

EXHIBITOR KIT

AUGUST 12-14, 2016
ROOMESCAPESHOW.COM

TRANSWORLD
PRESENTS

PHONE: 847-453-4285
FAX: 847-453-9472

CHICAGO'S ROOM ESCAPE CONFERENCE

Location:

Renaissance Schaumburg Convention Center Hotel
1551 Thoreau Dr. N
Schaumburg IL 60173
(847) 305-4100

Trade Show Floor Hours:

Saturday August 13th 11:00 am - 5:00 pm
Sunday August 14th 10:00 am - 3:30 pm

Conference Hours:

Friday August 12th 8:00 pm - 4:00 pm
Saturday August 13th 8:00 am - 7:00 pm
Sunday August 14th 8:30 am - 3:30 pm

Exhibitor Move In Hours:

Thursday August 11th 2:00 pm - 6:00 pm
Friday August 12th 9:00 am - 5:00 pm

Exhibitor Move Out Hours:

Sunday August 14th 3:30 pm - 7:30 pm

Exhibitor Desk/Registration Hours:

Thursday August 11th 1:00 pm - 5:00 pm
Friday August 12th 7:30 am - 5:00 pm
Saturday August 13th 7:30 am - 5:00 pm
Sunday August 14th 8:00 am - 3:30 pm

OFFICIAL CONTRACTORS

Please review the following Contractor's Exhibitor Kits for all of your booth needs:

General Contractor: SourceOne Events Inc.

Deadline for discounted pricing: July 28, 2016
Phone: (708) 344-4111
Fax: (708) 344-3050
Email: exhibitorservices@sourceoneevents.com

Air & Water Contractor: Renaissance Schaumburg Convention Center Hotel

Deadline for discounted pricing: August 2, 2016
Phone: (847) 303-4100
Fax: (847) 303-4323
Email: shelby.wollscheid@renhotels.com

Internet & AV Contractor: PSAV

Deadline for discounted pricing: August 2nd
Phone: (847) 303-4165
Fax: (847) 303-4323

KEY CONTACTS

Please contact Show Management at any time with questions regarding your exhibit space, show schedule, registration or marketing opportunities.

CHICAGO'S ROOM ESCAPE CONFERENCE

1001 Green Bay Road, Suite 308
Winnetka, IL 60093
www.roomescapeshow.com

TF: (888) 320-8494
F: (847) 453-9472

MANAGEMENT

PRESIDENT Jennifer Braverman W: (847) 453-4285 jen@haashow.com
C: (847) 323-5109
VICE PRESIDENT Rich Bianco W: (847) 453-4285 rich@haashow.com
C: (412) 812-1773
OPERATIONS Stephanie Geitner W: (847) 453-4285 stephanie@haashow.com
MARKETING Claire Adair W: (847) 453-4285 claire@haashow.com

To help ensure the safety and security of all persons in the exhibit hall, Chicago's Room Escape Conference, the general contractor and the exhibit hall put the following Exhibit Rules & Regulations together. If at any time you have a question or concern regarding the Exhibit Rules & Regulations, please contact Chicago's Room Escape Conference at (847) 453-4285.

AGREEMENT TO RULES & REGULATIONS

By participating in **Chicago's Room Escape Conference**, exhibitors are responsible for compliance with all exhibit hall, general contractor and Chicago's Room Escape Conference rules & regulations. Please familiarize yourself with all rules and regulations. The general regulations governing Chicago's Room Escape Conference are printed on the back of your exhibit space contract.

AISLES

All aisle space belongs to Show Management. No exhibit display, product or equipment will be allowed to extend beyond the space assigned to the exhibitor. This also prohibits extending items in the air over aisles (i.e., banners, display trusses, vehicle arms, scaffolding, etc.).

EXHIBITOR INFORMATION PACKET

All exhibitors must pick up and sign for their Exhibitor Information Packet at the Registration Desk before booth setup.

