

SHOPTALK FALL

September 17-19 · McCormick Place, Chicago

DEADLINE: FRIDAY, AUGUST 1, 2025

All EAC booth builds are required to receive Permission to Exhibit Certificates.

Freeman booths and Self-Build/Portable Pop-up booths will not be issued a certificate but are required to certify insurance.

Permission To Exhibit certificates will only be issued by our Health & Safety partner, Abraxys, once ALL required documents have been submitted and the review has been completed. Booth plans emailed to Abraxys directly will **not** be accepted.

Types of Booth Builds:

1. **Exhibitor Appointed Contractor (EAC):** You will appoint an external contractor to build your exhibit.
2. **Portable Booth (Pop-up):** You will manage the setup and dismantling of your booth without external assistance.
3. **Freeman Build:** Freeman will handle the construction of your booth. This includes custom solutions purchased directly with Freeman, and Turnkey, Meeting Pods, Show Floor Meeting Rooms and Startup Kiosks purchased through Show Management.

What Forms Do I Need to Submit?

Exhibitor Appointed Contractor (EAC)	Self-Build/ Portable Booth (Pop-up)	Freeman Build (Custom and Turnkey)
<p><u>Your EAC will need to submit the following on your behalf:</u></p> <ul style="list-style-type: none">• Permission to Exhibit Form (includes submission of Booth Designs with Dimensions): HERE• Risk Assessment Form<ul style="list-style-type: none">• Risk Assessment Explanation• Method Statement Form• Certificate of Insurance and EAC Registration Packet (this will be sent to your EAC contact by McCormick Place)	<p><u>YOU (Exhibitor) will need to submit the following:</u></p> <ul style="list-style-type: none">• Permission to Exhibit Form: HERE• You must certify that you hold insurance with limits as indicated in insurance requirements• You must certify that your booth will have flooring or carpeting	<p><u>YOU (Exhibitor) will need to submit the following:</u></p> <ul style="list-style-type: none">• Permission to Exhibit Form: HERE• You must certify that you hold insurance with limits as indicated in insurance requirements

Helpful Links:

[Exhibitor Insurance Requirements](#) | [EAC Insurance and EAC Registration](#) | [Exhibitor Display Rules and Regulations](#) | [Shoptalk Fall Exhibitor Terms and Conditions](#)

Technical drawings must include all dimensions of your booth construction, a description of your flooring materials (*including the height of raised platform floors*), and a description of your boundary walling construction materials. If you are planning to have a rigged banner over your stand space, you must include on your drawing the dimensions, weight, and construction materials of your rigged banner.