



Chicago Outdoor Expos
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Show location
Ho-Chunk Sports and Expo Center

10 Southland Drive
Lynwood, IL. 60441

Please Do Not Send Payment to Expo Center

February 27 thru March 1, 2009
at the Ho-Chunk Sports and Expo Center, Lynwood IL.

◆ **GENERAL INFORMATION**

EXPO HOURS FRI 12 PM – 8 PM, SAT 9 AM – 8 PM , SUN 9 AM – 5 PM
EXHIBIT SET-UP THURSDAY FEB 26, 8 AM. – 8 PM THU 8 AM – 8 PM
EXHIBIT DISMANTLING SUNDAY 5:00 PM

◆ **BOOTH INFORMATION (refer to floor plan)**

RETAIL, RESORT, GUIDE SERVICE, Etc... EXHIBITS (per 10 x 10 booth) \$495.00 Corner Booths \$550.00
BULK DISPLAYS: Limited to Boats, Campers ATV's (No Drayage Fees) \$3.50 Sq. Ft.
1 110v. Electric Drop \$100.00

◆ **HOW TO RESERVE SPACE**

Complete the exhibit space application below and return it by mail with a 25% Deposit or by fax with charge card info. No space may be held without a deposit

◆ **PAYMENT POLICY**

Secure your Booth space now with a 25% deposit by August 15, 2008. 50% payment due Sept. 15, 2008, and the balance due by Jan. 15, 2009.

MAKE CHECKS OR MONEY ORDERS PAYABLE TO:
Chicago Outdoor Expos, Inc., P.O. Box 702, Frankfort, IL. 60423

EXHIBIT SPACE APPLICATION FORM

Please describe what you will be exhibiting _____

COMPANY NAME _____

BILLING ADDRESS _____

Type of booth (Corner or wall) _____

CITY, STATE, ZIP _____

Quantity of Booths (1,2,3) _____

PHONE NUMBER _____

Booth Numbers Requested (Refer to floor plan) _____

CONTACT PERSON _____

Cost of Booths \$ _____

25% Deposit \$ _____

Balance Due \$ _____



Apply Deposit to your credit card: Card type: Visa Master Card Amex Discover

Card Number _____ Expiration Date _____ CVV Code _____

It is understood and agreed that this is an Application, subject to Acceptance and Approval by Chicago Outdoor Expos, INC. It is understood and agreed by the undersigned EXHIBITOR that after Acceptance and Approval of this Application, said Application shall become a CONTRACT between Chicago Outdoor Expos, INC. and the undersigned EXHIBITOR; and the EXHIBITOR agrees to promptly pay the above rental when due and also to abide by the terms and regulations set forth by Chicago Outdoor Expos, INC.

Signature _____

RETURN TOP COPY - KEEP BOTTOM COPY FOR YOUR RECORDS

EXHIBITOR RULES AND REGULATIONS

1. PAYMENT OF SPACE

All monies paid shall be retained by the Show in the event an Exhibitor fails to fulfill or violates the contract or reduces the size of the exhibit or withdraws from the Show. If an Exhibitor fails to submit payments at specified times, Show Management shall have the right to take possession of said space and lease it to another party..

2. ADMISSIBLE EXHIBITS

Exhibitor agrees to display only new unused current products. Exhibits which are of a disruptive, objectionable or inappropriate nature as interpreted by show management will be removed from the show.

3. SUBLETTING OF SPACE

Exhibitors may not sublet their space. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space. Non-exhibiting firms will not be allowed to place stickers, placards, or other signs anywhere in the show.

4. LATE ARRIVALS

Exhibitors arriving for set-up after their scheduled installation time can be relocated to any location specified by show management.

5. STAFFING OF EXHIBITS

Exhibits must be staffed during all show hours. Exhibit removal prior to the final day's close of the show is strictly forbidden. Exhibits that do not comply with these regulations will not be offered renewal of their space in the following years show.

6. SAFETY

- a) All decorations and exhibit materials must be flameproof material or be made fireproof. The following materials/items are not permitted:

Helium balloons	Blow guns
LP gas tanks (empty or filled)	Darts
Open flames or fires - no cooking allowed	
- b) Exhibitor must provide the necessary shielding or safety items to protect patrons, exhibitors and all others from equipment that is operable or any other materials, processes or operations which might cause bodily harm, or damage to clothing.

