

## APPLICATION\CONTRACT FOR EXHIBIT SPACE

## 2017 ILLINOIS PORK EXPO

PRAIRIE CAPITAL CONVENTION CENTER • SPRINGFIELD, ILLINOIS

TRADE SHOW - JANUARY 31-FEBRUARY 1, 2017

IPPA ANNUAL MEETING - JANUARY 31

**- EXHIBITOR DO NOT FILL IN THIS AREA - IPPA WILL COMPLETE -**

BOOTH # ASSIGNED \_\_\_\_\_

Please complete and return **BOTH** copies of contract with payment according to rate as outlined below. Upon acceptance of this contract by the Trade Show Committee, one copy will be signed and returned to you. Refer to reverse side of this application, to exhibitor's guidelines, and to exhibit area drawing for additional information. (Please type or print clearly)

COMPANY NAME \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ COMPANY WEBSITE \_\_\_\_\_ EMAIL \_\_\_\_\_

APPLICATIONS WILL BE ACCEPTED BY FAX --- IF PAYING BY CREDIT CARD

FOLLOWING INFORMATION REQUIRED BY TRADE SHOW COMMITTEE TO CONSIDER FOR BOOTH ASSIGNMENTS

HOW MANY BOOTHS REQUESTED: \_\_\_\_\_ List exhibitor(s) you'd need to be next to for business purposes: \_\_\_\_\_

Please INDICATE category you represent:

☐ Animal Health Products/Pharmaceuticals \_\_\_\_\_☐ Breeding Stock/Artificial Insemination/Genetics (circle specific) \_\_\_\_\_☐ Communications/Publications \_\_\_\_\_☐ Computers/Software \_\_\_\_\_☐ Feed/Feed Additives \_\_\_\_\_☐ Financial Planning/Marketing Service \_\_\_\_\_☐ Manure Management/Environmental \_\_\_\_\_☐ Seed Corn \_\_\_\_\_☐ Swine Equipment \_\_\_\_\_☐ Swine Housing \_\_\_\_\_☐ Other \_\_\_\_\_

List dimensions of LARGEST machine or structure you will display?

Weight \_\_\_\_\_ Depth \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

\*(Please indicate if these dimensions require double width booths.)

**DISCOUNTED RATE OFFERED UNTIL SEPTEMBER 1, 2016.**

APPLICATION ACCOMPANIED BY DEPOSIT OR FULL PAYMENT WILL RECEIVE SPACE AT THE FOLLOWING RATES:

10' x 10' Space - \$525 (IPPA Member) per booth full payment

\$575 (Non-Member) per booth full payment

\$100 per booth deposit (Balance due by October 3, 2016)

COMPANIES PURCHASING MORE THAN 4 BOOTHS WILL RECEIVE A 50% DISCOUNT ON EACH ADDITIONAL BOOTH OVER 4.

**RATE AFTER SEPTEMBER 1, 2016:****FULL PAYMENT REQUIRED AT FOLLOWING RATES:**

10' x 10' Space - \$625 (IPPA Member) per booth full payment w/application

\$675 (Non-Member) per booth full payment w/application

COMPANIES PURCHASING MORE THAN 4 BOOTHS WILL RECEIVE A 50% DISCOUNT ON EACH ADDITIONAL BOOTH OVER 4.

Arrangements for utilities will be coordinated by the show decorator at a later date.

Will you participate as a donor for the Pork Production Auction?

\_\_\_\_\_ yes \_\_\_\_\_ no  
(If yes, please see enclosed form.)

EXHIBITOR - PLEASE SIGN AND DATE THE REVERSE SIDE OF THIS CONTRACT. ➡

**- EXHIBITOR DO NOT FILL IN THIS AREA - IPPA WILL COMPLETE -**

I.P.P.A. has reserved for you \_\_\_\_\_ 10 x 10 exhibit space(s) for a total cost of \$ \_\_\_\_\_

Full payment of \$ \_\_\_\_\_ received on \_\_\_\_\_.

