



WELCOME!

On behalf of Fair Trade Campaigns, we are delighted to welcome you to the 2019 Fair Trade Campaigns National Conference to be held at the JW Marriott, Chicago. Please review the following information regarding your tabletop display.

TABLE OF CONTENTS

- **General Information**
- **Green Exhibitor Guidelines**
- **Shipping Label**
- **Audio Visual Order Form**

EXHIBIT TABLE

Each single table display space includes:

- (1) 6' x 30" draped table, (2) chairs

Each double display space includes:

- (2) 6' x 30" draped tables, (4) chairs

What is **NOT** included in your exhibit space:

- Electrical cords or power - unless purchased
- Cables or other hardware
- Materials handling
- Spot/task lighting
- Additional chairs and tables
- Signage (free standing recommended)
- Monitors and other audio-visual equipment

Exhibit Hall Terms & Conditions

The JW Marriott has strict regulations concerning the sale and/or distribution of food, beverage or any promotional products to attendees. Exhibitors agree not to sell or distribute any alcoholic beverages, food or products. Fair Trade National Campaigns strongly encourages exhibitors to sell, promote and give away Fair Trade items only.

UTILITIES & SERVICES

Basic WIFI service is complimentary with each exhibit table. **If you require power or any other rental items, please contact Kevin Costlow with the JW Marriott at Kevin.Costlow@encore-us.com (link to form)**

EXHIBIT SCHEDULE

Exhibitor Move-in:	Friday, March 1	12:00PM – 3:00PM
Exhibit Space Peak Hours:	Friday, March 1	5:00PM – 7:00PM
	Saturday, March 2	2:30PM – 1:30PM
	Saturday, March 2	3:00PM - 4:30PM
	Sunday, March 3	10:30AM - 1:00PM
Exhibit Move-out:	Sunday, March 3	1:30PM– 3:00PM

A security guard will be present from 8:00pm - 8:00am on the night of Friday, March 1 & March 2; however, we do not recommend leaving valuables at your exhibit table unattended.

CAREER FAIR & EXPO BEST PRACTICES

- 1. Be Approachable.** For many of our attendees, this is their first professional conference. It is easy for them to feel intimidated by an Expo, and therefore not feel comfortable approaching you. This is your opportunity to shine! Be sure to engage with the students and other attendees, welcome them to your table and start a conversation about a Fair Trade topic that you feel passionate about.
- 2. Bring Useful Materials.** Attendees can easily find your information online; offer them information on your organization that they couldn't easily find elsewhere. Help them to quickly see how they can engage (as an intern, employee, volunteer, donor or other).
- 3. Be Present.** It is easy for all of us to get pulled into doing something else (on our phone or tablet). We encourage our attendees (students and exhibitors) to take the time to grow their networks. If you do, we promise that you will meet a group of extraordinary, passionate individuals with a lot to share.

PARKING

Special Event Parking - *Must have voucher to receive discounted price - please pick up at the conference registration table.*

0 - 12 Hours \$31.00

Valet Parking Rates

0 - 3 Hours: \$26.00

3 - 6 Hours: \$40.00

6 - 24 Hours: \$69.00

Overnight Self- Parking (Tower Parking Garage - 211 W. Adams - Corner of Wells and Adams) - *Must have voucher to receive discounted price - please pick up at the conference registration table.*

Monday - Friday, entry anytime, max 8 hours: \$25.00

Monday - Friday, enter after 3:00pm, max 8 hours: \$15.00

Saturday - Sunday, entry anytime, max 8 hours: \$15.00

GREEN EXHIBITOR GUIDELINES

We ask that you follow these guidelines below to help reduce the waste of the event.

Preparation

- Limit brochure and paper handouts.
- Use non-dated event neutral designs so leftover items may be used at future events.
- Use non-chlorine inks such as vegetable or soy for printed materials.
- Purchase or print as much as you can locally to reduce the shipping. If you have to ship, avoid using packing peanuts or other difficult to recycle materials.
- Use sustainable and/or recycle materials in your exhibit booth and signage.

During the Conference

- When setting up your tabletop display, save packaging materials from shipments to re-use when packing up your exhibit area at the end of the conference.
- Please make sure to dispose of materials in the correct bins, located throughout the venue (i.e. garbage, recycling, composting).
- When you are not at your exhibit booth, power off and unplug any electronic items to save energy.

Exhibitors are responsible for all fees associated with the shipment and delivery of their packages.

The deadline to complete & EMAIL all forms to jwmarriottchicago@encore-us.com will be 72 hours prior to the set-up day of the exhibit space. Shipments can arrive Monday,

February 25, 2019 – Wednesday, February 27, 2019. **All orders received after the 72-hour cut-off date (February 26, 2019 at 3:00pm) will be considered on-site orders & will incur a 15% additional service charge.**

CURRENT SHIPPING RATES

Letter..... Complimentary
Packages up to 5 lbs.....\$10.00
Packages between 6-20 lbs.....\$15.00
Packages between 21-50 lbs.....\$25.00
Packages 51 lbs and over.....\$60.00
Skids/Pallets.....\$250.00
*Shipping International Packages: add \$15.00 to the prices listed above.

