



Chicagoland Fishing, Travel & Outdoor Expo
January 26-29, 2023
Schaumburg Convention Center
Schaumburg, IL

Exhibitor Kit

Welcome to the Exhibitor Information Manual for Chicagoland Fishing, Travel & Outdoor Expo in Schaumburg, IL. Please take time to review the details enclosed to ensure a successful show. Take note of the show deadlines and discounts to save time and money! Use the Exhibitor Checklist to keep track of tasks and deadlines.

We are looking forward to working with you to make the 2023 show a success!

If you have any questions, please contact:

Tod Alberto: tod@sportshows.com, (603) 276-4111 x1

Sara Hege: sara@sportshows.com, (603) 276-4111 x2

Show Info

Location

[Schaumburg Convention Center](#)

1551 N. Thoreau Drive
Schaumburg, Illinois 60173
Phone: 847-303-4100

Show Days & Hours

Move In

Tuesday, January 24:	1:00 p.m. - 5:00 p.m.
Wednesday, January 25:	9:00 a.m. - 5:00 p.m.
Thursday, January 26:	9:00 a.m. - 12:00 p.m. (No Drive In Permitted)

Show

Thursday, January 26:	12:00 p.m. - 8:00 p.m.
Friday, January 27:	*12:00 p.m. - 8:00 p.m.
Saturday, January 28:	*10:00 a.m. - 7:00 p.m.
Sunday January 29:	* 9:00 a.m. - 3:00 p.m.

Move Out

Sunday, January 29:	3:00 p.m. - 10:00 p.m.
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Exhibitor Checklist

[] Sportshows Documents

Exhibitor's Certificate of Insurance	January 16, 2023
Badge Registration	January 16, 2023

[] Schaumburg Convention Center Forms

Exhibitor Approval Application (if necessary)	January 3, 2023
Audio/Visual and Computer order form	January 3, 2023

[] Source One Events Services Order Forms - Discount Rates thru January 10, 2023 **RATES INCREASE IF NOT ORDERED BY JANUARY 10**

Furniture Rental Order Form	January 19, 2023
Carpet Rental and Cleaning Order Form	January 19, 2023
Electrical Service Order Form	January 19, 2023
Labor and Rigging Service Order Form	January 19, 2023
Advanced Discount Shipments - to be received at warehouse by	January 12, 2023
Advanced Shipments (no discount) - to be received at warehouse by	January 19, 2023

[] Illinois Department of Revenue

Special Events Tax Collection Report and Payment Coupon
(For all exhibitors making sales, this form is due within 10 days of the close of the show)

[] Midwest Outdoors - Advertising

Ad in the Show Program Contact Mark Hunkeler mhunkeler@midwestoutdoors.com	January 3, 2022
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