

SHOPTALK

FALL

September 17-19 · McCormick Place, Chicago

Show Floor Meeting Room Details

What's Included (substitutions are not permitted):

- 3M x 6M x 8ft high meeting room with fabric graphics on the exterior *
- 1 door (no graphic) and 1 Plexi panel with sponsor graphic overlay *
- 4 Powered Tables and 10 Chairs, set boardroom style
- 1 Loveseat and end table
- Carpeting
- Wastebasket
- Shoptalk will coordinate all setup and teardown of the Meeting Room
- Complimentary Wi-Fi will be provided in the Exhibit Halls, however, if you need a faster, more reliable connection, we strongly recommend ordering a dedicated internet connection from [McCormick Place Exhibitor Services](#).
- Electrics: 120v - 500 watt (5amp) outlet
- 1 complimentary pre-show cleaning

* Sponsor to submit and approve graphics by deadline

What's Not Included:

- AV – orders must be placed through Freeman AV (monitors, laptops, etc.)
- F&B – light F&B is available to purchase through [McCormick Place](#)
- No outside food or beverages are permitted.

Display Guidelines:

- Please refer to the [Exhibitor Display Rules and Regulations](#)
- All F&B, signage and promotional materials must be contained within your booth space

Deadlines and Graphic Specs:

- Submit [Permission to Exhibit](#) by **August 1, 2025**
- ALL Exhibitors must submit exhibitor insurance directly to Rainprotection by August 15, 2025. See information [here](#)
- **B:** Overlay Panel (on top of the Plexi Panel) – approval deadline **August 15, 2025 ***
 - Dimensions: 39" x 39"
 - [Refer to Freeman Graphics-Artwork Submission Guidelines](#) for formatting the logo.
- **E:** Two Fabric Graphic Short Walls – approval deadline **August 15, 2025 ***
 - Dimensions: 136-11/16" x 95-3/16"
- **G:** One Long Exterior Fabric Graphic Wall (located on back of Meeting Room) – approval deadline **August 15, 2025 ***
 - Dimensions: 234-5/16" x 95-3/16"
- **F:** One Exterior Fabric Graphic Wall (on the front of the Meeting Room) – approval deadline **August 15, 2025 ***
 - Dimensions: 156-1/4" x 95-3/16"
- Please see [Meeting Room Turkey Detail](#) for graphic placement and dimensions
 - Resolution, color and file type: [Refer to Freeman Graphics-Artwork Submission Guidelines](#)
 - All artwork requires a 1" bleed

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- All fabric graphics recommended to keep copy/imagery at least 2" from the edge of the fabric as it stretches on install.

*Graphics need up to 5 business days turn around time, please consider when submitting graphics to make approval deadline of August 15. Once you have submitted your graphics, all proofs will be sent via a Freeman email address

Helpful Links:

[Exhibitor Resources](#) | [Display Rules and Regulations](#) | [2025 Exhibitor Terms & Conditions](#) | [Insurance Requirements & Permission to Exhibit](#) | [Freeman Exhibitor Kit](#)

Show Floor Meeting Room Renderings:

