

NAVY PIER EXHIBITOR AND UTILITY ORDERING GUIDE

Show Dates (June 24th, 2022 & June 25th, 2022)

Coffee Fest 2022

Utility Deadline Date: [May 25th, 2022](#)



NAVY PIER

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Navy Pier has built a reputation as one of the country's premier destination for meetings and conventions. We have offered our customers the very best in location, marketing and service amenities. We have dedicated ourselves to continually making the Chicago experience - better.

On behalf of all Navy Pier employees, we look forward to welcoming you to our facilities. Our services include plumbing, telecommunications and internet. From the time you place your order, through the move out of your event, we are here to serve you in a professional, efficient, and customer friendly manner.

PLACING AN ORDER

Following are some of the most important tips that will help contribute to a successful event.

- Provide floor plans with all utility service orders.
- If you are ordering internet services, please call (312) 595-5300 to ensure that the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment.
- Telephone usage is calculated at the close of the event and charged to your credit card at that time.
- Include your company name and booth number on all order forms

TELEPHONE SERVICES

Order Form on page 14

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Navy Pier Utilities. Reactivating fees apply if service needs to be reestablished.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event.
3. Telecommunications Tax: In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
4. **There is a charge of \$0.50 per 800 number dialed.**

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage is billed after the close of the event and billed to your credit card.

Analog Single Line Service: Includes the installation of a touch-tone line and rental of a single line telephone instrument.

Digital Multi-Line Service: Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line. Voicemail is included along with fixed features such as hold, conference and transfer.

Voicemail System: Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.

Other Carrier Services: Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

INTERNET SERVICES

Navy Pier offers a wide array of both Wired and Wireless Internet Services that allow one to accomplish their business objectives in a manner they see fit.

Internet services include:

- **Tiered Wired Internet Services to meet needs and budgets**
- **Dedicated Ethernet Services up to 40 Mbps**
- **Publically available Wi-Fi at “per-day” or “per-week” rates** *(ordered through device and on-site only)*
- **In-booth Wi-Fi that allows for custom SSID and encrypted password**
- **Show Management Wi-Fi buyout**
- **Private Local Area Network construction**
- **Multi-device option for Wired Internet Tiers**
- **Public IP Addressing (Limited Availability)**

Wired Internet Services **Incl. free Wi-Fi code⁺¹*: Wired Internet Services are offered up to 6 Mbps. All connections are shared⁺² and considered “Plug and Play.” This simply requires the client to connect the provided Ethernet cable to gain Internet access.

The wired tiers are provided at 2, 4, and 6 Mbps. Although the client should use their best judgment in selecting the correct tier, below are some general overviews of each:

Economy Wired Internet (2 Mbps; Only 1 device): The “Economy” wired tier is provided at a rate of 2 Mbps *(with bursts of 2.5 Mbps when possible)*. This tier is best for basic web browsing and email. Showcasing any static images or wordage is also possible, but interactive websites and streaming video is **not recommended or supported**.

Basic Wired Internet (4 Mbps; up to 4 devices): The “Basic” wired tier is provided at a rate of 4 Mbps *(with bursts of 4.5 Mbps when possible)*. This tier is best for the limited streaming of music and/or video. *Please note that if more than one device will be in use, “Basic wired Internet” is the minimum tier that must be selected.*

Premium Wired Internet (6 Mbps; up to 8 devices): The “Premium” wired tier is provided at a rate of 6 Mbps *(with bursts of 6.5 Mbps when possible)*. This tier is best for multiple streams of music and/or video. Online multimedia presentations and interactive showcasing also can be accomplished at this tier.

Dedicated Ethernet Services (up to 40 Mbps): Dedicated Ethernet Services can be provided up to a speed of 40 Mbps. These speeds are best suited for event buyouts. Up to 500 guests can be serviced via “Plug and Play” connections via DHCP addressing. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

Wireless Internet Services: Wireless Internet Services are offered up to 4 Mbps. All connections are shared⁺²

and considered “Plug and Play.” This simply requires the client to connect to the Navy Pier Wi-Fi network or custom SSID to gain Internet access.

