



Artist Reference Guide

DEC 4-7
2025

Welcome to the Holiday One of a Kind Show!

We are thrilled to welcome you to our 2025 One of a Kind Holiday Show. You represent some of the most outstanding artists and creators from North America and beyond, we are excited to feature your talent and enthusiasm in this extraordinary Fine Art and Fine Craft showcase. Thank you for your partnership in making this event a reality.

SHOW LOCATION

Merchandise Mart Properties, Inc.
222 Merchandise Mart Plaza
Temporary Show Floor 7
Chicago, Illinois 60654

ARTIST RULES AND REGULATIONS

- 1 Exhibitor badges are always required.
- 2 A representative of the exhibiting company must be in the booth during the show hours.
- 3 Adhere to all Fire Department, Exhibit Construction and Union requirements.
- 4 Booths CANNOT be taken down before 5pm on Sunday, December 7th, or a \$1,000 fine will be imposed on the exhibitor.

Sales Tax

The following are sales tax percentages for items being sold in the State of Illinois and remaining in the State.

- 10.25% on all art and merchandise
- 6.25% on “food prepared for immediate consumption”
- 1% on “food prepared for consumption off the premises where it is sold”

It is each exhibitor’s responsibility to confirm the current tax.

IN-STATE EXHIBITORS

Sales tax charged on merchandise sold during The One of a Kind Show must be filed with the Special Events Bureau of the Illinois Department of Revenue (see address below). The IDOR-6-SETR/Special Event Tax Collection Report is available online in Exhibitor Info. Any questions regarding this Sales Tax should be directed to IDOR.

OUT-OF-STATE EXHIBITORS

If you participate in three or more shows, fairs or markets, etc. based in Illinois a year, you must apply for an Illinois Business tax number.

Once you are registered, you will receive a ST-1 Form along with payment instructions. If you participate in less than three trade shows, antiques or art fairs, etc. based in Illinois a year, you must use the Special Event Form, which is on Exhibitor Info. These forms will also be available on-site at the Show Offices.

You should return the completed form and sales tax monies within ten (10) days after the end of the show to:

Illinois Department of Revenue Collection Support

PO Box 19035
Springfield, IL 62794
T: (847) 294-4475
F: (847) 294-4214

Hours of Operation

LOADING DOCK HOURS

Tuesday, December 2nd	8am-3pm
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Wednesday, December 3rd	8am-3pm
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**Loading dock closes at 3pm both days*

SET-UP HOURS

Tuesday, December 2nd	8am-4pm
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Wednesday, December 3rd	8am-7pm
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Kick-off Toast (during move-in)	4:30-5:30pm
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ARTIST BADGE REGISTRATION

Registration Desk - South Lobby

Tuesday, December 2nd	7:30am-3pm
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Wednesday, December 3rd	7:30am-5pm
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Thursday, December 4th	7:30am-5pm
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Friday, December 5th	7:30am-7pm
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Saturday, December 6th	7:30am-7pm
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Sunday, December 7th	7:30am-5pm
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Hours Of Operation

SHOW HOURS & ARTIST ACCESS

Thursday, December 4th	10am-7pm
<i>Artist access</i>	<i>8:00am</i>
Friday, December 5th	10am-7pm
<i>Artist access</i>	<i>8:00am</i>
Saturday, December 6th	10am-7pm
<i>Artist access</i>	<i>8:00am</i>
Sunday, December 7th	10am-5pm
<i>Artist access</i>	<i>8:00am</i>

DISMANTLING / MOVE-OUT HOURS

Sunday, December 7th	5-10pm
<i>POV load out begins after empties are returned.</i>	
Monday, December 8th	8am-12pm
	must be checked in
<i>POV and Common Carrier load out</i>	

Events

KICK-OFF TOAST

Join us for a pre-show celebration during show set-up in the Center café on Wednesday evening. This is a great opportunity to visit with fellow artists and the One of a Kind Staff!

Wednesday, December 3rd from 4:30—5:30pm
7th Floor - Center Cafe

2026 RE-SIGN CONTRACT

As an artist (non-emerging) in the Holiday 2026 show, you will have the benefit of re-signing for a space at the One of a Kind Show held December 3-6 without having to apply through the jury. You will need to submit a re-sign contract online and \$500 deposit before end of day (11:59pm) on **Monday, December 8th**. With this submission, you will receive the re-sign artist rate and priority booth placement.

You will receive an email during the show on Friday, December 5th with step-by-step instructions and a link to your online Exhibitor Portal to complete the 2026 contract. You can re-sign at any time (remotely or on-site) once you receive the re-sign email.

Re-sign Price

Standard Inline 10x10 Booth	\$2,575
Standard Corner 10x10 Booth	\$2,975

If you are an Emerging Artist, look for an invitation to apply for the Holiday 2026 Show from Marie Gerbasi on Friday, December 5th.

Stop by the Show Office with any questions.

