



General Information

- This is an unshaded, outdoor trade show and will proceed rain or shine.
- Companies selling landscape products **must** purchase a 20x20' or larger booth.
- **Booths:**
 Booths 20x20' or larger include:
 - o (2) 8' rectangular tables
 - o (2) chairs
 - o (2) tradeshow-only tickets
 - o (2) lunch tickets
 20x10' booths include:
 - o (1) 8' rectangular table
 - o (2) chairs
 - o (2) tradeshow-only tickets
 - o (2) lunch tickets
- 10X10' tents are available for rent for all booths. They are secured in the center of the booth space.
- **Booth assignments will be made to completed contracts, received through May 15th (using the priority points system). Contracts received after May 15th, will be assigned on a first-come, first-served basis.**
- A completed contract consists of:
 - o **signed contract**
 - o **certificate of insurance**
 - o **exhibitor registration information**
 - o **payment in full**
- Please register your attendees and any additional booth staff over your allotment, online at ilca.net.

► **Keep this page for your records**

Product Demonstration Area

Goodmark Nurseries will have spaces set aside for demonstrations. There will be a grassy area for mowers and a large mulch pile for skidsteers, etc. No digging is allowed.

Deadlines:

Priority Points Placement:	May 15, 2019
Early Booth Rate:	June 14, 2019
Booth/Attendee Refund:	July 1, 2019
Booth Furnishing Requests:	July 10, 2019
Attendee Pre-Registration:	July 28, 2019

Booth Type/Fees:

<u>Size</u>	<u>Type</u>	<u>Early Rate by 6/14</u>	<u>Standard Rate 6/15 or after</u>
20x20'	Member	\$500	\$550
	Non-Member	\$675	\$725
20x30'	Member	\$600	\$650
	Non-Member	\$800	\$850
20x10' "Non-product" firms only	Member	\$400	\$450
	Non-Member	\$550	\$600

IMPORTANT!

PLEASE CAREFULLY READ THE 2019 ILCA SUMMER FIELD DAY EXHIBITOR CONTRACT INFORMATION PRIOR TO SIGNING THIS AGREEMENT.

YOUR SIGNATURE ON THIS CONTRACT INDICATES YOUR AGREEMENT WITH ALL TERMS OUTLINED IN THE 2019 CONTRACT RULES AND REGULATIONS.



SECTION ONE: COMPANY INFORMATION

(Company Name: as you want it to appear on ILCA website,
Site Map, Attendee Handout & promotional materials)

Company: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: _____

On-Site Contact Name: _____

On-Site Contact Email: _____

SECTION TWO: EXHIBITOR STAFF REGISTRATION

Please indicate the two people who will staff your booth.

1. Name: _____

Email: _____

2. Name: _____

Email: _____

**PLEASE REGISTER YOUR ADDITIONAL BOOTH STAFF
ON LINE AT ilca.net. (Exhibitors over the "2 per booth"
will be at \$20 for Trade Show. **\$35 for Trade Show &
Lunch**)**

SECTION THREE: BOOTH(S)/FEES

Total # of Booths: _____ Booth Size(s): _____

Rate Type: (Member or Non-Member): _____

Booth Choice #(s): (see site map at www.ilca.net)

1st Choice _____

2nd Choice _____

3rd Choice _____

*Note: Booth numbers, as shown, are for booth assignment
only. The booth numbers may change for the final map.*

Total Due: BOOTHS \$ _____

► **Return this page to ILCA**

SECTION FOUR: BOOTH FURNISHINGS

*Please choose the rental items you would like in your booth.
Items must be ordered by **July 10th**.*

☐ No Furnishings Necessary (I want my booth empty!)

☐ 48" Umbrella Table @ \$60 each \$ _____

☐ 10x10' Tent @ \$150 each \$ _____

☐ Additional 8' Table @ \$10 each \$ _____

☐ Additional Chair @ \$2 each \$ _____

Total Due: FURNISHINGS \$ _____

SECTION FIVE: PAYMENT

Please fill-in the TOTAL DUE for each section

Section 3 – BOOTH FEES \$ _____

Section 4 – BOOTH FURNISHINGS \$ _____

GRAND TOTAL DUE: \$ _____

☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Card# _____

Expiration date _____ CVV: _____

Email for receipt: _____

☐ Check enclosed payable to: ILCA
Mail to: ILCA, 2625 Butterfield Road, Suite 104S
Oak Brook, IL 60523
or Fax to: 630-472-3150

CHECKLIST:

*Please note that booth assignments will not be made unless
all contract information requirements are fulfilled.
I have enclosed the following:*

☐ **Certificate of Insurance (Required)**

☐ Signed Contract ☐ Payment in full

**On behalf of the Exhibitor named above, the undersigned
authorized agent of the Exhibitor agrees to be bound by the
terms and conditions contained herein and in the ILCA
Summer Field Day Exhibitor Contract Rules & Regulations
book, which I understand are incorporated herein by reference
as if fully set forth herein.**

Signature _____ Date _____