Navy Pier Wi-Fi (2 Mbps; 1 device per purchase): The “Navy Pier Wi-Fi” SSID is a shared wireless network that is available in Festival Hall, Aon Grand Ballroom, Lakeview Terrace, meeting rooms, and Family Pavilion (see *attached map and meeting room list*). This wireless network is available in “per-day” or “per-week” allotments at \$14.95 and \$34.95, respectfully. Free access is also offered on the “Navy Pier Wi-Fi” network for 90 minutes *per day*.

In-Booth Wi-Fi (Up to 4 Mbps): The option of In-Booth Wi-Fi allows for the selection of a custom SSID and password^{†3}. The allotted speed of 4 Mbps is enough for most tasks, such as streaming video, music, or other mission-critical presentations. This option is not shared with the general public, rather only those that have the provided password and in close proximity to the installed AP.

Show Management Wi-Fi Buyout (Up to 40 Mbps): The *Show Management Wi-Fi Buyout* is offered starting at a speed of 10 Mbps. Email for pricing and recommendations. *Please note that this service is limited to show management and is not available to the general public.*

ADDITIONAL SERVICES

Private Local Area Network Construction: Private Local Area Network construction is accomplished by creating a separate network space that just your data runs over. This can be added to any *Wired Internet Service* or without Internet access depending on needs. If Internet access is desired please be aware that wired Internet tiers (*Economy, Basic or Premium*) are not compatible with this option. The *Dedicated Ethernet Service* offering must be selected.

Multi-Device Option: A multi-device option will need to be selected at time of order or fee applies. This applies on the “Basic or Premium Wired Internet Service” offerings. *Please note that the “Basic wired Internet” can only be expanded to 4 connections and the “Premium wired Internet” can be upgraded to either 4 or 8 additional ports.*

Public IP Addressing (Limited Availability): Public IP addresses are available for *Dedicated Ethernet Services* only. Email for availability.

Notes

^{†1} - Included Wi-Fi code is for 1 week of access to Navy Pier Wi-Fi. Code is redeemable on initial payment screen for the amount of \$34.95.

^{†2} - Shared references that all customers share same network segment. However, one does not have the ability to communicate with another client unless the Private Local Area Network service is elected.

^{†3} - An SSID and password will be automatically selected if not notated on original order form.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

- 1) **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet, other services, and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes, these will be included in your final bill.
- 2) **Additional costs.** Navy Pier reserves the right to bill the customer for any additional cost Navy Pier incurs in:
 - a) assisting in trouble diagnosis or problem resolution found not to be the fault of Navy Pier
 - b) collecting information required to complete the installation that customer fails to provide
- 3) **Use of Internet Services.**
 - a. Customer agrees that the network attachment to be provided by Navy Pier shall be limited for use by the directors, officers and employees of the customer, its guests, and its agents and consultants while performing service for the customer and cannot be resold or distributed to other companies. The services being provided by Navy Pier will facilitate communications between the customer's authorized users and the entities reachable through the Internet. Users of Navy Pier's services shall use reasonable efforts to promote efficient use of the provided networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
 - b. Customer is solely responsible for the content of any transmissions of and by any customer and any third party utilizing customer's facilities or Navy Pier's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Navy Pier or other associated network.
 - c. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the internet; interfere with or disrupt any of the Navy Pier's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Navy Pier's or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
 - d. Customer agrees not to use the Navy Pier services to transmit any communication where the meaning, the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- 4) **Wireless Specific.** The use of any wireless device that interferes with Navy Pier's wireless network is prohibited.
- 5) **Performance Disclaimer.** Navy Pier does not warrant that the services provided hereunder will meet customer's requirements or that customer's access to and use of the services will be uninterrupted or free of errors or omissions. Navy Pier cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. Navy Pier shall not be responsible for any delays, errors, failures to perform, or disruptions in the hosting services caused by or resulting from any act, omission or condition beyond Navy Pier's reasonable control. In situations involving performance or non-performance of services furnished under this Agreement, customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
- 6) **No Warranties.** Navy Pier makes no warranty of any kind with respect to services and products provided under this Agreement. Navy Pier disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.