Earnest deposit of \$ \_\_\_\_\_ received on \_\_\_\_\_, with balance of \$ \_\_\_\_\_ due on October 3, 2016.

Final payment of \$ \_\_\_\_\_ received on \_\_\_\_\_.

SPACE WON'T BE CONFIRMED UNTIL FINAL PAYMENT HAS BEEN MADE.

**CREDIT CARD TYPE**☐ Visa ☐ Mastercard ☐ Discover

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Signature \_\_\_\_\_

# 2017 ILLINOIS PORK EXPO

EXHIBITOR'S MOVE-IN DAY . . . . . JANUARY 30, 2017 (2:00 P - 5:00 P)  
JANUARY 31, 2017 (7:00 A - 10:00 A)

SHOW TIME . . . . . JANUARY 31, 2017 (2:00 P - 9:00 P)  
FEBRUARY 1, 2107 (8:00 A - 3:00 P)

We the undersigned, hereinafter referred to as Exhibitor, hereby submit our application to participate as an exhibitor at the 2017 Illinois Pork Expo, hereinafter referred to as Association, subject to all terms and conditions set forth in the Exhibitor's Guidelines (copy enclosed). Further, we agree to and understand that applications not accompanied by full payment OR earnest deposit will not be considered. **Final payment of any unpaid balance will be required by OCTOBER 3, 2016.** In the event an exhibitor fails to remit full payment by October 3, 2106 this application will be considered void.

With this agreement between the Association and the Exhibitor, and in consideration of payment schedule as outlined on page one of this contract, the Association hereby leases the designated booth space(s) in the exhibit area of its 2017 Illinois Pork Expo for the duration of the exposition. The Association agrees to carry through the arrangements and program therewith; to conduct a Trade Show in connection therewith; substantially in accordance with the letter of invitation to prospective Exhibitors; and to rent to the exhibitor the booth space(s) shown on the contract as selected by the Association. The Association reserves the right to limit the number of exhibit spaces an exhibitor may have. The Association reserves the right to refuse an exhibitor based upon a perceived conflict of interest.

If it becomes necessary to cancel your request for exhibit space, your notification must be submitted to the Association in writing. **Telephone cancellations will not be accepted.** \$100 per booth is non-refundable after application has been accepted by the Association. Written cancellation notice received at the Association by October 3, 2016 will qualify for refund of all but \$100 per booth. After October 3, 2016 no refund will be available unless the show is a sell out.

It is agreed that if, for any cause which arises beyond the control of the Association, it becomes necessary to move an Exhibitor to a different location. Space allocation will be made at the discretion of the Association.

This contract is subject to, and the Exhibitor agrees to observe, all points of information and regulations as set forth in the Illinois Pork Expo "Exhibitor's Guidelines" and subsequent information. Violators will lose their right to exhibit at the Illinois Pork Expo in subsequent years.

The contact person named on the reverse is designated as the authorized representative to have charge of the Exhibitor's space. This individual will receive all official correspondence relating to the exhibit space.

EXHIBITOR TO SIGN & DATE HERE:	ILLINOIS PORK EXPO OFFICE TO SIGN & DATE HERE:
X (Signature of person authorizing request for exhibit space.)	(Signature of person accepting request.)
Date _____	Date _____

**- RETURN BOTH COPIES OF CONTRACT TO ASSOCIATION -**  
ILLINOIS PORK EXPO • 6411 6TH ST. RD. • FAX (217) 529-1771 • SPRINGFIELD, IL 62712-6817  
**A PROCESSED COPY WILL BE RETURNED TO YOU**  
Make check payable to:  
ILLINOIS PORK EXPO



## EXHIBITOR'S GUIDELINES

### 2017 ILLINOIS PORK EXPO

PRAIRIE CAPITAL CONVENTION CENTER • SPRINGFIELD, ILLINOIS

TRADE SHOW - JANUARY 31-FEBRUARY 1, 2017

IPPA ANNUAL MEETING - JANUARY 31



#### Booth Assignments

Allocation of booths is made on the basis of number of spaces requested, date application is received by Association (with proper payment), participation in Pork Production Auction, previous participation, and the diversification of similar exhibits. **If paying by credit card, reservations for space will be accepted by fax.** The Association reserves the right to refuse an exhibitor based upon a perceived conflict of interest.