A shipping label is included on the following page. Tape this form in a visible position on your package. Upon arrival, you can contact the package room at ext. 8861 to make arrangements for the delivery of your packages to the exhibit area. This label does not replace the shipping label required by FedEx, UPS, or any other carrier.

MOVE OUT

All exhibitors are responsible for packaging and labelling all shipments and to book the courier to collect. Please manage and schedule your FedEx pick-up [here](#). Please manage and schedule your UPS pick-up [here](#).

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

To ensure that your packages accurately reach their intended destination at the JW Marriott, we ask that you fill out the required information in the frame below. Tape this form in a visible position on your package. Upon arrival, you can contact the Package Room at ext. 8861 to make arrangements for the delivery of your packages to your meeting rooms. This label does not replace the shipping label required by FedEx, UPS, or any other carrier.

Please ship all boxes to the following address:

JW Marriott Chicago
151 West Adams
Chicago, IL 60603

Please attach this form to each box being shipped to the hotel.



JW MARRIOTT
CHICAGO

Name of Group _____

Event Name _____

Contact on Site _____

Total Number of Boxes Sent _____

Hotel Event Manager _____

Date of Function _____

Special Handling Instructions _____

Please contact us directly if you would like additional resources or guidance in greening your exhibitor space or if you have any questions on your exhibiting opportunity.

We look forward to seeing you in Chicago at the JW Marriott! If you have any other questions, please reach out to Kate.

Kate Wilson on behalf of Fair Trade Campaigns

Kate@meetgreen.com

Phone: +1 503. 444. 9920

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

Client/Exhibitor Information

NOTE: ALL SECTIONS MUST BE COMPLETED

Master Event _____

Your Group/Organization _____ Booth # _____

Dates of Event _____ Requested by _____

On-Site Contact _____ Requestor Phone # _____

On-Site Cell # _____ Requestor Fax # _____

On-Site E-mail _____ Requestor E-mail _____

Total Estimated Encore Charges (from Page 3) \$ _____ (Shipping and Receiving charges TBD)*

Cardholder's Name _____

Type: AMEX VISA MasterCard Diners Club (Sorry, we do not accept Discover)

Card Number _____

Expiration Date _____ CID# _____

Card Billing Address _____

City, State Zip Code _____

Telephone Number of Cardholder _____

I, ^[PRINT] _____, hereby authorize Encore Event Technologies to post the charges listed above, as well as any and all shipping and receiving charges to my credit card. My signature confirms that I understand and agree to the Terms and Conditions outlined in this document. *All orders are subject to a 25% Service Charge, setup labor, and applicable taxes.

Authorized Signature _____ Date _____

A LEGIBLE COPY OF CREDIT CARD FRONT AND BACK MUST ACCOMPANY THIS FORM.

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. FORM MUST BE RECEIVED PRIOR TO THE START OF THE EVENT.

Please complete form and return via email to: jwmarriottchicago@encore-us.com

For Encore use only:

Order/Invoice Number _____ Initials _____

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

Client/Exhibitor Order

Your Group/Organization Name _____ Booth # _____

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Extension Cord and Power Strip (Standard amperage to run a laptop and monitor)	\$35.00			\$
Dedicated Electrical Circuit (20Amp, 60Amp, 100Amp, 200Amp) List amperage needed:	\$ Per Quote			\$
Basic Wireless Internet Service	\$35.00 per device			\$
Basic Wired Internet Service	\$300.00 per device			\$
Custom Internet Service List Internet Needs:	\$ Per Quote			\$
24" LCD Monitor	\$200.00			\$
46" LCD Monitor w/ Stand & Cables	\$450.00			\$
65" LCD Monitor w/ Stand & Cables	\$650.00			\$
LCD Projector Options	\$ Per Quote			\$
Blu-Ray Player	\$125.00			\$
Powered Speaker w/ Stand	\$110.00			\$
Banner Hanging on 8' Booth Drape List Size of Banner & Material:	\$ Per Quote			\$
Booth Drape / Backdrop Options	\$ Per Quote			\$
Special Request (please print):	Encore Use Only:			Encore Use Only:

Customer-provided cables/power cords and network devices are strictly prohibited.

Subtotal of Estimated Charges \$ _____

Please email all questions to: jwmarriottchicago@encore-us.com

*All orders are subject to a 25% Service Charge, setup labor, and applicable taxes.

Shipping & Receiving

Prior to your event you may arrange to have your packages delivered and stored in our package room for safekeeping. **You must use the shipping label on page 5 for incoming packages.**

Your signature on this order confirms that you understand these rates and services, and that you agree to have shipping and receiving charges posted to your credit card.

CURRENT SHIPPING RATES

- Letter..... Complimentary
- Packages up to 5 lbs.....\$10.00
- Packages between 6-20 lbs.....\$15.00
- Packages between 21-50 lbs.....\$25.00
- Packages 51 lbs and over.....\$60.00
- Skids/Pallets.....\$250.00

*Shipping International Packages: add \$15.00 to the prices listed above.