

Filmscape Chicago  
June 21-23, 2024  
CineCity Studios  
1414 S Western Ave

## 2024 Exhibitor Checklist

### Pre Show

- Choose your booth location.
- Complete your virtual booth through vFairs - an individual link will be emailed to
- Complete your list of booth attendees through vFairs
- Ship any tote bag giveaways to arrive by June 17th
- Shipped product to arrive by June 20, make sure to include your booth#
- Order any stands or camera accessories - Filmscape only provides power and furniture, everything else must be sourced by the exhibitor.
- Review available sponsorship and giveaway opportunities.
- Download the vFairs App - see the vFairs packet for more info on lead retrieval and meeting scheduling
- We have included in this packet some logos and other assets to create your own promotional materials to let your audience know that you'll be at Filmscape 2023.

### Prep Day and Load in - 6/21

- Access to Exhibit areas will be open from 10a-6p
- Power will be run and your gear will be pre-staged at your booth number
- Filmscape staff and volunteers will be available all day to assist
- Unpack everything you need out of your containers. They will not be accessible during the show. Make sure that your containers are labeled with your company name. The show does not provide labels. We will be storing empties
- DO NOT leave any valuables unattended in your booth
- Security is scheduled for Friday and Saturday nights between show days
- The Food trucks will not be on campus on Friday

### During the show - 6/22 & 6/23

- The Registration Desk and Information Desk will be inside the front entrance. A volunteer will be able to help with any questions you may have during the show
- Park in the vendor lots, noted on the attached map
- The show floor opens at 10a. Exhibitor entry starts at 8am
- Review class schedule so that you know when there will be a steady flow of attendees to your booth.
- Make sure you are scanning attendees using your lead capture app.
- Lunch will be available at food trucks on campus both days

### Post-Show:

- Make sure you have labeled all of your boxes for pickup.
- Packing materials will be available for purchase
- Stop by the Information Desk During or After the show to sign up for 2025 and receive a 10% discount.

## **Load in:**

**Friday, June 21, 10am-6pm**

## **Exhibit Floor Open:**

**Saturday, June 22, 10a-4:30pm**

**Sunday, June 23, 10a-2:30pm**

## **Load out:**

**Sunday, June 23th, 3pm-6pm**

### **PARKING**

- Exhibitor parking is available on site in PARKING LOT B, please refer to the attached map

### **ELECTRICAL:**

- Everyone will receive 20A of power. More power can be purchased - \$75/add'l 20A - email [info@filmscapechicago.com](mailto:info@filmscapechicago.com)
- We are not providing rigging services

### **SHOW FLOOR MAP:**

- At time of purchase, please indicate your preferred booth # - if there are any conflicts, we will email you ASAP

### **COVID POLICY:**

- Matching current production guidelines, Filmscape has removed COVID vaccine requirements for our 2024 show. We prioritize the safety of everyone at our event, and will continue to monitor the situation both in Chicago and nationally.

### **FOOD**

- A food truck will be on site both Saturday and Sunday.
- There will be a lounge in the mezzanine area with water, coffee, and snacks

### **LOCAL GRIP AND CAMERA VENDORS:**

- Cinelease - [david.s.tarango@cinelease.com](mailto:david.s.tarango@cinelease.com)
- Universal Filmmaking Production Services - [alex.waszak@nbcuni.com](mailto:alex.waszak@nbcuni.com)
- MBS - [satofau@mbs.com](mailto:satofau@mbs.com)
- Keslow Camera - [colette@keslowcamera.com](mailto:colette@keslowcamera.com)
- Camera Ambassador - [erica@cameraambassador.com](mailto:erica@cameraambassador.com)
- Atlas Lighting Chicago - [stephen@atlaslightingchicago.com](mailto:stephen@atlaslightingchicago.com)
- Daufenbach Camera - [stephen@daufenbachcamera.com](mailto:stephen@daufenbachcamera.com)

#### SHIPPING/RECEIVING:

- If you wish to ship booth items pre-show please send all items to the following address and make sure to have them arrive by Thursday June 22nd.
  - CineCity Studios  
1414 S Western Ave  
Dock #3  
ATTN Filmscape Chicago/BOOTH NUMBER  
Chicago IL 60608  
815-621-1580
- INCLUDE YOUR BOOTH NUMBER! We will have your packages delivered to your booth before you arrive for Load-In
- This address is for small packages as well as any pallet shipments. This address is open during business hours, M-F. Any and all shipments that you want returned must include printed return labels - **handwritten labels will not be accepted**
- Trucks will leave Sunday after load out to drop off FedEx and UPS small packages at the appropriate facilities.
- If you are shipping a pallet, please schedule your own pickup for Monday after the show.

