Navy Pier
Exhibitor and Utility Ordering Guide

Strictly Sail Chicago

January 26-29, 2012

Utility Deadline Date

January 12, 2012

Need Help Completing The Forms?

CONTACT US:

312-595-5266 (Call Center)

312-595-5267 (Fax)

navypierutilities@navypier.com (E-Mail)

NAVY PIER
CHICAGO

SAVING TIPS

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

- Save time by ordering your utility services via our Online Ordering System.

  Visit us at www.navypier.com.

- Provide floor plans with all utility service orders.

- If you are ordering Internet services, please call 312-567-8060 to ensure that the services you are ordering are correct for your needs.

- Please pay attention to the DEADLINE DATE. Having your conventional order, floor plans and full payment submitted by your Utility DEADLINE DATE will save you approximately 33% on your utility order.

- Bottled gases normally require a two-week advanced order, as gases are not stocked on our premises. Refer to page 10 for additional information.

- Be sure to check in at the Navy Pier Utilities Service desk upon your arrival to notify our staff when you are ready for your services. Our labor rates are as follows:

LABOR RATES	**Straight Time:**	**$ 82.00 per hour**
	Over Time:	**120.00 per hour**
	Double Time:	**158.00 per hour**

Table of Contents

Welcome 1

Placing a Conventional Order 1

Hanging Items 2

Telephone Services 3-4

Cable TV Access..... 4

Internet Services 4-5

Description of Services 4-5

Terms & Conditions 6-7

Plumbing Services 8

Navy Pier Utilities Order Forms

Ordering Guide 9

Payment & Cancellation Policy ... 10

Limitation of Liability 10

Submitting Your Order 10

Order & Payment Summary..... 11

Utility Order Forms..... 12-13

Floor Plan Template 14

Facility Regulations:

Animals & Pet 15

Balloons & Radio-Operated Air Devices 15

Exhibits in Meeting Rooms..... 15

Fire Hose Cabinets, Pull Stations, Aisles and Exits 15

Smoking 15

Vehicle Displays 15

Safety Regulations

Fire and Safety Regulations..... 16

Booth Storage..... 16

Fire Retardancy 16

Hazardous Demonstrations..... 16

Display Materials/Pyrotechnics... 17

Prohibited Materials..... 17

Cooking and Heat-Generating Devices..... 17

Multiple Levels or Ceilings (Including Tents)..... 18-19

Welcome!

The Navy Pier, Inc. (NPI) has built a reputation as 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 Navy Pier Utilities Department is your utilities supplier. Our services include plumbing, telecommunications and internet. With our new lower labor (at cost), service rates and the most skilled work force in the country, our Navy Pier Utilities Department is second to none. 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.

CONTACT US:

312-595-5266 (Call Center)

312-595-5267 (Fax)

navypierutilities@navypier.com (E-mail)

Order utility services on-line at www.navypier.com

PLACING A CONVENTIONAL ORDER

When placing an order, pay particular attention to the utility **deadline date**. If you place your order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- The completed Utility Service Order Form (SO1)
- The completed Floor Plan Template (FT1)
- Full and proper payment

During the event you will receive an On-Site Invoice for your utility services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

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, communication lines, piping, supports or hangers.

Hanging Items Approval Requirements

All requests for hanging items must be reviewed and approved by Show Management PRIOR TO MOVE-IN.

Requests that are submitted to Navy Pier Utilities Department must be received 60 days prior to the first move-in date.

Fax: (312) 595-5267

E-mail: navypierutilities@navypier.com

U.S. Mail: 600 East Grand Avenue, Chicago, Illinois 60611

TELEPHONE SERVICES

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 Service Desk. 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. If you need a detail of all calls made, contact the Navy Pier Utilities Department at (312) 595- 5266.
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.

CABLE TELEVISION ACCESS

Order Form on page 15

INTERNET SERVICE

Order Form on page 15

Navy Pier is pleased to announce the availability of Complementary Wi-Fi for Visitors, Exhibitors, Attendees & Show Management. This Service is provided for General Web Browsing and Email access. Navy Pier is committed to delivering the highest quality internet and Networking services in the industry. However, experience has shown that wireless service is inherently vulnerable to interferences from other devices. It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit, a hard-wired service is the best way to go.

We offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. The Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at

(312) 567-8060 or E-mail inetsales@mpea.com.

Please note:

- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Ethernet 256	256 kbps minimum	Includes 1 IP address, up to 6 additional can be ordered.	For up to 7 computers with low bandwidth needs (e-mail, simple websites, small downloads).
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
VLAN connection (Virtual Local Area Network)	10mbps (default) 100 mbps (additional charges may apply)	Please call for assistance	To create networks to link location through the Navy Pier complex.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

Save time by ordering your utility services Online. Visit us at www.navypier.com

NAVY PIER, INC.
TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes will be included in your final bill.

2. **Additional costs.** NPI reserves the right to bill the Customer for any additional cost NPI incurs in: 1) assisting in trouble diagnosis or problem resolution found not to be the fault of Navy Pier Inc. or 2) 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 Inc. 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 Inc. will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the NPI's services shall use reasonable efforts to promote efficient use of the 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 NPI'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 Inc. 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 NPI'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 NPI'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 NPI's 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 the facility wireless data frequency is prohibited.

5. **Performance Disclaimer.** NPI 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. NPI 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. NPI 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 NPI's reasonable control. In situations involving performance or nonperformance 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.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES *(Cont.)*

6. **Internet Security Disclaimer.** NPI 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 execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold NPI, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties.** NPI makes no warranty of any kind with respect to services and products provided under this Agreement. NPI disclaims all warranties, express and implied, including the warranties of merchantability and fitness for a particular purpose.

8. **Limitation on Liability.** NPI will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use NPI's Internet services or related products unless such damages are caused by an intentional and willful act of NPI. NPI 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 NPI or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of NPI 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.

9. **Indemnity.** Customer agrees to indemnify and hold NPI, 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.

10. **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 NPI reserves the right to terminate this Agreement for convenience.

11. **Changes.** NPI 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 and by visiting: **www.navypier.com**.

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.

PLUMBING SERVICES

Anchoring - All anchoring is done by the Navy Pier Utilities Department Plumbers. The exhibitor must submit a copy of their floor plans a minimum of 60 days prior to the event move-in date. Your floor plans and request must be faxed to the Navy Pier Utilities at (312)595-5267.

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. Please call the Navy Pier Utilities Department at (312)595-5266 for a list of our available gases. 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 Utilities Services Department 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 are as follows:

	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.				

Navy Pier Utilities

Utility Services Can Be Ordered Online via: www.navypier.com

Utility Orders:

If you are placing a Utility Order, complete and submit Forms OP1, SO1, and FT1.

Hanging Items:

If your event allows hanging items please contact your contractor for instructions.

Please include your company name and booth number on all order forms.

Contact Us:

(312) 595-5266 (Office)

(312) 595-5267 (Fax)

navypierutilities@navypier.com (E-Mail)

www.navypier.com (Web)

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 section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form (Op1). Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

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

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 Inc. 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.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "Navy Pier Inc."

Via Overnight Express and US mail (remember to allow ten days for mail) :

Navy Pier Inc.

