



ILCA SUMMER FIELD DAY CONTRACT 2017 RULES AND REGULATIONS

**College of DuPage
Glen Ellyn, Illinois**

Thursday, August 10, 2017

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 26, 2017.

As of June 1, 2017, 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 10, 2017.** 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 11, 2017.
- 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 26, 2017**. Priority is given first to the company with the greatest number of points, then by the date contract received among those companies with equal point value.
- **Contracts postmarked or received May 27, 2017 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 order to reserve a booth space.** 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 9th and Thursday, August 10th.

- | | |
|---|----------------------|
| 1) Illinois Landscape Contractors Association | 2) College of DuPage |
| 2625 Butterfield Road, Suite 104S | 425 Fawell Blvd. |
| Oak Brook, IL 60523 | Glen Ellyn, IL 60137 |

NOTE: This is an absolute requirement of the host. No COI, no exhibit booth!!

- 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 may be parked or serve as booth space due to underground irrigation system.**
- 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.
- All tents must be secured with stakes shorter than 6" due to underground irrigation system
- No tent poles, stakes or accessories will be permitted to extend outside the booth boundary.

SETUP SCHEDULE:

Conflicts with the following set-up schedule to be addressed with ILCA staff no later than July 10th, 2017.

Wednesday, August 9th

- 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 9th.
- 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 10th

- **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 10th.**
- Committee is unable to assist with set-up after 7:00 a.m. on Thursday, August 10th.
Exhibitors' vehicles must be off the site by 7:30 a.m. Truck/trailer parking will be designated for exhibitors.

SHOW HOURS:

- Thursday, August 10th, 2017 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 11th, 2017, 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 10th.
- Exhibitors in the demo area may exchange demo items (mowers, etc.), during the show.
- Due to the on-site irrigation system, only above-ground equipment such as mowers, chain saws, and spray equipment (such as hydro-seeders) may be demonstrated. Nothing can break the ground.
- 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 the 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). Due to underground irrigation, please refer to the tent staking guidelines.
- 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, College of DuPage, will not be held liable for any loss sustained by the exhibitor in any manner whatsoever during the ILCA 2017 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 College of DuPage 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 2017 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 College of DuPage 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 staff per booth are included in your exhibitor fee. Please indicate their names on the contract.
- Please register your attendees and additional booth staff online at ILCA.net.
- Requests for attendee refunds must be made in writing and received in the ILCA office no later than July 10, 2017.

*****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 10th. *****

DEADLINES

Priority Points Placement:	May 26, 2017
Early Booth Rate Registration:	June 30, 2017
Booth/Attendee Refund:	July 10, 2017
Booth Furnishing Requests:	July 21, 2017
Attendee Pre-Registration:	August 6, 2017

BOOTH FEES:

<u>Size</u>	<u>by 6/30</u>	<u>7/1 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 July 1st.**
- Requests for attendee refunds must be made in writing and received in the ILCA office no later than July 10, 2017.

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 9th and on the day of the show Thursday, August 10th. ILCA and College of DuPage must be listed as additional insured.)
- ☐ Exhibitor's registration information with the two free representatives' names. (Please register your attendees and any additional booth staff over your allotment online at ilca.net.)
- ☐ 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 26	Deadline to submit contract using priority point system.
May 30	Booth assignment begins, using priority point system. (Contracts received May 26 or later will be assigned beginning June 1 st on a first-come, first-served basis).
July 1	Regular booth prices take effect (early bird rates end June 30 th)
July 10	Refund request deadline for booth contracts and attendee registrations
July 10	Deadline to notify ILCA of set up scheduling conflicts
August 9	Exhibitor set-up day
August 10	2017 ILCA Summer Field Day