

2023 CRCA Trade Show & Seminars 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.

Shipping: Can only be received at Drury Lane, Wed. January 18 between 1-5 pm. Shipments received any other time *will be rejected*. **Shipments CANNOT be sent to Hilton Suites or Hilton Garden Hotels.** CRCA recommends shipping in advance to the warehouse. See Events Services info for material handling and shipping info.

Booth Set Up:

- The Exhibit Serv. Contractor can unload exhibitors' truck at no additional charge Wednesday. Trucks cannot be unloaded on Thursday.
- **Carpenter Labor** on Wednesday and Friday, January is FREE, **but only if ordered by the deadline.** See Exhibit Services info. Labor Order Form rates will apply after deadline.
- Events Serv. Contractor can store empty boxes / crates

Booth Dismantling: **Booth/Contents dismantling begins at 1:00 pm, Friday, Jan. 20. NO EARLY TAKE-DOWN. Exhibitors dismantling or removing exhibition materials from exhibit hall will forfeit the \$200 Compliance Deposit and loss of future exhibitor space.**

- Event Serv. Contractor will load exhibitor trucks at no cost.
- Exhibit Hall must be vacated by Friday, January 20, 3:00 pm
- **NO WHEELED CARTS** thru Drury Lane's front doors (Theater Lobby). Use West doors for wheeled carts and large boxes.
- **Exhibitors may HAND-CARRY** one box per person into the Exhibit Hall prior to show hours on Thursday or Friday. Larger items must be delivered/carried during Wednesday's Exhibitor Move-in through the Drury Lane back loading doors.

Booths not staffed with exhibitor personnel during all exhibit hours will forfeit exhibitor deposit and may lose future exhibitor space.

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

Hospitality Suites are acceptable provided they are not open during event/exhibit/seminar hours. CRCA approval required.

Alcohol – Alcohol Sales/Distribution at exhibitor booths prohibited.

Cash or Credit Card Sales are prohibited during the show.

Announcements – Microphones, amplifiers are not allowed.

"Give Away" Items – Razor blades, knives, etc. prohibited

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

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

Machinery – May be operated 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. Trucks longer than the typical parking space shall not be parked in attendee parking areas.

Electric – 110v to be pre-ordered through CRCA. On-site electrical orders could face premiums and cannot be guaranteed.

Security – CRCA will provide security.

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

Exhibit Hours:

Jan. 18, 2023, 1 pm - 5 pm, Exhibitor Move-in/Set-up

Jan. 19, 2023, 11 am - 5 pm, Trade Show Exhibitor Hours

Jan. 20, 2023, 9 am - 1 pm, Trade Show Exhibitor Hours

Jan. 20, 2023, 1 pm - 3 pm, Exhibitor Move-out

LIABILITY: It is agreed that Exhibitors will assume responsibility for any damages to the Drury Lane Conference Center and their own exhibits. The Exhibitor further agrees that neither the Chicago Roofing Contractors Association, nor its employees, agents, or representatives shall be liable and that the Exhibitor will release, hold harmless, and make no claims for any reasons whatsoever including negligence (but excluding gross negligence or willful/wanton conduct), against the Chicago Roofing Contractors Association, its employees, agents or representatives for: (1) loss, theft, damage or destruction of goods or displays; (2) any accident or injury to or death of the Exhibitor or the Exhibitor's employees, agents or representatives; (3) any damage to Exhibitor's business by reason of the failure to provide space for the exhibit or the removal of the exhibit; (4) any other action of employees, agents or representatives of the Chicago Roofing Contractors Association; (5) the failure to hold the event as scheduled as a result of Coronavirus (COVID-19) or similar viruses or illness requiring quarantine, local, state, or federal emergencies, acts of God, fire, flood, riots, or any other causes beyond the control of Chicago Roofing Contractors Association, Drury Lane Conference Center, or any exhibit service contractor that may render any exhibit area unusable.

CHOICE OF LAW, VENUE, ATTORNEY'S FEES: This Contract is governed by the State of Illinois. Venue for any dispute arising out of or related to this Contract shall be in DuPage County, Illinois. The prevailing party in any dispute arising from or related to this Contract shall be entitled to its attorney's fees, costs, and expenses incurred through mediation, litigation, or appellate proceedings.

CANCELLATION POLICY: 2023 Exhibitor Cancellations must be provided to CRCA writing, via fax or email. Cancellations prior to Sept. 30, 2022, may receive a 50% refund. Cancellations after this forfeit any refund.

RESERVATION OF RIGHT TO MAKE CHANGES: Any matters not specifically covered herein are subject to decision by CRCA. CRCA reserves the right to make such changes, amendments and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all Exhibitors will be advised of any such change.