

# **EXHIBITOR RULES AND REGULATIONS**

## **APPLICATION FOR EXHIBIT SPACE**

Submit completed Exhibitor Contract online (<http://iacsconvention.org/register/>). The IACS reserves the right to restrict certain types of products and services from being sold or marketed, if found to be inappropriate for the convention.

## **EXHIBIT BOOTHS**

Booth space rental includes one 8' x 6' booth with one 6' table, one chair, permission to sell/promote product, and listing of company in the official convention program. All printed materials or souvenirs may be distributed or sold by the exhibitors from within the confines of your booth space. No other form of advertisement bearing a name other than the company occupying the space may be displayed or distributed. Uniformity must be maintained to prevent the obstruction of adjoining booths. Display should not be more than 8' high and 3' high along the side rails. Electricity will be available to the exhibitor for an additional charge.

## **EXHIBIT BOOTH ASSIGNMENT**

The exhibit space will be assigned on a first-come, first-serve basis. The convention staff will assign space according to the date the contract and payment are received. IACS reserves the right to shift space assignment after the contract is completed if it is found necessary to do so. No changes in assigned spaces will be made without prior notice.

## **DISPLAY SETUP/DISMANTLING**

Booth spaces and exhibit tables will be available for set-up from 4:00 p.m. to 7:00 p.m. on Wednesday, September 26, and from 7:00 a.m. to 8:00 a.m. on Thursday, September 27. Set-up should be complete by 8:00 a.m. Thursday, September 27. Exhibitors agree to have all material removed by 2:00 p.m. Friday, September 28.

## **EXHIBIT HOURS**

The exhibition will be open from 8:00 a.m. to 5:00 p.m. on Thursday, September 27, and from 8:00 a.m. to 12:00 p.m. on Friday, September 28.

## **EXHIBIT BADGES**

IACS will furnish identification badges containing the representative's name and the name of the company that contracted the space.

## **REFUNDS**

Refunds will not be issued after August 24, 2018.

## **SECURITY & LIABILITY**

It is the responsibility of each exhibitor to protect material from loss or damage. Neither IACS nor others associated with the management of the convention will assume responsibility for the safety of the property of the exhibitor, its officials, agents, or employees, from theft or damage by fire, accident, or other causes, but will use reasonable care to protect against such loss. It is agreed that the exhibitor shall indemnify and hold harmless the IACS and others associated with the convention from all liability that might result from any cause whatsoever.

### **CARE OF BUILDING**

Acceptance of exhibit space obligates the exhibitor and the employees to not deface, injure, or mar the exhibit premises. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any damage done shall be made right by the exhibitor to the IACS.

### **FILM, SOUND DEVICES, AND LIGHTING**

Moving pictures, loud speakers, or sound devices will only be permitted if tuned to a conversational level and are not objectionable to neighboring exhibitors.

### **SHIPPING AND STORAGE**

Exhibitors may ship convention materials to arrive no earlier than Monday, September 24. All materials should be shipped to: IACS (ATTN: Teachers' Convention Exhibit), 200 N. Roselle Road, Schaumburg, IL 60194.

### **CONVENTION CONTACT INFO**

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