



## 2025 Exposition Application & Contract March 21, 2025

Company Name: \_\_\_\_\_  
Type or Print Company Name as it is to appear on Printed Material

Booth Preference: Indicate Booth Preference as Shown on Floor Plan.

# of 8'x10' Booth spaces \_\_\_\_\_ Choices 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**All distribution of materials and placement of signs MUST stay within your assigned booth space. No solicitation will be allowed outside of your booth space. No trucks, trailers or displays will be allowed outside the entrance of Drury Lane without the permission of the Illinois PHCC.**

**Booth Costs:** One to three booths - \$1195 each. Four or more booths - \$1155 each.

**Discount price for Illinois PHCC Associate Members:**

One to three booths - \$995 each. Four or more booths - \$955 each.

**\$250.00 deposit per booth must accompany application form. 3% discount if full amount of booth cost is paid prior to December 31, 2024. BALANCE MUST BE PAID NO LATER THAN FEBRUARY 15, 2025.**

**Make check payable to: Illinois PHCC, 821 South Grand Ave. West, Springfield, IL 62704**

Company \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Contact \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Signature \_\_\_\_\_

The following products or services will be displayed: \_\_\_\_\_

Space assigned on a first come, first served basis. Please furnish all information requested. Cancellation must be by mutual consent of the applicant and the Illinois PHCC. A copy of the accepted contract will be mailed to you. If the contract is canceled prior to January 1, 2025 a full refund will be made. No refunds after January 2, 2025. Booth space contracted without deposit will be made available as space is needed. Illinois PHCC will not be responsible for lost, stolen or damaged goods or damage to the Drury Lane Conference Center. *In compliance with the Americans with Disabilities Act of 1990, the Illinois PHCC Association will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call 800-795-7422 with any special requests.*

Booth Assignment(s) \_\_\_\_\_

Date \_\_\_ / \_\_\_ / \_\_\_ Signed: \_\_\_\_\_

Illinois PHCC Executive Director/Show Manager

## Illinois PHCC Exhibitor Terms and Conditions

**Management:** This event is sponsored by the Illinois Plumbing, Heating, Cooling Contractors Association (IL PHCC), herein designated as the "Management". Management has the sole authority to accept or reject an application to exhibit in any Illinois PHCC Expo and to determine which exhibitors are the best fit for attendees. An Exhibitor is an applicant for booth space that has been accepted for participation in the trade show by Management.

**Booth Assignment:** Management reserves the right to make all final decisions for booth assignment, layout, and configuration. Every effort will be made to assign the exhibitor's requested booth choices. Participation is at the sole discretion of Management and reserves the right to cancel any exhibitor.

**Display Restrictions:** All products, services, or literature displayed must fit within the allotted 8' x 10' booth space. Exhibits may not project beyond the space allotted or interfere with traffic, other exhibits, including line of sight. Exhibits may not extend into any aisle. Management reserves the right without recourse to prohibit any portion of any exhibit, which in its opinion is not suitable, or in keeping with the character of the event. This reservation of rights by Management applies to persons, things, conduct, printed matter, catalogs, and any other material relating to or affecting the event. No signs, banners, or flyers may be displayed or distributed outside of assigned booth space. The use of any public area outside of assigned booth space for the display of signage, solicitation, products, services, demonstrations, distribution of circulars, or other material is prohibited. Anyone not assigned a booth space will not be permitted to solicit business or distribute information/samples on the show floor or anywhere inside or outside the tradeshow facility. No trucks, trailers, or displays will be allowed outside the entrance of or in the parking area of the Drury Lane Conference Center without permission of the Management.

**Food and Beverage:** Absolutely **no** alcohol is to be given out or sold in any booth. Alcohol must be purchased from the bars provided and staffed by the trade show facility. Food and beverages must be purchased from the facility and only with prior approval of Management. Snack size or smaller candy or snacks may be given out. There is to be no use of popcorn machines, chocolate fountains, microwaves, etc. without written approval by the Management and the facility.

**Liability and Insurance:** Neither the Management nor the Drury Lane Conference Center will not be responsible for lost, stolen or damaged goods, or damage to the Drury Lane Conference Center. It is the sole responsibility of the exhibitor to obtain such insurance. Exhibitors are liable for the cost of repairing any damage to the facility caused by the exhibitor, its employees, representatives, or agents.

**No Conflicts:** There shall be no activities planned in conflict with this event.

**Force Majeure:** If the event venue or any part of the exhibit area is unavailable whether for the entire event, or a portion of the event as a result of wind, fire, flood, natural disaster or any other such cause or as a result of governmental intervention, malicious damage, acts of war, terrorism, strike, lockout, riot or other cause or agency over which Management has no control, or should Management decide that because of any such cause it is necessary to cancel, postpone, or re-site the event or reduce the exhibit time, Management shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage, loss, direct or indirect, arising as a result thereof.

I agree to the above terms and conditions as well as those included on the contract.

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

Date \_\_\_\_\_