- 7) Limitation on Liability.** Navy Pier will not be liable for any damages customer may suffer arising out of acts of God, use or inability to use Navy Pier's Internet services or related products unless such damages are caused by an intentional and willful act of Navy Pier. Navy Pier will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not Navy Pier or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of Navy Pier exceed an amount equal to the price of products and services purchased by customer during the twelve-month period preceding the event which caused the damages or injury.
- 8) Indemnity.** Customer agrees to indemnify and hold Navy Pier, SMG, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by customer of Internet services and related products provided hereunder.
- 9) Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that Navy Pier reserves the right to terminate this Agreement for convenience.
- 10) Changes.** Navy Pier reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms by visiting: www.navypier.org.
- 11) Internet Security Disclaimer.** Navy Pier does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the customer to provide any necessary security. With the execution of this document, customer agrees to the Terms and Conditions of this Agreement and will hold Navy Pier, SMG, its board, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured internet services.
- 12) Miscellaneous.** This Agreement constitutes the entire Agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

NAVY PIER INTERNET AND TELEPHONE PRICING

Wired Services (Order due: 30 days in advance of show)		
Item	Description	Cost
Economy Wired Service	Up to 2.0 Mbps, 1 device/1 connection, Plug and Play DHCP. Basic web browsing, email, and static image showcasing.	\$600
Basic Wired Service	Up to 4.0 Mbps, 1 device/1 connection, Plug and Play DHCP. *4 port switch available Limited streaming music and/or video, more than one device for basic web browsing and email. **Multi-device option needs selected at time of order or fee applies, see below	\$1200
Premium Wired Service	Up to 6.0 Mbps, 1 device/1 connection, Plug and Play DHCP. Multiple video and music streams; multimedia driven websites *4 or 8 port switch available Multiple streams of music and/or video, online multimedia presentations, and interactive showcasing **Multi-device option needs selected at time of order or fee applies, see below Select bandwidth needs below.	\$3500
Dedicated Ethernet Service	Speed/Bandwidth, above 6.0 Mbps <ul style="list-style-type: none"> Up to 10 Mbps More than 10 Mbps call Information required includes: number of devices, location and what service will be used for: i.e email, streaming, etc... 	\$5000
Additional Items		
Public IP Address	The principal function is an established presence on the Internet	\$100
Private Local Network		Call for price
Wireless/Wi-Fi Services (Order due: 30 days in advance of show)		
Item	Description	Cost
Show Management Wi-Fi Buyout	Up to 10 Mbps in one single space. More than 10 Mbps. Information required includes: number of devices, location and what service will be used for: ie email, streaming, etc.	\$5000 Call for price
Exhibitor Wi-Fi	Up to 4.0 Mbps, includes line installation up to 20ft. *Additional labor, time and materials for more than 20ft. Also includes in-house access point, no outside access points are permitted.	\$1200
Pay As You Go Wi-Fi	Free Trial 90 minutes Per Day (2 Mbps) – Order on device and on-site only Per Week (2Mbps) - Order on device and on-site only	FREE \$14.95 \$34.95
Telephone Services		
Item	Description	Cost
Single Line Main	Includes the use of our telephone equipment	\$398
Multi-Line Main	Includes voicemail and the use of our telephone equipment, if additional instruments that share the same phone number are required also order Multi-Line Extension	\$870
Multi-Line Extension	Cannot be ordered without at least one MAIN Service	\$435
Audix	Voicemail per telephone line	\$90
Other Carrier Services		\$398

1. All internet connections are dedicated services with reserved bandwidths.
2. All access services are not available in all areas.
3. Above prices cover wiring to the first connection to one point in your booth/room. Additional wiring to "fan" connections between computers will be performed on a time and materials basis, if using our labor. A floor plan of your booth/room must accompany each Internet Access Order Form even if doing your own work. Orders submitted without floor plans will be considered a partial order. Mark the location of each computer requiring Internet Access Service with an "X."
4. Prices subject to change without notice. Advance rate, two weeks prior to show date.
5. Tax Breakdown: 7% State Excise, .50% State Infrastructure, 7% City Excise
6. Navy Pier/SMG is the exclusive provider and installer of Data and Network Services (wired and wireless) including communication cabling.

