



Reaching Every Child through Differentiation

June 10 and 11, 2009

Exhibit Booth Rules and Regulations

BOOTH EQUIPMENT & SERVICE INFORMATION

One line ID sign with booth number, 2 chairs and 1 – 2' x 6' table. Exhibitor area is carpeted.

CANCELLATION

All cancellations must be made in writing to the Exhibit Chair. Written notification must be post marked on or before May 1, 2009 to receive all monies, less a \$100 administrative fee per booth refund. After May 1, 2009 no monies will be refunded. If booth is not occupied by 7:00 AM Wednesday June 10, Exhibit Chair will have the right to use such space as deemed necessary to eliminate empty spaces in the exhibitor area.

In the event of flood, fire, strikes, riots, civil commotion or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use within 10 days prior to the opening date of the exhibit, 50 percent of the money paid for rental will be refunded.

Conference will not be canceled due to inclement weather.

EXHIBITOR'S ADMISSION BADGE

Exhibitors will furnish Exhibit Chair with name(s) of booth representative(s) by April 1, 2009. Exhibitors must register and pick up their badges before entering the exhibit hall, and must wear the exhibitor badge at all times. Each badge entitles the wearer to all conference meals (breakfast & lunch).

EXHIBIT CONSTRUCTION

No special signs, booth construction, apparatus, or lighting fixtures are permitted in excess of 8' in background height. All construction or parts of the display must be placed at least 5" in from the aisle. Displays occupying the back half of the booth will not be permitted to exceed the 8' height of the back wall.

Interference with the light and space of other exhibitors is strictly prohibited. All display materials exposing unfinished surfaces to neighboring booths are not permitted and must be finished at the exhibitor's expense. Exhibit Chair reserves all rights to have such finishing done and to bill the exhibitor for all incurred costs.

EXHIBITOR REGISTRATION

For information regarding space, contact Dr. Julie Retzlaff @ jretzlaff@lake.k12.il.us. Participating firms will be given one complimentary exhibitor badge for each booth rental. Additional badges may be purchased for \$80 each. Other individuals (including, but not limited to authors, consultants, colleagues, friends and relatives) who may be associated with the company, but who are not working in the booth, must pay the regular conference registration fees. Special permission, in writing, must be obtained from the Exhibit Chair for individuals 16 and under who are a part of a special demonstration in the exhibitor's area.

LOCATION OF EXHIBITS

The exhibit venue will be located in the University Center of Lake County, 1200 University Center Drive, Grayslake, IL.

PAYMENT

Full payment must accompany the application. No exhibit will be allowed until full payment has been made and all terms of the contract fulfilled. Any exhibitor failing to occupy the space is not excused of the obligation of paying the full rental space. Please see "cancellation" section.

SALES

Exhibitors may sell or take orders; however, exhibitors shall be solely responsible for obtaining all licenses and permits required by the city, county and/or state, and for payment of all taxes and fees. Exhibitors may have raffles at their individual booths.

SECURITY

Exhibit Chair will provide necessary security during the hours the exhibit area is closed. Exhibitors, however, are responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the exhibit hall.

VENDOR PACKET

A packet will be sent after receipt of exhibitor application and fees with information from Lake County Educational Services.

SPACE ASSIGNMENT

Assignments will be made in the order received. Exhibit Chair reserves the right to solely determine the location of exhibitor's exhibit space, and further reserves the right to rearrange the floor plan or relocate exhibitor's assigned space (exhibitor will be notified).

USE OF SPACE

All demonstrations, interviews, literature distribution, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle(s) near their booth free of congestion due to demonstrations or other promotions.

No exhibitor will assign, sublet, or share space allotted without the knowledge and consent of Exhibit Chair. Exhibitors must show only goods manufactured or dealt in by them in the normal course of business. Other exhibitors wishing to dispense sample foods and beverages must obtain approval of the Exhibit Chair and must conform to the regulations of the exhibit hall.