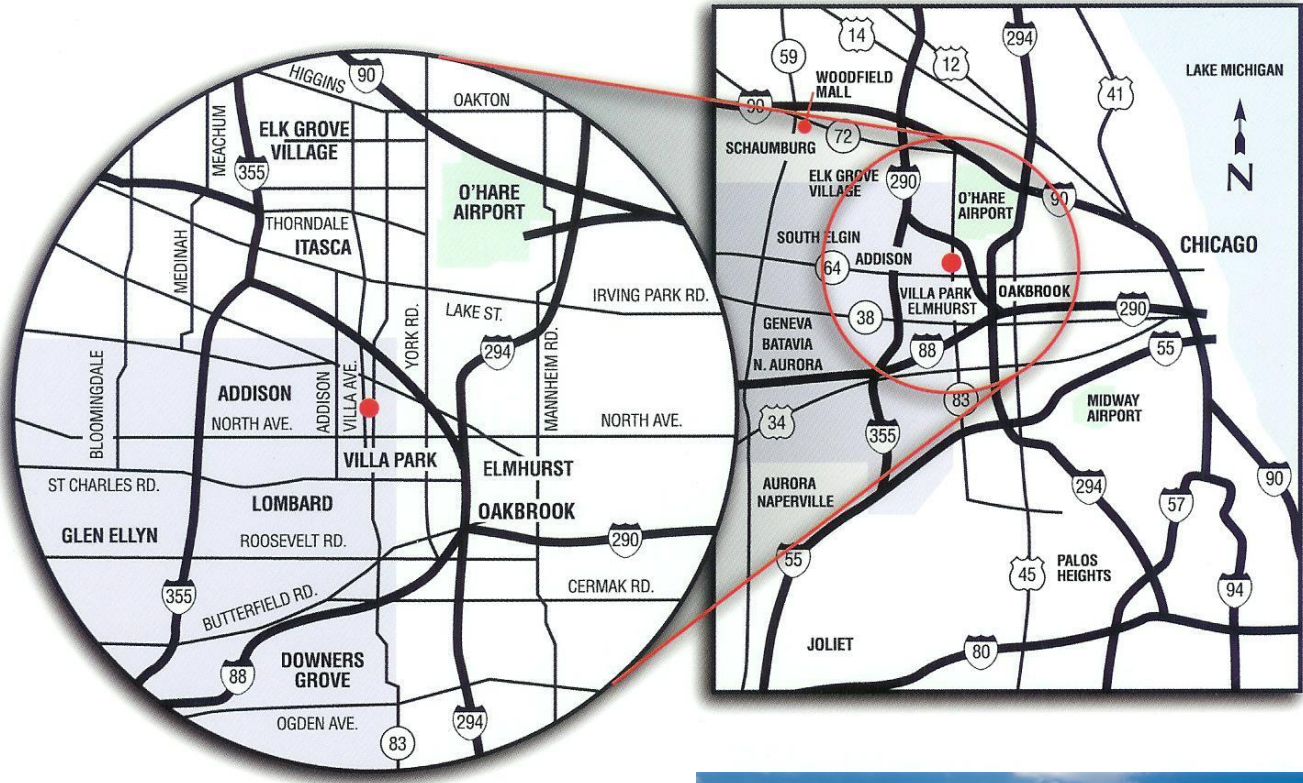
Exhibitor Name

Booth #

- These EMPTY CONTAINER labels are provided for your convenience to assist Odeum staff in returning needed containers to your booth at end of show.
- Please cut along dotted lines and affix one or more labels to each container you need at end of show. Containers without this label easily visible to staff will be discarded.
- Please make additional copies of these labels as needed.



# MAP / DIRECTIONS



**NORTH**

- 294 South to 290 West. Take Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.
- 355 South to North Ave. Take North Ave. East to Villa Ave. Villa Ave. north 3/4 mile.

**SOUTH**

- 294 North to 290 West. Take Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.
- 355 North to North Ave. Take North Ave. East to Villa Ave. Villa Ave. north 3/4 mile.

**EAST**

- 290 West to Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.

**WEST**

- 290 East to Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.



1033 N. Villa Avenue • Villa Park, Illinois 60181  
 (630) 941-9292 • Fax (630) 832-9183  
[www.odeumexpo.com](http://www.odeumexpo.com)

**DISTANCE FROM:**

- O'Hare International Airport . . . . . 5 miles
- Midway Airport . . . . . 16 miles
- Downtown Chicago . . . . . 15 miles
- Oakbrook . . . . . 2 miles
- Woodfield Mall . . . . . 7 miles
- Rockford . . . . . 72 miles
- Milwaukee, WI . . . . . 86 miles
- Hammond, IN. . . . . 38 miles

*Set The Date and Leave The Rest to Us.*

**ODEUM**  
 Sports &  
 Expo Center