It is agreed that if, for any cause which arises beyond the control of the Association, it becomes necessary to move an exhibitor to a different location. Space allocation will be made at the discretion of the Association. The exhibitor will be notified immediately.

#### Rate, Payment and Cancellation

Make checks payable to Illinois Pork Expo.

Refer to Application/Contract for Exhibitor Space for current booth rental rates and payment terms.

If it becomes necessary to cancel your request for exhibit space, your notification must be submitted to the association in **writing**. **Telephone cancellations won't be accepted.** \$100 per booth is non-refundable after application has been accepted by the Association. Written cancellation notice received at the Association by October 3, 2016 will qualify for refund of all but \$100 per booth. After October 3, 2016, no refund will be available unless the show is a sell out.

#### Registration

Each Exhibitor is provided four free pre-registrations for each booth space rented. All attendees must be registered and wear the official Illinois Pork Expo name badge for admission to exhibition. These badges are not transferable and must be worn at all times.

All Exhibitors shall pre-register their personnel by January 13, 2017. Any additions or changes in pre-registration must be certified by an officer of the exhibiting firm or by the person in charge of the company's booth space by January 13, 2017.

Any models, demonstrators or equivalent personnel participating in an Exhibitor's booth must be registered and will count as one of the allotted registrants in that booth.

#### Exhibit Area

Admittance to technical exhibits is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for space assignments. No other persons or concerns will be permitted access to the exhibit hall for the purpose of demonstrating their products, distributing advertising materials, or for any other purpose. Any violation of this rule will be followed by prompt ejection of the offending person(s) from the exhibit hall.

Visitors should be contacted and all matters conducted within the confines of the Exhibitor's own booth.

Models or similar personnel employed by the Exhibitor will be admitted to the exhibit floor in costumes approved by the Association.

Representatives are defined as individuals who receive commission, brokerage, or salary from the exhibiting firm, and must be so certified. Excluded from this category are representatives who maintain and own inventories of merchandise for resale. Such people are considered to be dealers and must purchase exhibit space in order to be admitted to the exhibit floor.

#### Fire Laws

Flammable materials must be flameproofed before being taken into the exhibit building to the extent that such materials will meet the test of inspection authorities of the local Fire Prevention Division.

#### Booth Supplies

Labor, equipment and /or supplies needed for the setup, operation or dismantling of exhibits is to be ordered from the official decorator. Shipping of exhibit supplies must be made to the decorator. No material will be accepted by the Prairie Capital Convention Center.

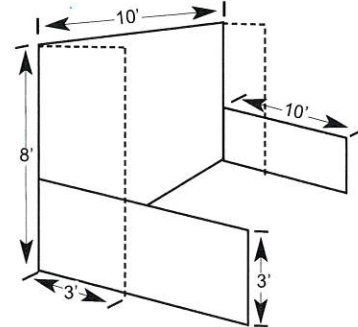
The decorator will contact each Exhibitor approximately 30 days prior to show date requesting specific information regarding Exhibitor's special requirements and giving shipping and labor cost details.

#### Exhibit Dimensions

Exhibit booths are 10' wide by 10' deep. Booth backgrounds are 8 feet high and divider rails are 3 feet high. The display in the booth cannot block the view of the exhibit on either side. It is recommended that the front one-third (3 feet) of the display not exceed the 3 foot side rails.

The Association reserves the right to approve/disapprove display, especially multi-booth displays which could block visibility of other exhibits. The Association will insist on having each Exhibitor use good taste. Plans for specially built displays not in accordance with guidelines should be submitted to the Association for approval before construction is ordered.

