



Exhibitor FAQ

What comes with my booth?

Each 8x8 space includes:

- (1) 6'x30" table with linen
- (2) Chairs
- (1) Small Wastebasket
- (1) 8 1/2 x 11 Exhibitor ID Sign

How do I register?

How do my employees register?

Do I have to complete a sampling form if I am handling individually wrapped items (IE candy)

No. You only need to complete the Sampling Authorization Form if you are sampling a homemade item or beverage.

Can I order snacks/bottled water to hand out/serve?

Yes! Levy is Navy Pier exclusive catering partner and is happy to assist you. Please visit the Food & Beverage page of the Htsc.co website for a menu and order form.

What are the restrictions of my booth?

- Booth materials may not extend the dimension of your booth space
- Sightlines cannot be blocked
- No amplified sound around your booth

Can I set up/take down my own booth?

- You can set up and take down your own booth
- If your booth requires a build, you will need to work with Ateema on hiring union labor to construct the booth



Can I tear down my booth early?

- NO. Your booth must remain furnished and staffed until the show ends at 7:00 PM. Please respect your fellow exhibitors and attendees.

At the end of the show, do I have to take my booth materials

- Yes. Once the show is over, we will begin to tear down. We must leave the venue by midnight.

What are the AV, Power, Ordering Options?

- If ordering AV, visit htsc.co to download the AV order form and return to Jeremy Johnson from Navy Pier Show Services by April 15, 2024.
- **Contact Information:**
 - jeremy@showservices.com
- If you need to order a power drop, please contact Jennifer Davidson at Ateema no later than Apr 15, 2024 .
 - Jen@ateema.com

Are there sponsorship/upgrades available to enhance my presence at the show?

- YES! There are several opportunities including an upgrade in booth placement and a double booth! Please visit the Htsc.co website for more information.
- Email: jay@ateema.com