Attn: Trade Shows/Accounts Receivable

600 East Grand Avenue, Chicago IL 60611.

Fax To: (312) 595-5267

You may fax your complete order information. The Navy Pier Utilities Department will return a confirmation notice of receipt of your faxed order confirmation

Wire Transfer:

JPMorgan Chase • Chicago, IL 60603 • ABA # 0210-00021 • Account # 937220648 • Attn: Navy Pier, Inc. Main Account

All transfers should include the following information:

• Your company name • The event/show name • Your booth/space number

Federal Tax ID Number: 27-4813461

Illinois Tax ID Number: 3870-8159

Navy Pier Utilities Department
Order and Payment Summary Form (OP1)

COMPANY NAME:		BOOTH#:	SQ FT:
ADDRESS:		CITY:	STATE: ZIP:
PHONE:	FAX:	CELL:	
EMAIL:		TODAY'S DATE:	
ON-SITE CONTACT NAME:		SUBMITTED BY:	

EVENT NAME:	Strictly Sail Chicago	DATE RECEIVED: *FOR OFFICE USE ONLY*	
EVENT CODE:		ORDER #:	
DEADLINE DATE:		CUST #:	CK AMT $:
EVENT DATES:	January 26-29, 2012	BATCH #:	CK#:

WHEN ORDERING ANY UTILITY SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOOR PLAN TEMPLATE (FT1) AND THE UTILITY SERVICE ORDER FORM (SO1). PLEASE INDICATE BELOW THE METHOD OF PAYMENT FOR SERVICES PROVIDED. MAILING INSTRUCTIONS ARE FOUND ON PAGE 13. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ ☐ WIRE TRANSFER ☐ CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, PAYABLE TO: "NAVY PIER, INC"

☐ 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.

OR

☐ 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 FACILI-

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
☐ PERSONAL CREDIT CARD	☐ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION

TELEPHONE	*PG.15*	$
CABLE TV	*PG.15*	$
INTERNET	*PG.15*	$
**TEL/INT TAX*	*PG.15*	$
PLUMBING	*PG.16*	$
GRAND TOTAL		$

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Order and Full Payment Must Be Received By Deadline Date For Advance Rate
Labor Not Included

☐ **FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:**
WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF 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.

CREDIT CARD NO.:	
EXPIRATION DATE:	
☐ PERSONAL CREDIT CARD	☐ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

CONTACT US:

(312) 595-5266 (Office)

(312) 595-5267 (Fax)

navypierutilities@mpea.com

www.navypier.com **(Web)**

Your Signature Indicates That You Have Read And Fully Understand Our Payment Policy Terms And Conditions.

Signature:

Navy Pier Utilities Department
Utility Service Order Form (SO1)

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: Strictly Sail		**EVENT DATE:** January 26-29, 2012	
COMPANY NAME:		**BOOTH:**	**DATE:**
ADDRESS:		**CITY:**	**STATE:** **ZIP:**
PHONE:	**FAX:**		**CELL:**
EMAIL ADDRESS:		**ON-SITE CONTACT:**	
SUBMITTED BY:			

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN – includes the use of our telephone instruments.	$265.00	$398.00	
3315		MULTI-LINE MAIN – Includes voicemail and the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	$580.00	$870.00	
3322		MULTI-LINE EXTENSION – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	$290.00	$435.00	
3311		AUDIX (Voice Mail) Per Telephone Line	$60.00	$90.00	
3319		OTHER CARRIER SERVICES	$265.00	$398.00	
SUB-TOTAL HERE					

CABLE TELEVISION SERVICES

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	$238.00	$357.00	
1570		EACH ADD. CONNECTION/ EXT FROM THE MAIN SERVICE	$31.00	$46.00	
SUB-TOTAL HERE					

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		ETHERNET 256	$400.00	$500.00	
3369		ETHERNET 512	$1500.00*	$1800.00*	
3352		ETHERNET 768	Please call for		
3353		DEDICATED Ethernet 1.55 MBPS	pricing information		
ADDITIONAL SERVICES					
3368		ADDITIONAL BANDWITH	Call for assistance		
3366		VLAN CONNECTION	Call for assistance		
3354		ADDITIONAL TCP/IP ADDRESS	$100.00*	$125.00*	
3358 3376 3377		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	8- $125 16- $200		
3367		Firewall rental – We offer Cisco Pix ® firewalls (basic Programming).	$500.00		
3378		WIRELESS ACCESS POINT RENTAL – We offer Cisco 1200 ® Series Wireless Access Points for rent. This is a device rental and **does not provide Internet connectivity.** Please order an Internet service from above.	$300.00		