BADGES AND WRISTBANDS

Every person on the exhibit floor must wear an Exhibitor Badge & Exhibitor Wristband at all times. Please see additional information on this topic on page 5 of this kit.

CERTIFICATE OF INSURANCE

All exhibitors at Chicago's Room Escape Conference are required to supply a Certificate of Insurance for general liability. Exhibitors will not be allowed onto the show floor until a Certificate of Insurance is presented to TransWorld.

Chicago's Room Escape Conference, its employees and contractors are not responsible for any loss to exhibitor by reason of theft, transportation perils, fire, breakage, etc. **Chicago's Room Escape Conference** requires each exhibitor to carry liability insurance in an amount not less than \$1,000,000 bodily injury and property damage combined. Show management requires exhibitors to file a Certificate of Liability Insurance naming Chicago's Room Escape Conference and TransWorld Trade Shows, LLC as additional insured. Please make sure that your COI is valid for move in, trade show and move out dates. Exhibitors displaying or demonstrating rides must also supply a Certificate of Insurance that includes coverage for rides, both static and moving, as well coverage for audience participation, games and events. Exhibitors that will have a vehicle in their booth must also supply a Certificate of Insurance for Vehicle / Comprehensive General Liability. All certificates must be uploaded into the Exhibitor Directory Online Form by **July 1, 2016**. You will receive a custom URL to access your Directory Form and upload your certificate.

SALE OF MERCHANDISE

Exhibitors making retail sales in Illinois are required to report and pay all taxes due based on their total receipts within 10 days of the close of the exhibit. Illinois Special Event Tax Collection Report and Payment Coupons will be available at the show. The current tax rate in Schaumburg, IL is 10%.

DAMAGE TO PROPERTY

The exhibitor is liable for any damage caused to building floors, walls or columns, to standard booth equipment or to other exhibitors' property. The exhibitor may not apply paint, lacquer, adhesives or other coatings to building, floors or to standard booth equipment. The exhibitor may also not drill, drive nails or screws into or otherwise damage building, floors or booth equipment.

DEMONSTRATIONS AND SPECIAL EVENTS

All demonstrations, interviews, and special activities must be contained within the limits of an exhibitor's assigned exhibit space. Distribution of printed material outside your assigned exhibit space is prohibited, unless approved by Show Management. Special events must be coordinated with Show Management. Under no circumstances will special events be permitted to conflict with official show hours. **No promotional activities or marketing activities may be conducted in the parking lot or in surrounding areas outside the exhibit hall during the show.**

DISABILITY PROVISIONS

Exhibitors shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any other regulations implemented by that Act.

DISMANTLING OF BOOTH

Exhibitors' display and product may not be dismantled and packed in preparation for removal prior to the official closing of the show. Move-out and dismantling of display material and equipment cannot begin until the show floor has been cleared of attendees. Opening of freight doors will not proceed until the official closing of the show.

EARLY BOOTH BREAKDOWN PENALTY

Exhibitors may not start to break down their booths until 3:30 pm on Sunday, August 14th. Exhibitors caught breaking down their booth before that time will be charged a \$500 penalty, which must be paid before being allowed to book a booth for 2017.

ATMOSPHERIC PRODUCT RULES

There will be no atmospheric products allowed to be dispersed on the show floor.

FIRE REGULATIONS

All display materials must be fire resistant or treated with flame retardant solution to meet requirements of the standard flame test as provided in the local municipal code for fire protection. No obstruction, such as chairs, tables, displays, easels or stanchions, will be allowed to protrude into the aisles. Access to all four sides of the hall columns must be maintained. Each exhibitor is charged with the knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in the show. Compliance is mandatory and the sole responsibility of each exhibitor. **Storage behind booth space is a fire hazard and will not be permitted.**

FIRE HOSE CABINETS, PULL STATIONS, AISLES, EXITS, LOADING DOCKS, DOORS & RAMPS

Each of these must be visible and accessible at all times, including inside exhibit space. Chairs, tables, product and display equipment must be kept clear of aisles, corridors, stairways and other exits.