**See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our internet gateway. By placing an order, you agree to all terms and conditions.

HANGING ITEMS

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, piping, communication lines, supports or hangers.

HANGING ITEMS APPROVAL REQUIREMENTS

Navy Pier is the exclusive in-house rigging contractor for production events taking place within the Festival Hall Complex. Our production personnel is experienced and equipped to handle all rigging needs and responsible for the approval of all rigging systems to be used within the complex.

Our in-house technicians will be the exclusive source for the installation and dismantle of all production rigging points. The point will be considered to be the steel cabling used to wrap or to be affixed around the structural beams of the facility. Hoist motors must be provided by the facility, although truss is not an exclusive service, it is an available rental item; call please for a quote. Contact your Event Manager with questions.

All requests for hanging items must be reviewed and approved by Show Management PRIOR TO MOVE-IN. Requests must be received 30 days prior to the first move-in date.

FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.

PLUMBING SERVICES

Order Form on page 15

Anchoring - All anchoring is done by the Navy Pier Plumbers. The exhibitor must submit a copy of their floor plans a minimum of 60 days prior to the event move-in date.

Removal of Hazardous Chemicals - Our Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

FACILITY PRESSURES TO KNOW

Compressed Air - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.

Hose Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.

Natural Gas - A one-inch gas line provides a constant one pound pressure per square inch.

Water Pressure - Constant pressure of 60 pounds per square inch (psi).

Drain - Four inch drainage is available in the floor.

Bottled Gases - We do not stock any bottled gases on premise. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and any red tagged gases, must be removed from the event floor at the close of each day. If you order any flammable gas from us, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact the Navy Pier to make arrangements to remove, store, and return the tanks on a daily basis. **No Propane, MAPP, or Butane in any size are permitted in Navy Pier.**

Plumbing Utility Services

	Water*	Drain	Air	Gas
Festival Hall A	Floor Ports	Floor Ports	Columns	North and West Walls
Festival Hall B	Floor Ports	Floor Ports	Columns	North Wall

All of our water is cold. If you need hot water, you will need to bring a hot water heater or you may rent one from us.
Please contact us to identify the correct required electrical service for the water heater.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check, or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the **THIRD PARTY AUTHORIZATION** on the **Order and Payment Form**. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN FROM A U.S. BANK.

MAKE CHECK PAYABLE TO: "NAVY PIER / SMG"

To Send Overnight or U.S. mail (please allow ten days for mail)

Navy Pier / SMG, Attn: Sales & Services, 600 East Grand Avenue, Chicago IL 60611

Wire Transfer: **Fifth-Third Bank, Chicago, IL 60606**

ABA# 042-000-314 (Wires)

ACH and Electronic Checks: **ACH ABA# 071-923-909**

Account: **#7239991750**

Account Name: **Navy Pier, Inc. Operating with SMG**

All transfers should include the following information:

Your company name • The Event/Show Name • Assigned Booth/Space Number

CANCELLATION POLICY

- For full cancellation of all utility or Internet services ordered, a cancellation fee in the amount of 30% of the value of the utility service ordered will be charged.
- For partial cancellation of utility or Internet services ordered, but not yet installed, no cancellation fees will be incurred.
- For partial cancellation of utility services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 30% plus the installation labor costs will be charged.
- For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.
- For cancellation of utility or Internet service that has been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of Navy Pier for the provision of services, or the failure to provide services, or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

CONTACT

Phone: (312) 595-5300 Fax: (312) 595-5050 Email: navypierevents@navypier.org

FACILITY REGULATIONS

Animals and Pets - Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the Navy Pier. Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact the City of Chicago Animal Care and Control Office at (312) 747-1406.

Balloons - Helium-filled balloons are not allowed within the complex. If there is unauthorized use of helium balloons, a charge of \$500 will apply to retrieve and remove the balloons. Mylar balloons may not be used in any interior space due to interference with fire and smoke detections systems.

Exhibits in Meeting Rooms - If a meeting room has been assigned to your company for exhibit or meeting use, please contact the Navy Pier Event Manager at (312) 595-5300 for specific meeting room guidelines.

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.

Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Fire Hose Cabinets, Pull Stations, Aisles and Exits - Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.

Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Smoking - In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in Navy Pier. Smoking stations are located outside of the facility.

Vehicle Displays - Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel. Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours. Refueling must be done off property.

FIRE AND SAFETY REGULATIONS

The Fire Prevention and Safety Regulations enforced at Navy Pier are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and the Navy Pier. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

Booth Storage

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth back wall.
- You may not store empty cartons in or behind your booth back wall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

Fire Retardancy

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing your demonstrations and displays, note that the following devices require pre-approval by Navy Pier:

- Up to 2 aerosol cans may be used for demonstration purposes only
- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight
- All fuel transfers must utilize safety cans

Approval requests must be sent in 60 days before move-in date of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required. Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. the Navy Pier Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are prohibited in Navy Pier

- All L.P. gases, Hay and straw, Charcoal, Untreated Christmas Trees, cut evergreens or similar trees, Propane,

MAPP gases, Wood fireplace logs and similar materials.

·Untreated mulch and Spanish moss trees

Cooking and Heat-Generating Devices

If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

Multiple Levels or Ceilings (Including Tents)

Before discussing Navy Pier requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

·***Format 1: Exhibits with two stories under 225 sq. ft.***

·***Format 2: Exhibits with two stories at or over 225 sq. ft.***

·***Format 3: Exhibits with ceilings under 225 sq. ft.***

·***Format 4: Exhibits with ceilings at or over 225 sq. ft.***

·***Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.***

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following **“Fire Code Items”** section.

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

FIRE CODE ITEMS FOR MULTIPLE LEVEL BOOTHS

Maximum Dimensions

To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5,000 sq. ft. of enclosed area.

Second Level

Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

Staircases

Staircases between levels must meet the following requirements, as well as ADA compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.

Smoke Detectors

All areas under the second level or ceiling, including closets, need to be equipped with a UL- approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

Fire Extinguishers

A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.

Fire Guards

Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by Navy Pier's Assistant Director of Fire Safety.

Certified Approval

After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

Fire Marshal Review

Send your stamped blueprints to Navy Pier for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

All exhibits must comply with the Americans with Disabilities Act.



INTERNET AND TELEPHONE ORDER FORM

(Order Form must accompany full payment)

EVENT NAME	Coffee Fest 2022	EVENT DATE	6/24/22 & 6/25/22
COMPANY NAME		BOOTH	
ON-SITE CONTACT/EMAIL			
ADDRESS			
EMAIL		MOBILE	PHONE
SUBMITTED BY		DATE	

Item	Cost	Quantity	Total
Economy Wired Service (Wired)	\$600		
Basic Wired Service (Wired)	\$1200		
Premium Wired Service (Wired)	\$3500		
Dedicated Ethernet Service (Wired)	\$5000		
Public IP Address (Wired)	\$125		
Private Local Network (Wired)	Call for price		
Show Management Wi-Fi (Wireless)	\$5000		
Show Management Wi-Fi Buyout (Wireless)	Call for price		
Exhibitor Wi-Fi (Wireless)	\$1200		
Pay As You Go Wi-Fi (Wireless) – First 90 Minutes	FREE	--	--
Per Day (2 Mbps) – Order on device and on-site only	\$14.95	--	--
Per Week (2Mbps) - Order on device and on-site only	\$34.95	--	--
Single Line Main (Telephone)	\$398		
Multi-Line Main (Telephone)	\$870		
Multi-Line Extension (Telephone)	\$435		
Audix (Telephone)	\$90		
Other Carrier Services (Telephone)	\$398		
	Subtotal		
		14 ½% Tax	
		Grand Total	

☐ Please check if you will require labor for wiring internet and network connections to various locations.



