

summer field day

The Premier *Outdoor* Landscape Event

ILCA SUMMER FIELD DAY CONTRACT 2016 RULES AND REGULATIONS

Midwest Groundcovers & Midwest Trading

Thursday, August 4, 2016

Important Notice to Exhibitors!

This contract booklet contains pertinent show information regarding booth designations, setup times and requirements. It is the company's responsibility to forward this information to all authorized personnel responsible for exhibiting at the show.

By signing the Summer Field Day contract, you are bound by all terms contained in this book.

To use priority points, return your signed contract with payment by end of day, May 19, 2016.

As of May 23, 2016, booths will be assigned by ILCA on a first-come, first-served basis.



MANAGEMENT:

- ILCA Summer Field Day is managed by the Illinois Landscape Contractors Association.

TERMS:

- Checks (payable to the Illinois Landscape Contractors Association or ILCA) or credit card (MasterCard/Visa/Discover/AmEx) are accepted.
- **Please call or fax if you must cancel. Refunds will be made only if written requests are received by close of business on July 1, 2016.** Remember, you may send a substitute from your company if you are unable to attend.
- **This is an outdoor show.** The show will proceed “rain or shine” with the exception of lightning or life-threatening circumstances. Cancellation or postponement will be jointly determined by committee chair and host at the earliest time possible.
- **The contingency backup show date will be limited to the next day, Friday, August 5, 2016.**
- In the event of cancellation of the show due to circumstances beyond the control of ILCA, space rental fees and deposits paid to ILCA shall be refunded within the guidelines of the ILCA.

BOOTH ASSIGNMENT:

- **BOOTH ASSIGNMENT INFORMATION WILL BE SENT UPON FINALIZATION OF SITE LAYOUT**
- Every effort will be made to match booth assignments with the exhibitor’s request, based on the priority point system.
- Points are earned by hosting Summer Field Day (10 points each year hosted) or exhibiting (1 point each year).
- Booth numbers are assigned to **completed** contracts using the **priority point system received by close of business, May 19, 2016.** Priority is given first to the company with the greatest number of points, then by the date received among those companies with equal point value.
- **Contracts postmarked or received May 23, 2016 or after** are assigned on a first-come, first-served basis.
- **A copy of your certificate of liability insurance for not less than one million dollars is required.** In the event such certificate shall not be provided or shall be canceled so that coverage shall be afforded for the above-stated event, exhibitor’s right to exhibit shall be terminated upon notice from ILCA.
- **Insurance coverage must name both of the following as additional insureds or under special provisions for both Wednesday, August 3rd and Thursday, August 4th.**
 - 1) Illinois Landscape Contractors Association
2625 Butterfield Road, Suite 104S
Oak Brook, IL 60523
 - 2) Midwest Groundcovers & Midwest Trading
48 W 805 IL Route 64
Virgil, IL 60151
- ILCA reserves the right to make any necessary changes in layout to best accommodate the show.
- ILCA will provide a small number sign at each booth.

SUBLETTING:

- No exhibitor may assign, sublet, or otherwise apportion the whole or any part of the space allotted the exhibitor, or exhibit therein any goods other than those sold by the exhibitor in the normal course of business, except by prior arrangement with ILCA.

USE OF BOOTH SPACE:

- No alterations may be made to the landscape without the host's approval.
- No semi-trucks will be allowed in the exhibitor booth area.
- Only one distributor firm may occupy each booth space.
- Without exception, no piece of equipment may exceed 40' and all equipment must fit within 20'x20' or 20'x30' adjacent booth spaces.
- **Side walls** may not obstruct the view above five feet.
- **Generators will not be permitted** in the exhibit area without ILCA's prior approval.
- Motorized equipment may be demonstrated by persons 18 years or older, in the appropriate demonstration area only, not within the exhibit space. An exhibitor representative must be present.
- No tent poles, stakes or accessories will be permitted to extend outside the booth boundary.

SETUP SCHEDULE:

Conflicts with the following schedule should be addressed with ILCA staff no later than July 1, 2016.

Wednesday, August 3rd

9:00 a.m. – 1:00 p.m.—Set-up for even-numbered booths

1:00 p.m. – 5:00 p.m.—Set-up for odd-numbered booths

- Booths must be set up by 5:00 p.m., Wednesday, August 3rd.
- A limited number of forklifts and golf carts will be available to assist in setup. You may bring your own spider, golf cart or loader to speed up unloading and loading.