MUSIC

All exhibitors agree to obtain necessary licenses to play or perform live or recorded music and agree to defend, indemnify and hold harmless Show Management from any damages or expenses incurred by Show Management due to exhibitors use or authorization of use of such music.

SOUND LEVEL

Exhibitors must keep sound levels in their booth space to a reasonable level during the show. Chicago's Room Escape Conference reserves the right to determine when excessive sound, music or other display activities interfere with other exhibitors' ability to conduct business. A reasonable level of below 80db will be enforced. Decibel levels will be monitored on the show floor during all show days.

SAFETY DEVICES

All exhibitors agree to accept full responsibility for compliance with national, state and city regulations in the provision and maintenance of adequate safety devices on all exhibited equipment. Exhibitors also agree to comply with all exhibit hall Fire & Safety regulations. If planning a demonstration of equipment, please notify show management by July 1, 2016.

SHOW REGULATIONS

Exhibitors shall abide by and observe all laws, rules and regulations of the the United States, State of Illinois, City of Schaumburg, Renaissance Schaumburg Convention Center Hotel, SourceOne Events and Chicago's Room Escape Conference. Exhibitors shall observe and abide by additional regulations as published in this Exhibitor Service Kit.

SPECIAL SERVICES

Please contact Chicago's Room Escape Conference if you or a member of your staff has a disability that requires special services. Please submit your request in writing to Stephanie Geitner at stephanie@haashow.com or call (847) 453-4285 / fax (847) 453-9472. Wheelchairs & scooters can be rented from SpecialNeedsChicago.org, or by calling (630) 668-9999.

MATERIAL HANDLING INFORMATION: OPTIONS FOR MOVING FREIGHT IN/OUT

Self Delivery – You are welcome, and encouraged, to bring in your merchandise and displays. The convention center is a non-union facility and there are no drayage or other fees for moving and setting up your booths. We have 2 loading docks to bring in product. We recommend bringing your own 2-wheel dollies if possible.

Cartload Service – SourceOne Events offers cartload service at \$40 for dock-to-booth / booth-to-dock single trips, or \$70 for round trips. Please see their Exhibitor Kit for more information.

Shipping to the convention center – If you need to ship your product to the convention center you must schedule it to arrive on our setup days. Shipments CAN NOT arrive any earlier than this as we do not have access to the hall and it will not be accepted. Shipments to the convention center WILL BE CHARGED DRAYAGE by our decorator, SourceOne Events, at their current rates.

Shipping Option 2 – If you are staying at one of our host hotels, the hotel will accept shipments for a nominal fee. You will be responsible for getting any shipments to the convention center. Please check with your hotel for current rates.

Please be sure to read SourceOne Event's Exhibitor Kit and important pages such as the Show Information Page and Material Handling and Freight Service Page.

The online forms must be completed by July 1, 2016

Each exhibitor will receive a unique URL via email that will direct you to the Online Directory form. Please fill out your company information, staff badge names and upload your Certificate of Insurance form to the Exhibitor Directory online form. This information will be used for the official CREC Show Directory and to issue staff badges for your company. As a reminder, badges must be picked up on-site at the Exhibitor Registration counter; they will not be mailed to you. Each employee working a booth must pick up their own badge and show a photo ID. Online Directory forms must be completed by July 1, 2016 and you will receive a reminder email periodically until you complete the Directory and check the box labeled "I confirm that my Directory information is now complete." Once you have completed all sections in the Online Directory form you will receive an email letting you know that this form has been completed and submitted.

BADGES AND WRISTBANDS

Badges and wristbands will be required to access the show floor at all times. Temporary staff badges will be available inside the dock doors; you may wear these temporary badges until you come up to the registration counter to pick up your permanent badges. Every person on the exhibit floor must wear an Exhibitor Badge & Exhibitor Wristband at all times. A photo ID will also be required each time you enter the show floor. Security will be checking each and every person at the dock and lobby doors. There will be no exceptions to this policy.