10' wide x 10' deep  
Booth



#### Eligible Exhibits

The Association reserves the right to determine the eligibility of any company or product for inclusion in the Illinois Pork Expo.

#### Animals Prohibited

No live animal(s) will be permitted in, or as a part of, any exhibit.

#### Rejected Displays

The Exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the guidelines herein set forth. The Association reserves the right to reject, eject, or prohibit any exhibit in whole or in part, of any Exhibitor or his representatives, with or without giving cause. If cause is not given, liability shall not exceed the return to the Exhibitor of the amount of rental unearned at the time of ejection. If any exhibit or exhibitor is ejected for violation of these guidelines, or for any other stated reason, no return of rental shall be made.

#### Special Visual and Sound Effects

Audio-visual equipment and other sound and attention-getting devices and effects will be permitted only in those locations and in such intensity as, in the opinion of the Illinois Pork Expo chairman, do not interfere with the activities of the neighboring Exhibitors.

Films purely for entertainment, without educational or informative value, will not be permitted.

#### Music

Exhibitor's display cannot include music of any type.

#### Defacing of Building

Exhibitors are liable for any damages caused by fastening displays or fixtures to the building floors or walls or to the standard booth equipment, or for damages caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to building walls and floors or to standard booth equipment.



---

## Special Restrictions

- a. Exhibitors must confine their activities to the space for which they contracted.
- b. Distribution of samples, literature, or souvenirs is permitted only from the exhibit booth. No food or beverage packaged so it can be consumed in the exhibit hall will be approved.
- c. Exhibitors who use costumed personnel or mannequins must be sure that their manner of appearance and dress is such as not to offend the most critical. All such personnel must confine their activities to the space contracted for.
- d. Exhibits which, in design or operation, are objectionable in the opinion of the Association will be prohibited.
- e. Although meetings of the Association are conducted primarily for educational purposes, it is recognized that an appropriate social program may contribute to the pleasure of those attending. Social functions shall be scheduled at a time or place where they will not conflict with activities scheduled by the Association or with the exhibition. Written notice of such activities that could involve the Illinois Pork Expo attendees should be sent to the Association by October 3, 2016.

## Exhibitor Housing

Exhibitors will receive housing information prior to general opening of convention housing. An appropriate percentage of hotel room space will be allotted to Exhibitors and will be offered on a first-come first-served basis.

## Cancellation

In the event of cancellation of exhibit due to fire, strikes, government regulations, or other causes beyond the Association's control, the Association shall not be held liable for failure to hold the Illinois Pork Expo as scheduled, and the Association shall determine the amount of exhibit fees to be refunded, if any.

## Admission

The Association shall have sole control over all admission policies at all times. All persons visiting the exhibits or attending any function of the convention will be required to register and to wear the official Illinois Pork Expo badge while in attendance.

## Amendments

The Association shall have sole authority to interpret and enforce all guidelines contained herein; to make any amendments thereto, and make such further guidelines as shall be necessary for the orderly conduct of the exposition.

## Penalties

Any Exhibitor violating the guidelines as published herein and subsequent information will forfeit the right to exhibit in subsequent years.

## Exhibitor's Representative

The Exhibitor will name one individual as duly authorized representative to have charge of the exhibit, and hereby accepts and assumes responsibility for such representative or alternates being in attendance at the exhibit throughout all exhibit periods.

This individual will receive all official correspondence and will be responsible for communicating this information to registered personnel from the exhibiting company. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible.

## Installation/Dismantling

Installation of exhibits may begin on Monday, January 30 at 2:00 p.m. and must be completed no later than 5:00 p.m. the same day. And on Tuesday, January 31 from 7:00 a.m. and must be completed no later than 10:00 a.m. the same day. Those Exhibitors having large or unusually complicated exhibits should contact the Association for special arrangements.

