



Chicagoland Fishing, Travel & Outdoor Expo  
January 25-28, 2024  
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 2024 show a success!

If you have any questions, please contact:

Tod Alberto - Show Manager: [tod@sportshows.com](mailto:tod@sportshows.com), (603) 276-4111 x1

Sara Hege - Show Operations: [sara@sportshows.com](mailto:sara@sportshows.com), (603) 276-4111 x2

Kristen Monroe – Customer Relations Manager: [kristen@sportshows.com](mailto:kristen@sportshows.com), (603) 276-4111 x3

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## Show Info

### Location

[Schaumburg Convention Center](#)

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

### Show Days & Hours

#### Move In

Tuesday, January 23:	1:00 p.m. - 5:00 p.m.
Wednesday, January 24:	9:00 a.m. - 5:00 p.m.
Thursday, January 25:	9:00 a.m. - 12:00 p.m. (No Drive In Permitted)

#### Show

Thursday, January 25:	12:00 p.m. - 8:00 p.m.	*Exhibitor entry allowed 1.5 hours before opening.
Friday, January 26:	*12:00 p.m. - 8:00 p.m.	
Saturday, January 27:	*10:00 a.m. - 7:00 p.m.	
Sunday January 28:	* 9:00 a.m. - 3:00 p.m.	

#### Move Out

Sunday, January 28:	3:00 p.m. - 10:00 p.m.
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## Exhibitor Checklist

### [ ] Sportshows Documents

Exhibitor's Certificate of Insurance January 15, 2024

Badge Registration January 15, 2024

### [ ] Schaumburg Convention Center Forms

Exhibitor Approval Application (if necessary) January 4, 2024

Audio/Visual and Computer order form January 4, 2024

### [ ] Source One Events Services Order Forms - Discount Rates thru December 21, 2023 **RATES INCREASE IF NOT ORDERED BY JANUARY 12**

Furniture Rental Order Form January 12, 2024

Carpet Rental and Cleaning Order Form January 12, 2024

Electrical Service Order Form January 12, 2024

Labor and Rigging Service Order Form January 12, 2024

Advanced Discount Shipments - to be received at warehouse by January 5, 2024

Advanced Shipments (no discount) - to be received at warehouse by January 12, 2024

### [ ] 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 January 3, 2022  
mhunkeler@midwestoutdoors.com

### [ ] Hotel Bookings

Renaissance – January 2, 2024      Homewood Suites – January 10, 2024

**-Rentals/Drayage** - Order forms can be found at the back of the manual.

- Cleaning - Decorator/Drayage Form - Source One
- Decorator - Furniture Rental, display work - Decorator/Drayage Form- Source One
- Hanging sign, labor and equipment - Decorator/Drayage Form - Source One
- Audio-Visual - Encore
- Electrical Service – Encore
- Telephone Service - Encore
- Internet/WIFI service – Encore

Encore Orders – Email forms to: [ren.schaumburg@encoreglobal.com](mailto:ren.schaumburg@encoreglobal.com)

Source One Orders: Order Online [Here](#), Call Brittini Leenheer at 708.344.4111 or email [brittini@sourceoneevents.com](mailto:brittini@sourceoneevents.com)

### **-Booth Equipment**

The following are included with your booth space:

- 8’ high drape backwall | -32’ high drape side walls (Forest green and white)
- 6” x 24” identification sign listing your company name and booth number

### **-Certificate of insurance**

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor’s personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (January 23, 2024) and last through your last move-out day (January 28, 2024) and name SportShows LLC, Chicagoland Fishing, Travel, and Outdoor Expo, and Schaumburg Convention Center as additional insureds. Sportshows, 2810 N Church St Ste 98602, Wilmington, DE 19802 - Email your certificate to Sara Hege [sara@sportshows.com](mailto:sara@sportshows.com); 603-276-4111; ext 2.

### **-Exhibitor Regulations**

Please see Guidelines at the end of the manual

### **-Exhibitor Approval Application**

Exhibitors must complete this form (end of manual) if displays include the following:

- |   |                                  |
|---|----------------------------------|
| Laser displays  | Food                             |
| Vehicle displays  | Animals                          |
| Open flames or candles                                    | Flammable/combustible liquids    |
| Cooking/heat producing appliances                         | Tents or canopies                |
| Sale of merchandise to the public                         | Sale of food or products         |
| Hazardous Materials                                       | Fundraisers or charitable events |
| Services performed on a person (massage, etc)             | Raffles, prizes, or giveaway     |
| Display/storage of LPG/flammable and/or compressed gasses |                                  |

Exhibitor Application Guidelines found in the RSCC Event Planning Guide at the end of manual.  
Email form to [chrsexhapp@marriott.com](mailto:chrsexhapp@marriott.com).

### **-EXHIBITOR CREDENTIALS**

Badges will be picked up at the show. Badge allotment is determined by the company's total square footage of contracted exhibit space. We will let you know when badge registration is open.

For questions, please contact Sara Hege - [sara@sportshows.com](mailto:sara@sportshows.com), 603-276-4111 x2

#### Reminder—Enhanced Security Protocol

Anyone using an exhibitor badge to enter the show site will be required to present government-issued identification (ID) along with their badge. This will enhance show security and:

- Ensure only authorized personnel have access to the show outside of show hours
- Protect exhibitor's products and displays
- Husbands, wives, children, friends and clients are not eligible to use exhibitor badges to gain admission to the show. Any violation of this regulation will mean automatic forfeiture of exhibit space.

