

# Illinois ASBO Exhibit Hall Rules of Engagement

## INFORMATION

### Registration Information:

2024 Exhibit Booth registration is limited to Service Associate members only. These exhibiting members may bring a nonmember to assist them in the booth. Illinois ASBO members can also register as a non-exhibiting Service Associate.

### Registration Rates:

**Standard Registration:** One 8'x10' booth and two full conference badges - \$2,300

**Additional Exhibitor Registration:** One additional full conference badge for an associate from an exhibiting company - \$500 per person (member or nonmember)

**Non-Exhibiting Service Associate Registration (Illinois ASBO Members Only):** A full conference badge for a member from a non-exhibiting company - \$1,500

**Registrations are transferable with a \$250 transfer fee.**

*The registration price increases by \$250 for all registration types after Thursday, April 11, 2024.*

All booth requests will be assigned in order of first-received basis, with a signed contract and full payment. Illinois ASBO sells booths for 7-8 months ahead of the Annual Conference and cannot guarantee booth placement away from competitors. Illinois ASBO Member Programs and select sponsors receive priority placement in the exhibit hall.

Booth registration includes the following complimentary equipment:

- Carpeting
- One 6' Draped Table
- Booth Pipe and Drape
- One Booth I.D. Sign
- Two Side Chairs
- Garbage Can

## IMPORTANT RULES

1. Below are the exhibit hall rules that all exhibitors must follow:
  - a. Exhibitors must use the booth assigned to them and may not move their booth to a more preferred location in the exhibit hall even if it appears to be unused.
  - b. Exhibitors may not block other exhibits with signage, materials, etc.
  - c. Exhibitors may not share badges, copy, or recreate badges for non-registered persons.
  - d. No helium balloons can be brought into the exhibit hall, and if found will result in a \$1,000 fine for every hour they remain in the exhibit hall, and any charges incurred to Illinois ASBO for balloon removal will be charged to the offending exhibitor.
  - e. Per Illinois ASBO's contract with the venue, all exhibitors are required to follow the venue's use of outside food and beverage policy: All food and beverages served at functions associated with the Event must be provided, prepared, and served by venue, and must be consumed on the premises. Illinois ASBO offers candy, and that is allowed to be handed out at your booths as well.
  - f. Any fines resulting from your actions will be passed on to you with a penalty befitting the infraction.

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2. Buses – Please contact Oonagh Barrow at [obarrow@iasbo.org](mailto:obarrow@iasbo.org) for special instructions regarding exhibiting a bus.
3. Exhibit setup is April 23, 2024, from 4:00pm - 8:00pm and April 24, 2024, from 7:00am - 12:30pm. Any space not occupied April 24, 2024, at 12:30pm, may be reassigned by Illinois ASBO without refund of fees paid by the exhibitor originally contracting the space.
4. Exhibit Show hours – (Show opens to attendees at 2:30pm on Wednesday April 24, 2024)
  - April 24, 2024, 2:30pm to 5:30pm
  - April 25, 2024, 11:30am – 1:30pm
5. Exhibit teardown is on April 25, 2024, from 1:30pm - 5:00pm. The exhibit hall must be empty no later than 5:00 p.m. Exhibitors are NOT to start packing or dismantling booths prior to the closing time. All exhibitor booth materials/supplies must be removed from the Renaissance Schaumburg Convention Center & Hotel by April 25, 2024, at 5:00pm.
6. Registration — Each exhibitor must be registered for the conference. If a switch of exhibitors is required Illinois ASBO asks that the badge of the exhibitor not attending be brought to onsite registration and a new badge will be printed. Exhibitors must always wear their badges. Anyone in the exhibit hall not wearing their badge will be asked to leave the exhibit hall and obtain a badge. Anyone wearing a badge that is not an official conference badge produced by Illinois ASBO will be invoiced the full conference fee.
7. Cancellations/Refunds — No refunds will be given. Fees are neither refundable nor transferable. No-shows who have not prepaid will be invoiced for the registration fee. **In order to guarantee your name in the Annual Conference app, you must be registered for the Conference by Thursday, April 11, 2024.**
8. Booths — All booths are as shown on the floor plan and dimensions indicated are believed to be accurate but are only warranted to be approximate. Back walls of booths are approximately 10' high and dividers 36" high. To maintain uniformity and to prevent the obstruction of view of adjoining booths, displays must not be higher than eight feet (10') in the rear of the booth space, with a four-foot (4') height restriction on all materials in the remaining space forward to the aisle. However, back walls may be (10') high where booths are against permanent walls. NO WALLS, PARTITIONS, DECORATIONS, OR OTHER OBSTRUCTIONS MAY BE ERECTED WHICH IN ANY WAY INTERFERE WITH THE VIEW OF ANY OTHER EXHIBITOR. Exhibitors desiring to use other than standard booth equipment, or any signs, decorations, or arrangements of display material conflicting in anyway with these rules and regulations, must submit two copies of detailed sketch, picture, or proposed layout at least **45** days before opening of exhibit, and receive written approval of Illinois ASBO.
9. Use of Space — All demonstrations, or other sales activities, must be confined to the limits of this exhibit booth. No exhibitor shall assign, sublet, or share the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by said exhibitor in the regular course of business. DISPLAYS SHALL NOT BE PLACED IN SUCH MANNER AS TO INTERFERE WITH OTHER EXHIBITS. Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spotlights may be installed only after approval of location and operation has been obtained.
10. Noise-Making Exhibits — All electronic sound producing amplification etc., must have earphones and no external speakers.

