

General Information

- This is an unshaded, outdoor trade show and will proceed rain or shine.
- Companies selling landscape products **must** purchase a 20x20 or larger booth.

• **Booths:**

Each 20x20 or 20x30 booth includes:

- (2) 8' rectangular tables,
- (2) chairs
- (2) tradeshow-only tickets.

Each 10x20 booth includes:

- (1) 8' rectangular table
- (2) chairs
- (2) tradeshow-only tickets.

- Rented 10X10 tents are available for all booths. They are secured in the center of the booth space.
- **Booth assignments will be made to completed contracts, using the priority points system, received through May 26th. Contract received after May 26th, will be assigned on a first-come, first-served basis.**
- A completed contract consists of:
 - **signed contract**
 - **certificate of insurance**
 - **exhibitor registration information**
 - **payment in full**
- Please register your attendees and any additional booth staff over your allotment, online at ilca.net.

► **Keep this page for your records**

Product Demonstration Area

College of DuPage will have a space set aside for demonstration purposes.
 New equipment, mowers, and other equipment may be demonstrated at no cost.

Equipment may not break the ground under any circumstances.

Deadlines:

Priority Points Placement:	May 26, 2017
Early Booth Rate:	June 30, 2017
Booth/Attendee Refund:	July 10, 2017
Booth Furnishing Requests:	July 21, 2017
Attendee Pre-Registration:	August 6, 2017

Booth Type/Fees:

<u>Size</u>	<u>Type</u>	<u>Early Rate by 6/30</u>	<u>Standard Rate 7/1 or after</u>
20x20			
	Member	\$400	\$450
	Non-Member	\$525	\$575
20x30			
	Member	\$500	\$550
	Non-Member	\$650	\$700
10x20 <i>“Non-product” firms only</i>			
	Member	\$300	\$350
	Non-Member	\$400	\$450

IMPORTANT!

PLEASE CAREFULLY READ THE 2017 ILCA SUMMER FIELD DAY EXHIBITOR CONTRACT INFORMATION PRIOR TO SIGNING THIS AGREEMENT.

YOUR SIGNATURE ON THIS CONTRACT INDICATES YOUR AGREEMENT WITH ALL TERMS OUTLINED IN THE EXHIBITOR BOOK.

ILCA SUMMER FIELD DAY
Thursday, August 10th, 2017
The College of DuPage
Glen Ellyn, IL

EXHIBITOR CONTRACT



SECTION ONE: COMPANY INFORMATION

(Company Name: as you want it to appear on ILCA website,
Site Map, Attendee Handout & promotional materials)

Company: _____

Address: _____

City/State/Zip: _____

Contact: _____

Phone: _____

Contact E-mail: _____

SFD On-Site Contact: _____

SECTION TWO: EXHIBITOR STAFF REGISTRATION

Please indicate the two people who will staff your booth.

1. Name: _____

1. Email: _____

Tradeshow Only \$0 ☐ or Lunch \$15 ☐

2. Name: _____

2. Email: _____

Tradeshow Only \$0 ☐ or Lunch \$15 ☐

Total Due: Lunches \$ _____

**PLEASE REGISTER YOUR ADDITIONAL BOOTH STAFF
ON LINE AT ilca.net. (Exhibitors over the "2 per booth"
will be at \$15 for Trade Show. **\$30 for Trade Show AND
Lunch**)**

SECTION THREE: BOOTH(S)/FEES

Total # of Booths: _____ Booth Size(s): _____

Rate Type: (Member or Non-Member): _____

Booth Choice #(s): (see site map at www.ilca.net)

1st Choice _____

2nd Choice _____

3rd Choice _____

Total Due: BOOTHS \$ _____

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SECTION FOUR: BOOTH FURNISHINGS

*Please choose the rental items you would like in your booth.
Items must be ordered by **July 21st**.*

☐ No Furnishings Necessary (I want empty booth(s)!) _____

☐ Umbrella Table @ \$60 each \$ _____

☐ 10x10 Tent @ \$140 each \$ _____

☐ Additional 8' Table @ \$10 each \$ _____

☐ Additional Chair @ \$2 each \$ _____

Total Due: FURNISHINGS \$ _____

SECTION FIVE: PAYMENT

Please fill-in the TOTAL DUE for each section

Section 2 – REGISTRATION \$ _____

Section 3 – BOOTH FEES \$ _____

Section 4 – BOOTH FURNISHINGS \$ _____

GRAND TOTAL DUE: \$ _____

☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Card# _____

Expiration date _____ CVV: _____

Email for receipt: _____

☐ Check enclosed payable to: ILCA
Mail to: ILCA, 2625 Butterfield Road, Suite 104S
Oak Brook, IL 60523
or Fax to: 630-472-3150

CHECKLIST:

*Please note that booth assignments will not be made unless
all contract information requirements are fulfilled.
I have enclosed the following:*

☐ **Certificate of Insurance (Required by Host!)**

☐ **Signed Contract** ☐ **Payment in full**

**On behalf of the Exhibitor named above, the undersigned
authorized agent of the Exhibitor agrees to be bound by the
terms and conditions contained herein and in the ILCA
Summer Field Day Exhibitor Contract book, which I
understand are incorporated herein by reference as if fully set
forth herein.**

Signature _____ Date _____

For more information on Summer Field Day
and other ILCA events, please visit our website at www.ilca.net.
Questions? Call Terre Houte at 630-472-2851, or email thoute@ilca.net