7. ELECTRICAL COMPLIANCE

All electrical wiring and equipment must meet the City of Lynwood Illinois' electrical code.

8. SERVICES

- a) The Show will be responsible for sweeping and maintaining the show aisles. The Exhibitor must, at their own expense, keep their spaces clean, rug vacuumed, products dusted and exhibits in good order.
- b) The Show shall use proper and reasonable care to have all power, air, water and gas services installed and operating during the Show. The Show, however, shall not be responsible for late installation or interruption of any such services.

9. SECURITY

The Show shall be responsible for providing security for surveillance of the Exhibit Hall only. Individual exhibit security is the responsibility of the Exhibitor. The Show assumes no responsibility for goods delivered to the Center or materials, exhibits or products brought into or left in the Center.

10. FORCE MAJEURE

In the event The Ho-Chunk Sports and Expo Center or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of government intervention, malicious damage, acts of war, acts of God, strike, lock-out, labor dispute, riot, or any other cause or agency over which the Show has no control, or should the Show decide that because of any such cause it is necessary to cancel, postpone or re-site the Show, or reduce the installation time, Show time, or move-out time, the Show shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect arising as a result thereof.

11. INSURANCE

Exhibitor is required to provide and keep in force during the show period, including move-in and move-out periods, the following insurance coverage:

- a) Worker's compensation and employer's liability insurance covering its employees in the state in which the show is being held, in accordance with the statutes, rules and regulations promulgated by that state's governing authorities.
- b) Comprehensive general liability insurance, including blanket contractual liability insurance naming Chicago Outdoor Expos, Inc. as an additional insured, with limits of \$1,000,000 combined single limit for bodily injury and property damage or commercial general liability insurance naming Chicago Outdoor Expos, Inc. as an additional insured with limits not less than \$2,000,000 general aggregate, \$1,000,000 products-completed operations aggregate, \$1,000,000 personal and advertising injury limit and \$1,000,000 each occurrence limit.
- c) All-risk property insurance covering all of Exhibitor's property brought into or used in connection with the show, including the move-in and move-out periods, with insurance coverage to be set forth in an insurance policy that includes (1) a waiver of subrogation against Chicago Outdoor Expos, Inc., its officers, employees and agents and any related corporations and (2) limits of liability providing minimum coverage (with no deduction or participation provisions) of not less than the full replacement cost of the property lost or damaged.
- b) Certificates of insurance shall be furnished as soon as possible to Chicago Outdoor Expos, Inc. if requested by show management prior to or following the show.

12. INDEMNIFICATION

Exhibitor, without regard to assignment, lease, sublease or dealer occupancy shall indemnify, hold harmless, defend and reimburse the Chicago Fishing Expo, Chicago Outdoor Expos, Inc. and any affiliated corporations and their managers, Board of Directors, officers, agents and employees from all losses, claims, liability, damage, actions, judgments recovered from or assessed against Exhibitor or above named indemnity, plus expenses (including, without limitation, attorney's fees and expenses) (1) for any injury to or death of any persons, or any loss of, through theft or otherwise, or damage to property arising in any way in connection with the use and enjoyment by the Exhibitor, or of any other person or entity, with the permission, express or implied, of Exhibitor of the space, equipment or the show space or hall; (2) arising from the use of equipment, devices furnished to or used by the Exhibitor or other persons in connection with the show, or the use of the space. Such indemnification shall not be effective if damage or injury results from the sole gross negligence or willful misconduct of the show sponsor, CFE, Inc or any of its employees.

13. AMENDMENTS

Show Management shall have the full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make such amendments thereto, and such further rules and regulations as shall be considered necessary for proper conduct of the exhibition. Show Management reserves the right to refuse booth space rental to anyone for any reason deemed to be in the best interest of the show.

14. SALE OF MERCHANDISE

No exhibitor may sell, convey or advertise to sell, any merchandise without prior written consent from Chicago Outdoor Expos, Inc. It is the responsibility of the exhibitor to register for, collect and report appropriate sales taxes.