



**CHICAGO ROOFING CONTRACTORS ASSOCIATION  
35th ANNUAL TRADE SHOW & SEMINARS  
January 18-19, 2018  
EXHIBITOR CONTRACT**

Rec by CRCA:  
\_\_\_\_/\_\_\_\_/2017

**PRINT COMPANY NAME CLEARLY AS TO APPEAR ON ALL PROMOTIONAL MATERIAL**

Exhibitor Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_ In case of Emergency Contact Phone: \_\_\_\_\_  
 Exhibitor Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Local Rep: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\$600 per Booth and this SIGNED CONTRACT is due to secure your 2018 CRCA Booth Space.**

- Booth space is available on a first-come, first-serve basis.
- CRCA recommends that your signed contract and payment is submitted as soon as possible.

<u>2018 Booth Package</u>	<u>Total</u>	<u>Booth Preferences</u>
_____ CRCA Member Booth Price \$1450 per booth	\$ _____	Indicate <b>2018 BOOTH number(s)</b> in order of preference: 1 <sup>st</sup> Choice _____ 2 <sup>nd</sup> Choice _____  Or Place our Booth near the following exhibitor:  _____
_____ Non-Member Booth Price \$2100	\$ _____	
_____ 110v Electrical Connection \$200 (Contact CRCA for 220v)	\$ _____	
<b><u>\$200 Mandatory Compliance Deposit</u></b>		<i>CRCA reserves the right to assign booth spaces when the requested space is not available. Exhibitor will be notified of actual assignment.</i>
<b>Due for each Exhibitor (choose one):</b>		
_____ a. Check here if you are a returning exhibitor. Your \$200 Compliance Deposit from 2017 will be used for 2018.		
_____ b. Check here if you did not exhibit in 2017 and add \$200 on this line:	\$ _____	
<b>Total Exhibit Fee</b>	<b>\$ _____</b>	

**CRCA Trade Show Booths are 10' wide x 9' deep. Booth Package** includes a 6' table, 2 chairs, garbage can and signage. Drury Lane Conference Center Exhibit Hall, Oakbrook Terrace, IL is carpeted. Electrical is extra. For exhibitors with multiple booths sharing one 110v electrical connection, fee is \$200 total. Additional items may be rented through event services contractor.

**EARLY DISMANTLING OF BOOTH AND CONTENTS NOT ALLOWED** prior to close of show due to safety issues for attendees and exhibitors. Exhibitors dismantling or removing exhibition materials from exhibit hall before show close will forfeit the \$200 Compliance Deposit and may lose 2019 exhibitor space.

**PAYMENT INFORMATION (choose one):**

\_\_\_\_\_ Enclosed is a check for \$600 per booth  
 \_\_\_\_\_ Enclosed is a check for the Total Exhibit Fee  
 \_\_\_\_\_ Please charge my credit card \$600 per booth  
 \_\_\_\_\_ Please charge my credit card for the Total Exhibit Fee

A minimum of \$600 per booth must be received to secure your space. Space is limited and available on a first-come, first-serve basis.

**Full payment of the Total Exhibit Fee is due on July 1, 2017.**

Name as it appears on Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Card Billing Address: \_\_\_\_\_  
 Email to send receipt: \_\_\_\_\_

**CRCA Trade Show Exhibit Hours:**

**Jan. 17, 2018**, 1 pm - 5 pm,  
Exhibitor Move-in/Set-up

**Jan. 18, 2018**, 11 am - 6 pm,  
Trade Show Exhibit Hours

**Jan. 19, 2018**, 9 am - 1 pm,  
Trade Show Exhibit Hours

**Jan. 19, 2018**, 1 pm - 3 pm,  
Exhibitor Move-out

## 2018 CRCA Exhibitor Contract Agreement Rules and Regulations

**Exhibitor Booth Size: 10' wide x 9' deep**

**Exhibit Space** - Components and signs will be permitted to a **maximum height of 10'**. All components must fit into booth size purchased including carpeting. **Display materials over 4 ft. high must be confined to the booth area and is at least 5 ft. from the aisle line.**

**Double width end cap booths: Back wall of display cannot exceed 10' wide and must maintain a 5' sightline for neighboring booths.** *Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. CRCA will resolve discrepancies.*

**Advance Shipments** – See the Events Services Contractor Information for Material Handling pricing.

**Direct Shipments** Cannot be accepted at Drury Lane prior to Wednesday, January 17, or during show/seminar hours and will be rejected.

