



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