- 4 Exhibitor Badges will be issued per FIRST 10' x 10' booth reserved
- 1 Exhibitor Badge will be issued per each additional 10' x 10' booth reserved


The online directory form must be completed by July 1, 2016. Please be sure to pick up a temporary Exhibitor Badge near the dock when you arrive. You may pick up your Exhibitor Badges on site at the Exhibitor Registration Counter starting Thursday, August 11th at 1:00 pm. **A photo ID must be presented for each badge picked up.**

Please Note: There is a \$25 replacement fee per badge or wristband.

Please Note: If your company fails to fill out the online directory form your company information will be pulled from our database for the CREC show directory only. TransWorld Trade Shows and the Chicago's Room Escape Conference will not be responsible for errors or omissions in the Show Directory.

Certificate of Insurance information can be found on Page 2 of this Exhibitor Kit. All exhibitors at any TransWorld Trade Shows event are now required to supply a Certificate of Insurance for general liability. Exhibitors will not be allowed onto the show floor until a COI has been presented to TransWorld.

Below is a sample screenshot of the form you'll see at your custom URL:

salesforce 

If you are exhibiting in more than one TransWorld show, please select it from the dropdown below:

Select Directory Chicago's Room Escape Conference, August 12-14, 2016

Online Directory Form

Chicago's Room Escape Conference, August 12-14, 2016

▼ Directory Information - please complete by July 1, 2016

Primary Contact	<input type="text"/>	Website	<input type="text"/>
Directory Email	<input type="text"/>	Directory Address	<input type="text"/>
Directory City	<input type="text"/>	Directory State	<input type="text"/>
Directory Postal Code	<input type="text"/>	Directory Country	<input type="text"/>
Directory Phone	<input type="text"/>	Directory Fax	<input type="text"/>
Directory Toll Free	<input type="text"/>		

▼ Exhibitor Badges - This form is for employees working the Booth only. Your Badges can be picked up at the registration counter during move-in. Please note that you will need to show your ID to pick up your badge. Badges will not be mailed. Please complete by July 1, 2016

Exhibitor Badges #1	<input type="text"/>	Exhibitor Badges #2	<input type="text"/>
Exhibitor Badges #3	<input type="text"/>	Exhibitor Badges #4	<input type="text"/>
Exhibitor Badges #5	<input type="text"/>	Exhibitor Badges #6	<input type="text"/>
Exhibitor Badges #7	<input type="text"/>	Exhibitor Badges #8	<input type="text"/>
Exhibitor Badges #9	<input type="text"/>	Exhibitor Badges #10	<input type="text"/>

▼ Upload Exhibitor Forms - The Certificate of Insurance Form is Mandatory for all Exhibitors - please complete by July 1, 2016

No file selected.

▼ This section required to complete Directory - due by July 1, 2016

I confirm that all of the Online Directory Form information is complete

Our intent is to provide each and every exhibitor a fair sight line. Please refer to the CREC Display Rules & Regulations. If you would like to request a variance for your booth, please fill out and include diagram for the variance requested. Each request will be reviewed on an individual basis.

DUE: July 1, 2016

Please submit completed form to Stephanie Geitner:

Fax: (847) 453-9472

Email: stephanie@haashow.com

Questions? Please call Jen at (847) 453-4285

COMPANY: _____

BOOTH #: _____ BOOTH CONFIGURATION: _____

PRIMARY CONTACT: _____ TITLE: _____

TELEPHONE: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

- Have you reviewed the CREC Show Display Rules & Regulations? Yes No
- Will the line-of-sight for neighboring booths be affected by your requested variance? Yes No

Please explain Variance Requested and include diagrams if possible. (Please submit additional page if necessary):

OFFICE USE ONLY

Approved _____ Declined _____ By _____ Date _____

Explanation _____