Questions regarding shipping should be directed to: [info@filmscapechicago.com](mailto:info@filmscapechicago.com)

#### REGISTRATION:

- Please register everyone attending the show by Thursday June 15th. Please collect your badge at registration on Friday.

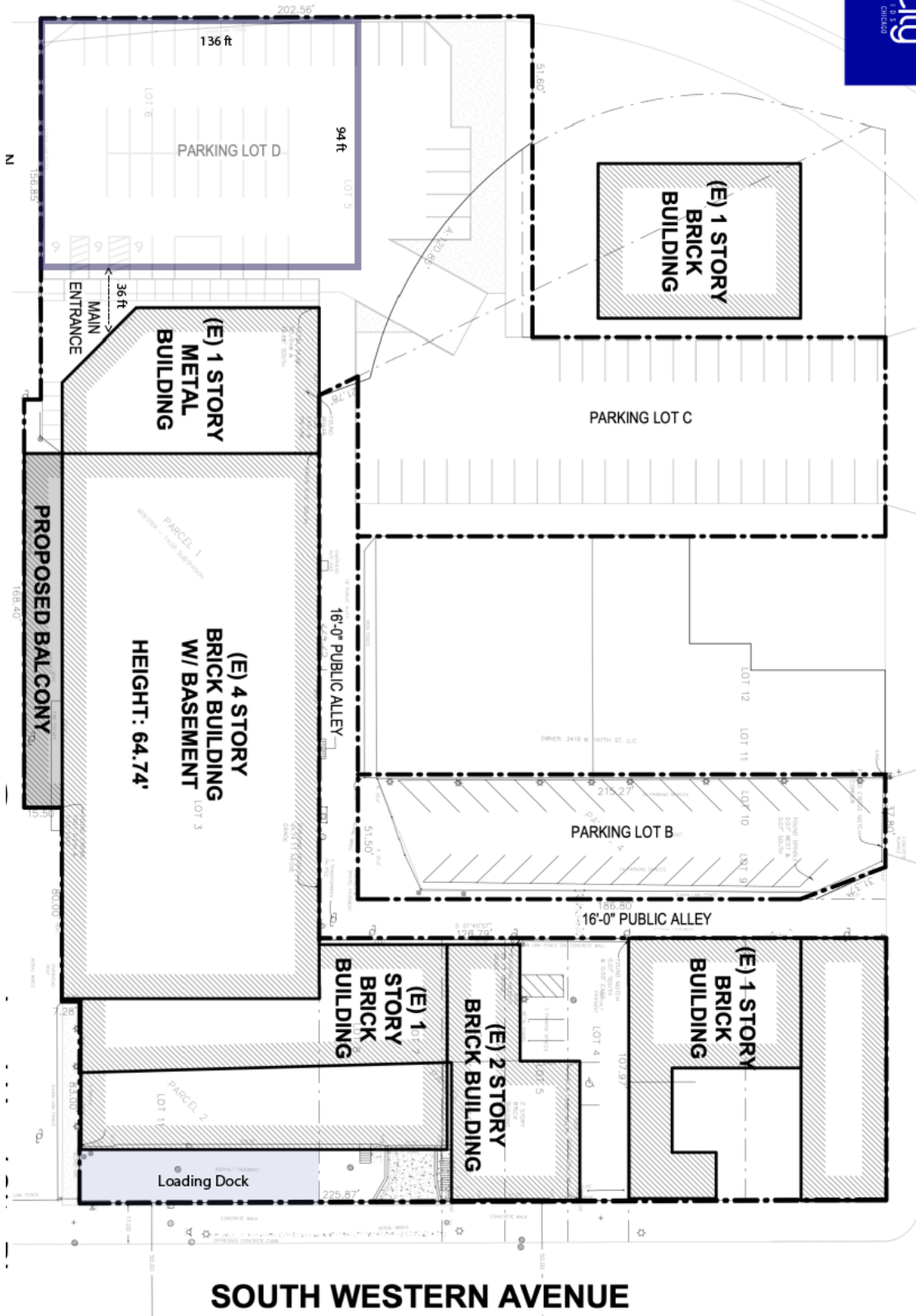
#### LEAD RETRIEVAL:

- ALL Attendees will have badges with QR codes. These codes can be scanned through the vFairs App to build your leads list. See attached manual for more information.
- All exhibitors will receive the opt-in list of registered attendees
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#### Scavenger Hunt

- To boost audience engagement, there is a scavenger hunt feature in the 2024 show app
- Items will require the audience member to attend classes and demonstrations, as well as visit booths and find out information about gear.
- If you would like to submit an item for the hunt specific to your booth, please let us know!





WEST 14TH ST.

SOUTH WESTERN AVENUE

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