Thursday, August 4th

- **Day of event exhibitor entry is from 6:30 a.m. to 7:00 a.m. only.**
- Hand-carried materials only after 7:00 a.m. on Thursday, August 4th.
- Committee is unable to assist with set-up after 7:00 a.m. on Thursday, August 4th.
Exhibitors' vehicles must be off the site by 7:30 a.m. Truck/trailer parking will be designated for exhibitors.

SHOW HOURS:

- Thursday, August 4th, 2016 from 8:30 a.m. to 3:00 p.m.
- The show will proceed “rain or shine” with the exception of lightning or life-threatening circumstances. Cancellation or postponement will be jointly determined by committee chair and host at the earliest time possible.
- The contingency backup show date will be limited to the next day, Friday, August 5th, 2016, from 8:30 a.m. to 3:00 p.m.

TEAR DOWN SCHEDULE:

- **Dismantling of your booth may not begin until the official closing at 3:00 p.m.**
All exhibitors have an obligation to the buyers, to ILCA, and to their own firms to ensure this rule is not violated.

DEMONSTRATION:

- Booths designated for companies demonstrating large equipment must be at least 30'x20'.
- An exhibitor may demonstrate one piece of equipment at a time for each paid booth space.
- A company representative must be on hand during an equipment demonstration.
- Any equipment being demonstrated must be in the demo area before 7:00 a.m., Thursday, August 4th.
- Exhibitors in the demo area may exchange demo items (mowers, etc.), during the show.
- Two demo areas are available: one for heavy and digging equipment and one for above-ground equipment such as mowers, chain saws, and spray equipment (such as hydro-seeders).
- Motorized equipment may be demonstrated by persons 18 years or older, in the appropriate demonstration area only, **not** within the exhibit space. An exhibitor representative must be present.

ADVERTISING MATERIALS:

- Exhibitors may not distribute materials for companies other than their own.
- Exhibitors must remain within their own exhibit space to distribute literature, product samples, or other materials. The aisles and other non-booth areas may not be used for this purpose.
- **Samples, printed material, etc., may not be shipped to the site.**
- Include Summer Field Day in your marketing plan! Exhibitors can enhance attendance by promoting show participation.

FURNITURE:

- Booth furnishings must be reserved in advance and indicated on the contract. **All items must be ordered in advance. No additional items will be available on the day of the show.**
- **Most booths are exposed to sun.**
- Exhibitors receive two 8' tables, two chairs included in the booth fee. 10x20 exhibitors receive only one table due to space restrictions. Additional tables, chairs, 10 X 10 tents, or umbrella tables are available for purchase. Exhibitors may elect to bring their own pop-up tent for their booth (must fit within the size constraints of the purchased booth).
- Exhibitors may order additional 8' tables (\$10 each), chairs (\$2), umbrella tables (\$60), or 10 x 10 tents (\$140). Please indicate your requirements on the contract.
- Exhibitors may bring their own booth furnishings (skirting, tablecloths, etc.).
- Furniture provided by or purchased from ILCA must remain in the booth until removed by ILCA personnel or designee.

WATER:

- Water will be made available for exhibitor use in watering plants on the day of setup.
- The host will water all plants Wednesday afternoon/evening unless informed otherwise.

LIABILITY & INSURANCE:

- It is mutually agreed that the Illinois Landscape Contractors Association, an Illinois not-for-profit corporation, and the host, Midwest Groundcovers & Midwest Trading, will not be held liable for any loss sustained by the exhibitor in any manner whatsoever during the ILCA 2065 Summer Field Day, including during setup and breakdown.
- **The exhibitor agrees to carry workers' compensation insurance for all exhibitor employees and to furnish proof of insurance with their signed contract.**
- **Exhibitor further agrees to accept all liability for any injury sustained by the public in the exhibitor's booth area.**
- **By signature on the contract**, exhibitor does hereby agree to indemnify, hold harmless and defend ILCA, the host Midwest Groundcovers & Midwest Trading and its or their officers, members, shareholders, partners, directors, agents and employees, from and against all claims, demands or liability arising out of damage or injury to persons or property as a result of any act or omission by the exhibitor or any employee or agent of the exhibitor, at the ILCA 2016 Summer Field Day, including, but not limited to, reasonable attorney's fees and court costs, if any.
- **Exhibitor will provide a certificate of insurance with the signed contract**, whether or not it is demonstrating a product in the demo area, showing the exhibitor, its officers, agents and employees insured from and against any claim, demand or liability for injury to person or property arising out of acts or omissions by the exhibitor at the above described event. Said certificate or certificates are to be issued by such company or companies as ILCA may reasonably approve and *in the amount of not less than one million dollars*, showing premiums thereon prepaid and providing insurance covering the dates of the event including setup and breakdown and **showing ILCA and Midwest Groundcovers & Midwest Trading as additional insured on said policy or policies**, together with provision for non-cancellation without at least ten days prior written notice to ILCA.