**Shipments CANNOT be sent to Hilton Suites or Hilton Garden Hotels.**

**Booth Set Up:**

- The Exhibit Services Contractor will unload exhibitor's truck and set up equipment in exhibitor's booth at no additional charge on Wednesday, January 17. Trucks **cannot be unloaded** on Thursday, January 18.
- **Carpenter Labor** on Wednesday, January 17 and Friday, January 19 is **FREE, only if ordered by the deadline.** Use the Exhibit Services *Complimentary Labor/Table Exchange Order Form* provided prior to the event.
- *Labor Order Form* rates will apply after deadline.

**Booth Dismantling:**

**Booth/Contents dismantling begins at 1:00 pm, Friday, Jan. 19. Early dismantling is not allowed. Any exhibitor dismantling or removing exhibition materials from exhibit hall early will forfeit the \$200 Compliance Deposit and may lose 2019 exhibitor space.**

- The Event Services Contractor will load exhibitor trucks at no additional cost.
- Dismantling and loading of trucks must be completed, and the exhibit hall vacated by Friday, January 19, 3:00 pm

- **NO WHEELED CARTS** may enter/leave through the front doors (Theater Lobby) of Drury Lane
- **Exhibitors may HAND-CARRY** one box per person into the Exhibit Hall prior to show hours on Thursday, January 18<sup>th</sup>. Anything larger must be delivered/carried during Wednesday's Exhibitor Move-in through the rear loading doors.

The Event Services Contractor will provide storage for empty boxes and crates during the show.

**Conflicting Events** at Drury Lane and Hilton properties are prohibited during show/seminar hours.

**Hospitality Suites** are acceptable provided they are not open during show/seminar hours. Approval by CRCA required.

**Cash or Credit Card Sales** are prohibited during the show.

**Alcohol** – Alcohol Sales/give-aways at exhibitor booths are prohibited.

**"Give Away" Items** – Razor blades, knives and similar items are prohibited.

**Exhibitor Raffles** - CRCA can announce winners of raffles held at individual exhibitor booths.

**Announcements** – Microphones, amplifiers are not allowed.

**Entertainment** – Exhibitor may operate games, raffles and entertainment in the booth with prior CRCA approval.

**Machinery** – May be operated in trade show booth provided it is quiet, clean, safe and approved by CRCA. All machinery must be placed on plywood or heavy plastic provided by exhibitor. All vehicles must conform to regulations set forth by Drury Lane and CRCA.

**Electric** - Electrical connection is to be pre-ordered through CRCA. On-site electrical orders may be charged at a premium and availability cannot be guaranteed.

**Security** – CRCA will provide security guards.

**Lead Retrieval Services** are offered. CRCA will not provide attendee contact information.

**Exhibit Hours:**

- Jan. 17, 2018**, 1 pm - 5 pm, Exhibitor Move-in/Set-up
- Jan. 18, 2018**, 11 am - 6 pm, Trade Show Exhibitor Hours
- Jan. 19, 2018**, 9 am - 1 pm, Trade Show Exhibitor Hours
- Jan. 19, 2018**, 1 pm - 3 pm, Exhibitor Move-out

**LIABILITY:** Drury Lane Conference Center, CRCA and any subcontracted service provider will exercise reasonable care for the protection of Exhibitor's materials and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to any of said materials or displays. Exhibitor assumes complete responsibility and liability for all loss, damage or destruction of the property of the Exhibitor, its guests and all property of Drury Lane used by the Exhibitor or brought upon the Drury Lane premises on Exhibitor's behalf. Exhibitor also assumes full responsibility and liability for all injury to any persons or property in any way connected to the Exhibitor's display caused by Exhibitor employees. The Exhibitor indemnifies and agrees to hold harmless the Drury Lane Conference Center and CRCA against any and all liability whatsoever arising from event cancellation, duration, delay or changes caused outside CRCA's control or any or all damage to property or personal injury caused by the Exhibitor or its agents, representatives, employees or any other persons. All rules and regulations set forth will be enforced by CRCA. This contract is governed by Illinois and DuPage County law and the Exhibitor consents to the exclusive jurisdiction of these courts.

**CANCELLATION POLICY:** 2018 Exhibitor Cancellations must be provided to CRCA writing, via fax or email. Cancellations prior to Sept. 30<sup>th</sup>, 2017 receive a 50% refund. Cancellations on or after Sept. 30<sup>th</sup>, 2017 forfeit any refund.

Exhibiting Firm \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_

**Send contract & payment to CRCA by FAX at 708-449-0837 or [info@crca.org](mailto:info@crca.org). Confirmation will be sent.**