Our credential allotment policy is:

- 199 Sq. Ft. or less = 6 Credentials
- 200 – 399 Sq. Ft. = 10 Credentials
- 400 – 2000 Sq. Ft. = 15 Credentials
- 2001 – 3500 Sq. Ft. = 20 Credentials
- 3501 – 5000 Sq. Ft. = 25 Credentials

### **-FIRE & SAFETY INFORMATION**

See RSCC Event Planning Guide at the end of the manual

### **-FLOORPLAN**

The floorplan can be viewed or printed [here](#). Please find your booth location before you arrive for move-in. A site map of the convention center shows parking and entrance locations and can be found at the back of the manual.

### **-HOTELS AND ACCOMMODATIONS**

The following hotels are listed only as a convenience and should not be considered recommendations by show management. Please be sure to identify yourself as an exhibitor at the Chicagoland Fishing & Outdoor Expo and confirm the rate, when making your reservation.

**Renaissance Schaumburg Convention Center Hotel -**

**\*\*Connected to Convention Center (Headquarters Hotel)**

1551 North Thoreau Drive, Schaumburg, IL 60173 Telephone: (866)204-0549

**Rates:** \$126 per night plus tax. Maximum occupancy 4 - double rooms are limited.

**[Click Here to Book](#)**

**\*\*\*Reservations must be made by Tues, January 2\*\*\***

**Homewood Suites by Hilton Chicago - Schaumburg**

815 American Lane, Schaumburg, IL 60173

**Rates:** \$119-129 per night, plus tax.

**[Click Here to Book](#)**

**\*\*\*Book by January, 10\*\*\***

**-LOCATION OF EXPOSITION**

**[Schaumburg Convention Center](#)**

1551 N. Thoreau Drive

Schaumburg, Illinois 60173

Phone: 847-303-4100

**-MANAGEMENT**

Tod Alberto - Show Manager: [tod@sportshows.com](mailto:tod@sportshows.com), (603) 276-4111 x1

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**-Microphones/Loud Speakers/Public Address Systems, use of**

The use of megaphones, loud speakers, or sound projection or amplification equipment or any other type of sound or noise making apparatus is strictly forbidden.

**-MOVE IN**

All exhibits must be paid in full with a signed contract before exhibitors will be permitted to set up or obtain exhibitor badges.

Please refer to the [floorplan](#) for the location of all booths and freight doors.

**Move in Days and hours:**

Tuesday, January 23: 1p.m. – 5p.m.

Wednesday, January 24: 9a.m. – 5p.m.

Thursday, January 25: 9a.m. – 12p.m.

**IMPORTANT: ALL EXHIBITS MUST BE COMPLETELY SET UP BY SHOW OPENING AT 12:00 PM  
THURSDAY, JANUARY 25<sup>TH</sup>!**

Please note:

- Vehicles with studded snow tires will not be permitted to drive into the Convention Center.
- Show management reserves the right to refuse vehicular access onto the show floor due to weather conditions.
- All exhibitors must load-in/out through the designated door(s) at the back of the Convention Center.
- Only items that can be hand carried may be brought onto the show floor through the public/lobby entrance.
- No items with wheels may be brought into the Convention Center through the public/lobby entrance.

### **MOVE OUT**

Early teardown is prohibited. Under no circumstances can exhibitor displays be removed or dismantled before doors close to the public at 3:00 PM, Sunday, January 28. Any exhibitor who removes their exhibit prior to show closing may forfeit future exhibit space in SportShows events. For security purposes, identification badges are required during move out.

Freight doors will be opened for move out as soon as possible once the show closes. Vehicles will be allowed onto the show floor once traffic allows. Packing crates and boxes will be set out by the drayage company Source One as quickly as possible.

### **MOVE-OUT**

**Sunday, January 28**

**3:00 PM – 10:00PM**

**Show management must be made aware of any exhibits that will not be completely removed by Sunday night**

### **MUSIC, COPYRIGHTED: PLAYING OF**

Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by other means.

### **PARKING**

Please refer to the site plan (appendix c) for the location of the South Lot, reserved for exhibitor parking. With the exception of vehicles belonging to hotel guests, campers, motorhomes and recreation vehicles are not permitted to park in the Convention Center/Hotel parking lot.

## **RAFFLES**

Please contact show management for information regarding raffles.

## **SALES TAX**

Exhibitors may sell merchandise directly from their booth. All exhibitors selling merchandise must comply with the State of Illinois rules and regulations governing collection of sales tax. Exhibitors with an Illinois business and Illinois Business Tax (IBT) number would report tax through their normal procedure. Out-of-state transient exhibitors and hobbyists without a permanent place of business in Illinois must report their sales via IDOR-6-SETR. An IDOR-6-SETR form can be found at the back of this service kit. You should return the completed form and sales tax within 10 days after the end of the show.

If you have any questions relative to sales tax, please contact the Illinois Department of Revenue Special Events Unit, at 847-294-4475 or <http://tax.illinois.gov/individuals/salesandrelated/fairs.htm>

## **SHIPMENTS TO THE SHOW**

Please refer to Decorator/drayage forms.

## **SHOW DAYS AND HOURS**

January 25 (Thursday)	12:00 PM – 8:00 PM
January 26 (Friday)	12:00 PM* - 8:00 PM
January 27 (Saturday)	10:00 AM* - 7:00 PM
January 28 (Sunday)	10:00 AM* - 5:00 PM

## **VIDEO EQUIPMENT, USE OF**

Video equipment may be used only under the following conditions:

1. If the video monitor is positioned in the front half of the booth, the table or platform on which it is located may not exceed 42" in height.
2. If the video monitor is positioned in the rear half of the booth, the top edge of the monitor may not exceed 96" in height.

If your video is positioned or directed in such a manner as to create a disadvantaged effect for other exhibitors, you will be required to locate your video. Also, a video which, in the judgement of show management, impairs aisle traffic must be relocated.