SECURITY:

- Professional security is provided by ILCA and the host from Wednesday PM to Thursday AM.
- No responsibility will be assumed by ILCA for theft, vandalism or other loss or damage occurring prior to, during or after the exhibition. Property left unattended or without owner identification at the exhibit site cannot be presumed to be in the custodial care of ILCA or the exhibit site owner.
- Neither the host nor ILCA will provide protective material to cover exhibits overnight.

INTERPRETATION & IMPLEMENTATION:

- ILCA, through its representatives, shall have the exclusive right to interpret and enforce of all rules contained herein, and make such amendments thereto and adopt such further Rules and Regulations as they shall consider necessary for the proper conduct of the exhibition.

FOOD DISTRIBUTION:

- Prepackaged food such as fruit, cookies and candy may be distributed in the booth. Cooking is not permitted other than by ILCA or their designee.

ATTENDEE FEE SCHEDULE:

- Two free booth representatives per booth are included in your exhibitor fee. Please indicate their names on the contract.
- Additional attendees from your company must pay the pre-registration fee.
- Requests for attendee refunds must be made in writing and received in the ILCA office no later than July 1, 2016.

*****Please note that food service will be on a pre-purchased ticket basis. There will be a limited number of food tickets for sale on August 4th. *****

DEADLINES

Priority Points Placement:	May 19, 2016
Early Booth Rate Registration:	June 20, 2016
Booth/Attendee Refund:	July 1, 2016
Booth Furnishing Requests:	July 14, 2016
Attendee Pre-Registration:	July 29, 2016

BOOTH FEES:

<u>Size</u>	<u>by 6/22</u>	<u>6/23 or after</u>
20x20		
Member	\$400	\$450
Non-Member	\$525	\$575
20x30		
Member	\$500	\$550
Non-Member	\$650	\$700
10x20 (<i>“Non-product” firms only</i>)		
Member	\$300	\$350
Non-Member	\$400	\$450

- **ILCA membership must be current at the time of the show to receive member rates.** Call 630-472-2851 or visit www.ilca.net for membership information and an application.
- All exhibitors with a product must rent a 20x20 or larger booth (most booths are 20x20).
- 10x20 booths are for service-related, “non-product firms, associations, and colleges only.
- Powered booths are not available at this site.
- A cleanup fee will be assessed if materials are left after breakdown.
- **Booth prices increase on June 21st.**
- Requests for attendee refunds must be made in writing and received in the ILCA office no later than July 1, 2016.

FOR YOUR REFERENCE: CHECKLIST

Due at time of contract:

- Completed contract with authorized name & signature.
- Certificate of Insurance for General Liability in the amount of \$1,000,000 and Workers' Compensation as stated according to the Rules and Regulations (must be valid during set up on Wednesday, August 3rd and on the day of the show Thursday, August 4th. ILCA and Midwest Groundcovers & Midwest Trading must be listed as additional insured.)
- Exhibitor's registration information with the two free representatives' names. Registration and payment for paid additional booth representatives and other attendees is also encouraged.
- Payment in full. **(ILCA membership must be current to receive member rates.)**

Attendee prices increase on-site.

For Your Records:

\$ _____ ILCA membership (if applicable)
 \$ _____ Booth Fee
 \$ _____ Tent Rental (if applicable)
 \$ _____ Extra Tables
 \$ _____ Extra Chairs
 \$ _____ Attendee Registration Fees
 \$ _____ Sponsorship
 \$ _____ **Total paid with contract** Date: _____ Ck. Number _____

Reminders:

- **Make a copy of the completed forms for your records.**
- **Notify your team of the set-up schedule.**
- **Booth furnishings are not available on-site. If you need them, please pre-order them on your contract.**

Time Line:

May 19 Deadline to submit contract using priority point system.
 May 20 Booth assignment begins, using priority point system. (Contracts received May 20 or later will be assigned on a first-come, first-served basis).
 June 21 Regular booth prices take effect (early bird rates end June 20th)
 July 1 Refund request deadline for booth contracts and attendee registrations
 July 1 Deadline to notify ILCA of set up scheduling conflicts
 August 3 Exhibitor set-up day
 August 4 2016 ILCA Summer Field Day