Operations Information

HOW TO FILL OUT A BILL OF LADING FOR SHIPPING:

- 1 Indicate date and booth number.
- 2 You will need multiple bill of landings if you are shipping to multiple locations or using multiple carriers.
- 3 Indicate your exhibitor's name and address on the form.
- 4 Indicate the address where your items are being shipped to.
- 5 All shipments will be rerouted through Airways Freight at your cost, if your carrier does not pick up by the specified time as noted in the move-out notice.
- 6 Indicate the name of the event or show, "The One of a Kind Show."
- 7 If you filled out a work order for your booth to be packed, write that on the form.
- 8 Indicate the name and telephone number of your carrier on the form.
- 9 Indicate accurate piece count with estimated weights and state whether your shipment needs to be blanket wrapped. Blankets provided by shipper.
- 10 Sign your company name under shipper and your name under signature. Indicate your billing address. Please DO NOT write our address at the show; write YOUR address even if it is the same as the "Ship to" address. This is very important.
- 11 Hand in your form at the Exhibitor Service desk. They will confirm all information has been filled in correctly and give you a confirmation copy.

MMPI is not responsible for damage, theft, or lost shipment.

General Services

WI-FI INFORMATION

Complimentary Wi-Fi is included in your booth package.
Password: themart60654

SHOW OFFICE

Located on the southwest side of the show floor, staff will be accessible to help you with your show needs.

EXHIBITOR SERVICES

Located on the southwest side of the show floor. The staff can answer all your questions regarding your booth, lighting, security, move out, etc. They can also help you order services should you need something.

LIGHTING ADJUSTMENTS

Artists receive 15 minutes of complimentary lighting adjustment, request must be turned into Exhibitor Services by 3pm on Wednesday, December 3rd.

ARTIST LOUNGE

The Artist Lounge is located on the 7th floor (behind Booth 5125.)

MARSHALL'S LANDING

All artists receive 10% off by showing their badge. This restaurant is located on the 2nd floor.

STORAGE

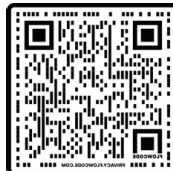
Inaccessible Storage: Complimentary. All boxes/crates/packing material will be picked up from the threshold of your booth at the end of each set up day. Please obtain pink neon stickers and label them with your name and booth number so they can be delivered to you at the end of the show.

Paid Accessible Inventory Storage: For those who pre-reserved and paid for accessible storage, it is located on the 4th floor.

ON-SITE FOOD OPTIONS

Artists can pre-order food items through Foodstuff's new online portal. To place your lunch order for the entire show, visit the QR code below.

Additionally, artists receive **10% off** at all cafes on the show floor. Please see the show floor plan for locations. There is also a Food Court, with other food options located on the 2nd floor. Please note, not all of the 2nd floor food tenants are open on the weekend.



General Services

LOST AND FOUND

Please visit the Exhibitor Services Desk on the 7th floor to retrieve lost items.

SECURITY

Security guards will be on the show floor 24/7. The building's security office is located on the east side of the building on the 1st floor.

FEDEX/KINKOS

Located on the east side of the building on the 2nd floor.

CHANGE

Change for large bills can be made in the Show Office. Limited quantities.

CHAIRS

Chairs are available at no cost (1 chair per approx. 100 sq ft booth) but must be pre-ordered through Ordering Portal. There will be a cost to order onsite.

EMT

There will be Emergency Medical technicians on-site at all times. Located next to the Show Office.

GARBAGE CANS

Garbage cans are available at no cost (1 small personal trash can per approx. 100 sq ft booth) if pre-ordered through the ordering portal. There will be a cost if ordered onsite. Large communal recycle and trash cans can be found in the main aisle.

MOTHER'S LACTATION ROOM

Located in 7B next to the Show Office. Key to the room will be at the Exhibitor Services Desk.

Steps For Move-Out

INACCESSIBLE STORAGE

Empty boxes and containers placed in inaccessible storage will automatically be returned to your booth at the close of show.

PAID ACCESSIBLE INVENTORY STORAGE

Located on the 4th floor

Please retrieve your remaining items from accessible storage by 3:30pm. Artists will not be permitted on the freight elevators between 4:00–6:00pm. If you do not retrieve your items before 3:30pm, they will be brought to your booth by one of our material handlers once the show is over.

Supervised

If you would like to be present when your items are transported from storage, please contact our Operations team at the Exhibitor Services Desk.

Sunday, December 7th

The loading of POVs (Personally Owned Vehicles) will begin after the return of the empties until 10:00 p.m.

Monday, December 8th from 8am-12pm

Loading of remaining POV's and Common Carriers (must be checked in by noon).

You may ship your materials from the show via any carrier. You are required only to contact your carrier, pack your materials, and file a Bill of Lading with the freight desk. MMPI assumes no responsibility for shipments until they are collected from the exhibitor's booth. A representative of the exhibitor should remain with their property until this has been done.

**Don't forget to come
back in April!**



This 3-day show, featuring fine art and craft from a juried selection of talented artists, will run at Chicago's Merchandise Mart, April 24-26, 2026.

The One of a Kind Show invites artists, designers and makers with high quality, handmade, original work to apply to be a part of the One of a Kind Holiday experience in Chicago! Eligible work ranges from gift-able craft to premium fine art. Applicants will be juried and chosen based on uniqueness, craftsmanship and attention to detail.

THE JURY APPLICATION DEADLINE IS JANUARY 9, 2026.

For more information about our One of a Kind Spring Show, please contact Marie Gerbasi mgerbasi@themart.com

The background is an abstract composition of organic, flowing shapes in two colors: a deep blue and a dusty rose pink. The shapes overlap and curve, creating a dynamic and modern feel. The text is placed within the blue areas.

See you next year!

DEC 3-6
2026

WWW.ONEOFKINDSHOWCHICAGO.COM