



**MSCI 2019 Safety Conference  
Table Top Exhibitor Information  
September 25-26, 2019  
Renaissance Schaumburg Convention Center Hotel  
Schaumburg, IL**

Table Top exhibition is your ticket to sharing your products and services with safety professionals in the metals industry. Don't pass up this opportunity to network with attendees and increase your business sales and services. [Check out who attended](#) the MSCI 2018 Safety Conference, and [click here](#) to learn more about this year's event. Table Top exhibitions will be at MSCI's Registration area in the Nirvana foyer through the entire duration of the conference, including during the networking coffee breaks, reception and happy hour.

**As an exhibitor, you can:**

- Maximize your exposure to all conference attendees
- Generate valuable sales leads
- Increase your company's visibility

**Table Top Displays** – all display materials are to be brought in by the exhibitor. Free-standing displays/pop-up banners may be used. Each exhibitor will receive one 6' skirted table at 30" high, one chair and one company logo sign. Exhibitors can begin to set up their table at 8:00am on Wednesday, September 25, in the Nirvana Foyer.

Shipping Address:

Renaissance Schaumburg Convention Center Hotel  
1551 Thoreau Drive  
Schaumburg, IL 60173

If you have audiovisual or electrical needs for your table, including a tablet or laptop, please use the Audiovisual Exhibitor Services form included in this packet.

**COST OF EACH TABLE TOP** —\$1,500.00 (exhibitors are invited to all conference meals and networking reception and happy hour). Please note: the above cost is for 1 person per Table Top Exhibit. Additional person(s) \$500.00 each

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**HOTEL & TRAVEL INFORMATION**

**Renaissance Schaumburg Convention Center Hotel**

1551 Thoreau Drive  
Schaumburg, IL 60173  
Phone: 1-866-204-0549

Website: <https://renaissance-hotels.marriott.com/renaissance-schaumburg-convention-center-hotel>

Online reservations can be made here: <https://book.passkey.com/go/NationalSafetyConference2019>

Room rates (single/double occupancy): \$164.00 plus tax

Cut-off date: Tuesday, August 20, 2019

Embarque provides transportation from O'Hare International Airport in a sedan that comfortably accommodates two individuals. Reservations are required; please call 866-444-2144 at least 24 hours in advance to schedule and to obtain rates. Embarque also provides transportation to and from Midway Airport. After collecting all baggage, call the Embarque dispatcher at 866-444-2144, who will indicate the correct exit door. Doors are marked with the terminal number, followed by a letter.

Alpha Taxi transportation may be reserved ahead of time by calling 847-358-6666. After collecting all baggage, call the Alpha Taxi dispatcher at 866-358-6666, who will indicate the correct exit door. Doors are marked with the terminal number, followed by a letter. Transportation is also available to and from Midway Airport; use the phone number above for additional information and pricing. If you prefer not to book with Alpha Taxi but will be traveling to the hotel by taxi from O'Hare, make sure to request a suburban cab company.

Uber and Lyft pick up and drop off at Chicago airports as well.

We look forward to your participation in MSCI's 2019 Safety Conference Table Top Exhibition! MSCI strives to ensure that every metals industry employee arrives home from work **exactly** as they left, and we are delighted that you will be taking part in that mission through this year's Conference.

If you have any questions, please do not hesitate to reach out.

Thank you,

Monique Kaiserauer  
Vice President, Professional Development  
847-485-3004  
[mcombs@msci.org](mailto:mcombs@msci.org)



# MSCI 2019 Safety Conference

## Table Top Exhibitor

September 25-26, 2019

Renaissance Schaumburg Convention Center  
Schaumburg, IL

Table Tops will be displayed in the registration foyer from 10:00am Wednesday, September 25, until the conference conclusion on Thursday, September 26, at 5:00pm. All coffee breaks and receptions will take place in the registration foyer/table top exhibitor space.

Each exhibitor will receive one 6' skirted table at 30" high, one chair and one company logo sign. Exhibitors can begin to set-up their table at 8:00am on Wednesday, September 25 in the Nirvana Foyer.