No exhibit may be dismantled prior to official closing of exhibits on Wednesday, February 1, at 3:00 p.m. All exhibits must be removed in total by 7:00 p.m. on Wednesday, February 1.

## Failure to Occupy Space

All space not occupied by 10:00 a.m., Tuesday, January 31, will be forfeited by the Exhibitor and the space may be resold, reassigned, or used by show management without refund.

## Subleasing

Exhibitors may not sublet their space or any part thereof.

## Non-Association Services

Approximately 30 days prior to show the Exhibitor will be furnished with full details of shipment to and from the decorator, rental equipment, electrical, air, gas, and water service information sheets, along with special services and additional decoration advance order forms. Full instructions for shipping and charges for labor will be included in the packet mailed by the decorator.

## Strikes

The Association and the exposition management will not be responsible for delays, damages, loss, increased costs, or other unfavorable conditions caused by strikes, government order, emergency, or other circumstances beyond their control.

## Limitation of Liability

The Exhibitor assumes full responsibility for property damage, personal injury or death to any party by reason of the Exhibitor's participation in the exhibition or convention activities, and the Exhibitor agrees to defend, indemnify and hold the Association, its subcontractors and the convention center harmless from all liability which might ensue from any act of God or any cause whatsoever arising out of the Exhibitor's participation in the exhibition or in convention activities.

The Association, its employees, subcontractors and the convention center will not be liable for injuries to any person or for damages to property owned or controlled by the Exhibitor, which claims for damages or injuries may be incident to, arising from, or in any way connected with the Exhibitor's occupation of display space; and the Exhibitor agrees to defend, indemnify and hold the Association, its employees, its subcontractors, and the convention center harmless against all such claims.

The Exhibitor expressly understands and agrees that the forgoing liability clauses apply not only during the exhibit hours, but also at all other hours of each day for the period extended from the commencement of installation until the final removal of the Exhibitor's property and personnel from the Convention Center, and to any latent or contingent damage, injuries or liability arising or discovered at a later date as the result of, or arising out of, the Exhibitor's participation in the exhibition.

The Association, its employees, subcontractors or the convention center will not be responsible to any degree whatsoever for any ill effects caused any person or group of persons in attendance prior to, during and after the close of the 2017 Illinois Pork Expo for any samples taken or by any other means given them by the Exhibitor representatives.

## Insurance

### Liability Insurance

Each Exhibitor should extend coverage for public liability insurance for the duration of the Illinois Pork Expo to protect against possible claims arising out of the set-up, operation, and dismantling of its booth. Also refer to "Limitation of Liability."

### Theft and Fire Insurance

Theft and fire insurance floater policies are highly recommended. Small or easily portable articles of value should be properly secured or removed after exhibit hours and placed in safe keeping. The Illinois Pork Expo policies DON'T include fire and theft coverage for individual exhibit booths.

## Security

Each Exhibitor must make provision for the safeguarding of his goods, materials, equipment, and display at all times and wherever the same may be located within, on or about the exhibition hall premises. General overall watchmen will be employed by the Association for the convention period, but neither the Association, its subcontractors, or the convention center will be responsible for property damage, or loss by or for any cause, and Exhibitor hereby waives any right to claim liability against them for the same.

## Purpose of Exposition

The Exposition is for educational and informational purposes. Regulations prohibit the direct sale by an Exhibitor of any material in the exhibit area.

## Show Costs

Exhibitor fees cover space rental for the period of the market, use of display equipment (8' high back drape, 3' high side drape and 1-line identification sign). Labor for installation and removal of all exhibit material will be at the Exhibitor's expense. Local regulations and charges for additional exhibit accessories such as telephones, electrical outlets, spotlights, or other items not furnished by the Association, will be listed in the information packet furnished by the decorator.

## Complaints

All complaints on the part of Exhibitors, and all requests for Trade Show information and assistance, should be directed to the Illinois Pork Expo Chairman, rather than to the management of the Springfield Prairie Capital Convention Center.

---