PLUMBING - UTILITY SERVICE ORDER FORM

(Order Form must accompany full payment)

EVENT NAME	Coffee Fest 2022			EVENT DATE	6/24/22 & 6/25/22
COMPANY NAME				BOOTH	
ON-SITE CONTACT/EMAIL					
ADDRESS					
EMAIL		MOBILE		PHONE	
SUBMITTED BY				DATE	

Plumbing Services Item			Cost	Quantity	Total
Water Line (Labor Included)	Number of Connections Size of Connections		\$675		
Drain Line (Labor Included)	Number of Connections Size of Connections		\$675		
Compressed Air (Labor Included)	Number of Connections Size of Connections		\$500		
Natural Gas 1" = 1 lb. (Labor Included)	Number of Connections Size of Connections		\$475		
Water Fill and Drain* (Subject to time and materials)			Gallons		
Sink Rental Double			\$150		
Sink Rental Single			\$75		
Water Heaters (52 Gallons) **			\$148		
Fire Extinguishers (ABC) ***			\$36		
Balloon glowers			\$36		
Air Blow Gun			\$36		
Air Regulator			\$36		
Water Regulator			\$62		
Gas Regulator			\$36		
Water Filter			\$36		
Tank Stand			\$36		
Sump Pump			\$36		
Gasoline or Electric Welder			\$64		
Faucet			\$36		
Basket Strainers			\$16		
				Subtotal	
Bottled Gases					
(We can supply a complete line of any 2, 3 or 4 mixtures and quantity with advance notice. Many of our gases require a minimum of 2 week notice)					
Argon – 336 cu. ft.			\$254		
CO2 Tank G Size 50 lbs			\$220		
Helium 0 244 cu. ft.			\$263		
Helium "T" tank 291 cu. ft.			\$276		
Nitrogen – 230 cu. ft.			\$209		
Nitrogen Ultra High Purity Grade 5 230 cu. ft.			\$295		
Nitrogen Pre-Purified "T" Tank Grade 4.8 – 304 cu. ft.			\$264		
Nitrogen Cradles (12 Tanks) w/ Demurrage 3584 cu. ft.			\$1046		
				Subtotal	

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***All water heaters require an electrical connection** A separate floor plan template is required for plumbing services.*



FLOOR PLAN TEMPLATE

EVENT NAME	Coffee Fest 2022				EVENT DATE	6/24/22 & 6/25/22	
COMPANY NAME					BOOTH		
ON-SITE CONTACT/EMAIL							
ADDRESS							
EMAIL			MOBILE		PHONE		
SUBMITTED BY					DATE		

Using the legend below, please complete this form for all utility services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If submitting your own detailed drawing, please be sure to include the following items:

To avoid booth installation charges, please be sure to submit floor plans along with your orders.

Booth Dimension

Adjacent Booth

Telecom

○ Phone Jack

△ Internet Access

<u>Booth Dimensions</u>					(L)	X	(W)		

1 square = 1 square foot (unless otherwise noted)

Adjacent Booth

Plumbing

(Diameter in inches)

Compressed

CAL – Air Line

WL - Water Line

DL – Drain Line

NG – Natural Gas



ORDER AND PAYMENT FORM

When ordering any utility services, this form must be completed and returned with the floorplan template and the utility service order form. Please indicate below the method of payment for services provide. Prices are subject to change without notice. Regardless of the method of payment you select, an approved credit card must be on file.

Show/Event Name:	Coffee Fest 2022		
Company Name			
Address			
City / State		Zip	
On-site Contact		Email	
Mobile		Phone	
Submitted By		Date	

<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
Credit Card Number:		Expiration Date	CVC
Cardholder's Name (PRINT)			
Cardholder's Signature			

Please calculate Your Subtotal for all services requested:

Telephone	\$
Internet	\$
*Telecommunication Tax	\$
Grand Total (Amount to be charged)	\$

Please mark (X) appropriate boxes below:

<input type="checkbox"/>	<i>This authorization will be used to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representatives and any associated meeting room costs. These charges may include labor, material and telephone usage. Please complete the information below.</i>		
<input type="checkbox"/>	<i>Full order payment is enclosed. The Credit Card information below is required to be kept on file. Your credit card will not be charged unless there is an outstanding balance on your account at the end of your show and payment is not received for such balance prior to you leaving our facility.</i>		
<input type="checkbox"/>	(THIRD PARTY AUTHORIZATION) For the use of an exhibitor appointed contractor: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment for the charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. All invoices are due and payable upon receipt by either party.		
<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA
Credit Card Number:		Expiration Date	
Cardholder's Name (PRINT)			
Cardholder's Signature			