2027 Exhibitor Guidelines

DoubleTree by Hilton
Bloomington, IL
January 26 - 27, 2027

This document contains pertinent event 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.

SETUP SCHEDULE

- Setup must take place between 2pm – 7pm on Monday, January 25 or 6am – 7:30am on Tuesday, January 26. Hand-carried materials only after 7:00am on Tuesday, January 26.
- **Tear-down of exhibit booths may not begin until 3:00 on Wednesday, January 26.**

USE OF BOOTH SPACE

- The exhibit area is setup in the pre-function space of a hotel conference center. This means, the exhibit spaces are only 8ft x 8ft. You will not be able to use a traditional 12 ft backdrop like you may have used at other trade shows. If you are encroaching on your neighbors' space you may be asked to make adjustments onsite.
- Each booth will have a skirted table and two chairs. If you need electricity, that must be noted at the time of registration, as there is an associated cost for hotel staff to provide. It cannot be added onsite.
- Each booth will be marked off and your display materials must fit within your space so that we can accommodate all vendors.
- Do not leave anything valuable in your booth unattended during the event. No responsibility will be assumed by Landscape Illinois for theft, vandalism or other loss or damage occurring prior to, during or after the event.
- Property left unattended or without owner identification at the exhibit site cannot be presumed to be in the custodial care of Landscape Illinois or the exhibit site owner.
- Flammable and combustible items are prohibited - No open flames, heaters, candles, incense burners or similar items will be permitted in, or around exhibit booths.

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.

- We encourage you to include InVigorateU in your marketing plan. You can help increase attendance by promoting participation in the event. (Example: InVigorateU logo, social media content, etc.)
- Distribution of literature, samples or any type of giveaway items must be done from within your booth space only, unless you have a sponsorship agreement that allows you to distribute materials at a specific time/location as agreed upon with Landscape Illinois staff.
- The hotel **does not allow** advance shipment of samples, printed materials, or other booth supplies.

BOOTH ASSIGNMENT:

- Booth assignment information will be sent when the layout is finalized.
- Every effort will be made to match booth assignments with exhibitor requests, based on the priority point system.
- Points are earned by exhibiting (1 point each year) and sponsoring (1 point each year) at InVigorateU in previous years.
    - First priority goes to the company with the greatest number of points, then by the date registration is received (among those companies with equal point value).
- Landscape Illinois reserves the right to make any necessary changes in layout to best accommodate the show.
- No exhibitor may assign, sublet, or otherwise apportion the whole or any part of the space allotted to 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 Landscape Illinois.

Contact Kellie Schmidt with questions at kschmidt@landscapeillinois.org

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