**Table Top Displays** – all display materials are to be brought in by the exhibitor. Free-standing displays/pop-up banners may be used.

**COST OF EACH TABLE TOP** —\$1,500.00 (exhibitors are invited to conference meals and networking events)

- Note the above cost is for 1 person per Table Top Exhibit. Additional person(s) \$500.00 each

Please execute and return this form by mail, fax or e-mail with your payment information and 400 dpi company logo in adobe illustrator or EPS format **no later than, Tuesday, August 20, 2019**. Full price of the Table Top is due upon execution of this form. Thank you!

Company: \_\_\_\_\_

Attendee Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Title: \_\_\_\_\_

Additional Attendees and Titles:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Table Top Display: \$1,500  
\_\_\_\_\_ Additional Attendees X \$500

TOTAL: \_\_\_\_\_

Method of Payment (circle one):                      VISA                                      MC                                      AMEX

Card Holder Information (If different from above) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Card No. \_\_\_\_\_ Card Exp. \_\_\_\_\_ Sec. Code. \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

Checks should be made payable to the Metals Service Center Institute

**Fax, E-mail or Mail this completed form by Tuesday, August 20, 2019 with payment information to:**

Metals Service Center Institute: 25868 Network Place, Chicago, IL 60673-1258 Fax: (847)485-3001

Email: [mcombs@msci.org](mailto:mcombs@msci.org)



# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

**R**  
**RENAISSANCE®**  
 SCHAUMBURG CONVENTION CENTER HOTEL

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

**Form Submission** – Email completed forms to:  
[ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)

*Prices are charged on a per day basis.*

*Your final bill will be processed and charged via your hotel master. Please note when the charge is processed a 25% service charge and applicable taxes will be applied to all rental equipment and HSA charges.*

## MONITORS

- |                   | QTY.                          |       |
|-------------------|-------------------------------|-------|
| ■ 24" LCD monitor | _____                         | \$250 |
| □ Table stand     |                               |       |
| ■ 55" LCD monitor | _____                         | \$785 |
| □ Dual-post stand |                               |       |
| ■ 70" LCD monitor | Please contact PSAV for quote |       |
| □ Dual-post stand |                               |       |

## MONITOR ACCESSORIES

- |          | QTY.  |       |
|----------|-------|-------|
| ■ Laptop | _____ | \$275 |

## PROJECTION

- |                 | QTY.  |                               |
|-----------------|-------|-------------------------------|
| ■ LCD projector |       | Please contact PSAV for quote |
| □ Tripod screen | _____ | \$100                         |





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Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

## AUDIO EQUIPMENT

	QTY.	
■ Wireless microphone	_____	\$220
□ Handheld      □ Lavalier		
■ Powered speaker	_____	\$75
<i>up to five people</i>		
■ Sound system	_____	\$395
■ <i>two speakers, two stands, one mixer,</i>		
<i>one wired microphone</i>		
■ <i>up to 20 people</i>		
■ 4-channel mixer	_____	\$75

## LIGHTING

	QTY.	
■ Up-light	_____	\$95

## COMPUTER & ACCESSORIES

	QTY.	
■ Laptop	_____	\$275

## INTERNET

	QTY.	
■ Wired internet connection	_____	\$200
■ Wireless internet connection	_____	\$30
■ Dedicated bandwidth		Please contact PSAV for quote

## POWER

	QTY.	
■ 120V – 15 AMP	_____	\$135
■ 25' AC cable	_____	\$25
Power strip	_____	\$15

## RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

## CUSTOM ITEMS

	QTY.	
■ Wired internet line for credit card machine	_____	\$200
■ Outside phone	_____	\$150
line ■ Outside phone	_____	\$150
line for credit card machine		
■ _____	_____	\$ _____
■ _____	_____	\$ _____

## SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Scott Beattie  
Sales Coordinator - PSAV®  
Renaissance Schaumburg Convention Center Hotel  
1551 N Thoreau Drive, Schaumburg, IL 60173  
■ office: 847.303.4125    ■ email: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)