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- 11. Motion Picture Projection** — Projection machines are limited in their operation to sales demonstration only and shall not be used for showings designed to amuse attendees. All projection must be in accordance with the requirements of the fire prevention authorities of the City and in harmony with any agreements entered into by Illinois ASBO, the auditorium management and labor unions. All plans for installation and operation of projection equipment must be approved by Illinois ASBO before operation is undertaken.
- 12. Music** — No music may be played or performed, directly or indirectly, on the exhibit hall floor unless the exhibitor first provides Illinois ASBO with a copy of a license agreement which specifically grants to the exhibitor a license to play or perform the music. Exhibitor agrees to protect indemnify, save, and hold harmless Illinois ASBO against and from any and all losses, costs (including attorney's fees), damage, liability or expense arising from or out of or by reason of said exhibitor playing or performing music or in any way violating the Copyright Law of the United States.
- 13. Distributing Circulars and Solicitation** — Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material, not in the aisles. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.
- 14. Restrictions In Operation of Exhibits/Illinois ASBO Right of Refusal** — Illinois ASBO reserves the right to restrict exhibits which, because of noise, method of operation, materials, violation of use of space rules or any reason, become objectionable, and also to prohibit or evict any exhibit which in the opinion of Illinois ASBO may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which Illinois ASBO determines is objectionable to the exhibit. In the event of such a restriction or eviction Illinois ASBO is not liable for any refunds of fees or other exhibit expenses.
- 15. CONCESSION TYPE EXHIBITS, WHERE THERE IS DIRECT SELLING OF PRODUCTS OR SERVICES WITHIN THE BOOTH, ARE PROHIBITED.** Illinois ASBO reserves the right to decline, refuse and/or return any exhibit contract and monies prior to the exhibit show date.
- 16. Mailing List/Telephone List Prohibition** — No vendor, hotel or other agency or organizations associated with the Illinois ASBO Annual Conference may provide, sell, or give names of conference attendees to any other vendor or organization for the purpose of creating or adding to a mailing list or telephone list to be used for solicitation.
- 17. Light and Power** — All electrical work must be done by a licensed electrical contractor and by the approved electrical provider.
- 18. Publicity Use of Photos or Video** — Exhibitor agrees that Illinois ASBO may list Exhibitor in show promotional materials and/or use photography and/or video taken at show for publicity purposes without compensation to the Exhibitor.
- 19. Special Notice** — No nails, screws or bracing wires may be used in erecting displays without the consent of the Illinois ASBO. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor and/or at the exhibitor's expense.
- 20. Objections** — The operation of whistles or any objectionable devices will not be allowed. No gasoline engines are allowed to operate in the exhibit hall. Noisy and unsightly work will not be permitted after the show opens.
- 21. Catalogs, Souvenirs, etc.** — Printed advertising may be distributed by exhibitors from within the confines of their own space *only*. No exhibits or parts, accessories, or any other goods bearing any name or form of advertisement other than that of the space occupied may be displayed.

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- 22. Combustible Material** — All draping or display material of cloth or paper texture must be flame retardant / resistant to flames. Under no condition will combustible oils or gases be permitted in the exhibit hall.
- 23. Liability** — Exhibitor agrees to protect, save, and hold Illinois ASBO and the Renaissance Schaumburg Conference Center & Hotel, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.
- 24. Insurance** — The Renaissance Schaumburg Conference Center & Hotel and Illinois ASBO will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. EXHIBITORS WHO DESIRE TO CARRY INSURANCE ON THEIR EXHIBIT MUST PLACE IT AT THEIR OWN EXPENSE. Any exhibitor who wishes to carry insurance on their exhibit should submit a Certificate of Insurance to both Illinois ASBO and the Exhibit Manager no later than 14 days prior to the first day of scheduled move-in
- 25. Claim for Injuries or Loss** — It is expressly agreed that Illinois ASBO or the Renaissance Schaumburg Conference Center & Hotel shall not be liable or held responsible for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that said exhibitor will hold, keep, and save harmless, and indemnify that Illinois ASBO or the Renaissance Schaumburg Conference Center & Hotel from any and all such claims.

**By registering for this conference and signing below, the company I represent agrees to abide by the rules, regulations, and stipulations above.**

\_\_\_\_\_ **Company Representative Sign & Date**

\_\_\_\_\_ **Company Representative Print Name**