TAX BREAKDOWN:

7% State Excise, 0.50% State Infrastructure, 7% City Excise

** 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.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

Navy Pier Utilities Department

Utility Service Order Form (SO1) Continued

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	Strictly Sail Chicago	**ORDER NUMBER:**	
COMPANY NAME:		**EVENT DATES:**	January 26-29, 2012
COMPANY NUMBER:		**BOOTH/SPACE #:**	

PLUMBING SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2200		Water Line Number of connections _____ Size of connections _____	$449.00	$674.00	
2201		Drain Line Number of connections _____ Size of connection _____	$449.00	$672.00	
2202		Compressed Air Number of connections _____ Size of Connections _____	$502.00	$753.00	
2203		NATURAL GAS 1" = 1 LB. Number o f Connections _____ Size of Connections _____	$461.00	$693.00	

WATER FILLING AND DRAINING

		Subject to time and materials *			
2298		Water fill and Drain* Gallons			

A 2-WEEK NOTICE IS REQUIRED FOR THE FOLLOWING RENTAL ITEMS:

2000		SINK RENTAL DOUBLE	$125.00	N/A	
2001		SINK RENTAL SINGLE	$65.00	N/A	
2102		WATER HEATERS (52 gallons) **	$148.00	N/A	
2003		FIRE EXTINGUISHERS (ABC)*** Recharge fire extinguishers	$36.00 $25.00	N/A	
2004		BALLOON BLOWERS	$36.00	N/A	
2005		AIR BLOW GUN	$36.00	N/A	
2006		AIR REGULATOR	$36.00	N/A	
2007		WATER REGULATOR	$62.00	N/A	
2008		GAS REGULATOR	$36.00	N/A	
2010		WATER FILTER	$36.00	N/A	
2013		TANK STANDS	$36.00	N/A	
2014		SUMP PUMPS	$36.00	N/A	
2015		GASOLINE OR ELECTRIC WELD-ER	$64.00	N/A	
2018		FAUCET	$36.00	N/A	
2019		BASKET STRAINER	$16.00	N/A	

SUB-TOTAL ***HERE***

BOTTLED GASES

WE CAN SUPPLY A COMPLETE LINE OF ANY 2, 3 OR 4 MIXTURES AND QUANTITY WITH ADVANCE NOTICE. WE DO NOT STOCK ANY BOTTLED GASES ON PREMISES. MANY OF OUR GASES REQUIRE A MINIMUM OF 2-WEEKS NOTICE

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2026		ARGON – 336 CU. FT.	$170.00	$254.00	
2131		CO2 TANK G SIZE 50 LBS.	$146.00	$220.00	
2052		HELIUM 0 244 CU. FT.	$175.00	$263.00	
2135		HELIUM "T" TANK 291 CU. FT.	$183.00	$276.00	
2073		NITROGEN – 230 CU. FT.	$139.00	$209.00	
2075		NITROGEN ULTRA HIGH PURITY GRADE 5 230 CU. FT.	$197.00	$295.00	
2159		NITROGEN PRE-PURIFIED "T" TANK GRADE 4.8 -304 CU. FT.	$176.00	$264.00	
2078		NITROGEN CRADLES (12 TANKS) W/ DEMMURAGE – 3584 CU. FT.	$697.00	$1046.00	

SUB-TOTAL **HERE**

Bottled Gases and Medical Grade Gases can be ordered online at www.navypier.com.

For more information please call (312) 595-5266

IMPORTANT:

Please submit a separate floor plan template for plumbing services..

UTILITIES MAY BE DRAWN FROM YOUR BOOTH FOR A NEIGHBORING EXHIBIT EVEN THOUGH YOU HAVE NOT ORDERED PLUMBING CONNECTIONS FOR YOUR BOOTH.

ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION

Navy Pier Utilities Department Floor Plan Template (FT1

Event Name:_____ **Event Dates:** _____

Deadline Date: _____ **Company Name:** _____

Booth #: _____ **Cell#:** _____

On-Site Contact Name: _____ **Arrival Date:** _____

Equipment Deliver Date: _____ **Carpet Installation Date:** _____

Using the legend below, please complete this utility 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 you are submitting your own detailed drawing, please be sure to include the following items:

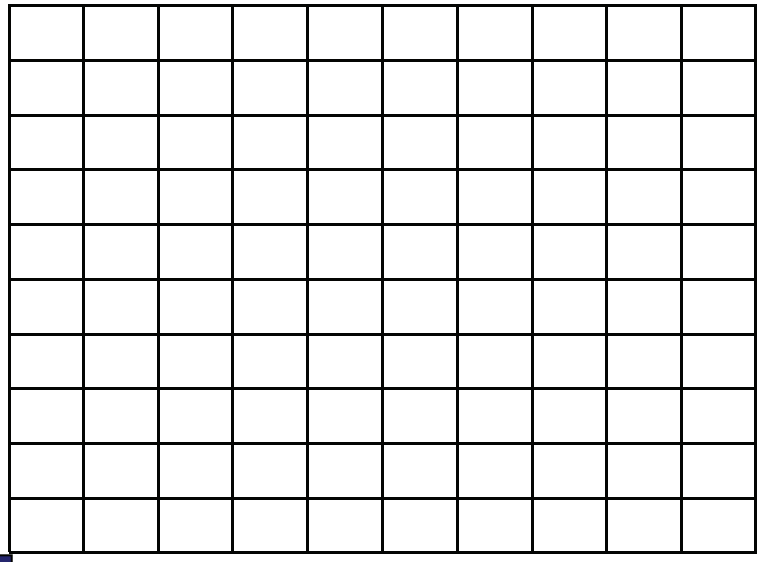
- Your company name, booth number, your cell number of your on-site contact and their expected arrival date, your equipment delivery date and your carpet or flooring installation date.
- Be sure to check in a the Service Desk upon your arrival to notify our staff when you are ready for your service.

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

BOOTH DIMENSIONS:

Adjacent Booth #



Adjacent Booth #

Telecom

- TELEPHONE JACKS

- INTERNET ACCESS

Plumbing

COMPRESSED:

CAL – AIR LINE (DIAMETER IN INCHES)

WL – WATER LINE (DIAMETER IN INCHES)

DL - DRAIN LINE DIAMETER IN INCHES)

NG – NATURAL GAS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITIES 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 Utilities Department.

Balloons and Radio-Operated Air Devices

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection 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

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 Utilities Department. 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.

Contact Fire Safety at (312) 595- 5354 for more information.

Booth Storage

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall.
- You may not store empty cartons in or behind your booth backwall.
- 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

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.

Hazardous Demonstration/Display Materials/Pyrotechnics (cont.)

Approval requests must be sent in 60 days before move-in 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. required 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.

FIRE CODE COMPLIANCE

EXHIBITS WITH MULTIPLE LEVELS OR CEILINGS

	FIRE CODE ITEM	BOOTH FORMAT			
		1	2	3	4
1.	Max Dimensions	Yes	Yes	No	Yes
2.	Second Level	Yes	Yes	No	No
3.	Exit Stairways	Yes	Yes	No	No
4.	Smoke Detectors	Yes	Yes	Yes	Yes
5.	Fire Extinguishers	Yes	Yes	Yes	Yes
6.	Fire Guards	No	Yes	No	Yes
7.	Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8.	Certified Approval	Yes	Yes	No	No
9.	Fire Marshall Review	Yes	Yes	Yes	Yes

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 5000 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 A.D.A. 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 stair case 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.