



DEADLINE & FORM CHECKLIST

RAW SPACE EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Raw / Open Space Exhibitors - Booth Design Inspection Form, booth plans & other health and safety documents	9/15	cyoung@cwmet.com	N/A	Compulsory RAW / OPEN SPACE

ALL EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Copy of Insurance	7/31	sales@rainprotection.net	https://www.chicagobuildexpo.com/insurance-certificate	Compulsory All Exhibitors
Compulsory Booth Form	9/15	cyoung@cwmet.com	Please email your operations rep	Compulsory All Exhibitors
Exhibitor Badges	ASAP	This option should be located on the left-hand side of the E-Zone. Please click on your unique reg link to register your exhibitor badges.	Please see the notes on the left-hand side for guidance on your exhibitor badges. This is ONLY for your staff not your clients. All clients are advised to register on the main website.	Compulsory All Exhibitors
Exhibitor Online Profile	ASAP	chicagobuildexpo@oliverkinrossevents.com	www.chicagobuildexpo.com/ezon-e-login	Compulsory All Exhibitors
Additional Branding / Sponsorship Opportunities	ASAP	marketing@chicagobuildexpo.com	Email Directly	Optional



ALL EXHIBITORS

ITEM	RETURN BY	EMAIL	LINK TO FORM	REQUIRED / OPTIONAL
Accommodation	ASAP	VIP@klerk.com	https://chicagobuild.klerk.com/	Optional All Exhibitors
Audio Visual	Advance Rate Deadline: 9/22	rentalbooths@ceavco.com	N/A	Optional All Exhibitors
Catering	Advance Rate Deadline: 9/22	info@savorchicagomcpl.com	www.savorchicagomcpl.com	Optional All Exhibitors
Cleaning	Advance Rate Deadline: 9/11	exhibitorsupport@freeman.com	www.freeman.com	Optional All Exhibitors
Couriers / Freight / Lifting / Forklifting	ASAP	US: exhibit.transportation@freeman.com International: international.freight@freeman.com	www.freeman.com	Optional All Exhibitors
Electrics & Lighting	Advance Rate Deadline: 9/11	exhibitorsupport@freeman.com	www.freeman.com	Optional All Exhibitors
Furniture	Advance Rate Deadline: 9/11	exhibitorsupport@freeman.com	www.freeman.com	Optional All Exhibitors
Graphics	Advance Rate Deadline: 9/11	exhibitorsupport@freeman.com	www.freeman.com	Optional All Exhibitors
Lead Capture / Data Collection	ASAP	leads@customreg.com	https://leads-sales.customreg.net/register/d9e1c841-1dc6-4f92-a1d7-2a15a198c98f	Optional All Exhibitors
Plumbing	Advance Rate Deadline: 9/11	exhibitorsupport@freeman.com	www.freeman.com	Optional All Exhibitors
Technology	Advance Rate Deadline: 9/11	technologymanagement@mccormickplace.com	www.mccormickplace.com/exhibitors/service-guidelines	Optional All Exhibitors