



**Greater Chicago RV Show
January 17-19, 2020**

**Renaissance Schaumburg
Convention Center
Schaumburg, IL**

**EXHIBITOR
KIT**

Exhibitor information

Please note that we have a new format for Exhibitor Information. On our website, simply click on the appropriate tab to order services online or find helpful information. Be sure to order services or book your hotel now to take advantage of special rates. Included are links for:

- Move-In/Out Schedule
- Electric Order Form
- Floorplan
- Show Decorator Services Kit
- Required Forms
- Badge/VIP Ticket Order Form
- Phone/Internet Order Form
- Hotel Information

Show information

Show dates: January 17-19, 2020

Show hours: Friday: 10am – 8pm
Saturday: 9am - 7pm
Sunday: 10am – 4pm

Show location: Renaissance Schaumburg Convention Center
1551 N. Thoreau Dr.
Schaumburg, IL 60173

Exhibitor Fast Facts:

When is final payment due for exhibit space?

Final payment is due 60 days prior to show opening. All balances on accounts must be paid in full before exhibitors will be allowed to enter or set up in the exhibit hall – **NO EXCEPTIONS.**

Am I allowed to share a booth with another exhibitor?

No. Booth sharing is absolutely not allowed.

Is there free parking?

Yes. Parking is free.

What comes with my exhibit space?

Each space is designated with pipe/drape (4' high side rails, 8' high backdrop). Tables, chairs, etc. are available through the show decorator for an additional charge.

Can I bring my own tables and chairs?

Yes. No additional charge will apply.

Do I need to present my Punch Card for the duration of the show?

Yes. Each exhibitor **MUST** present their Punch Card credentials in order to be admitted on the show floor. These are non-transferable and no one will be admitted onto the show floor without proper credentials.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show. Exhibitors are responsible for obtaining any required sales permits/forms.

Dealers:

You must obtain any Dealer Off-Site Sale Permits required by the State.

Insurance:

You **MUST** update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in, the show and move-out. GS Events and Renaissance Schaumburg Convention Center **WILL NOT BE** responsible for loss or damage of any property. Fax Certificate of Insurance to 270-438-4723.

Badge/Punch Cards:

Please click on the Badges & VIP tickets link on our website for the number of allocated Exhibitor Punch Cards. Punch cards are issued at the show. These are used for exhibitors to gain admission to the show, but are not needed for set-up. **Because we use punch cards in lieu of name badges, we suggest you wear your company name badge at the show.**

Electric Service:

Electric is handled by the venue. Click the Electric order form button on our website to order.

Show Decorator/Equipment Rentals:

Wisconsin Expo, Inc is the official supplier of draped and undraped tables, carpet, etc. Each booth is supplied with an 8' fabric backdrop and 4' side rails at no charge. Click on the Decorator Kit tab on our website to order services.

GUIDELINES FOR VEHICLES DISPLAYED AT SHOW:

Each vehicle fuel tank must have a locking cap, locking compartment door, or must be taped. Batteries in all motorized RVs must be disconnected during show hours. Fuel tanks shall be filled to no more than 1/4 of capacity. No engine can be run during the show. All LP gas tanks must be removed from RVs. Any built-in tanks that cannot be removed must be empty. These will be inspected by the Fire Marshal. All decorative material is to be flame retardant in a manner satisfactory to the Fire Marshal. The Fire Marshal will inspect the exhibits prior to the opening and at other times during the show.