



Application and Exhibition Contract

Greater Illinois Postal Customer Council

Mailers Forum 2018

Wednesday, September 26, 2018

This application for a 6' table and 2 chairs, & one lunch ticket at Mailers Forum 2018 which will become a contract upon acceptance by the Greater Illinois Postal Customer Council, is based upon the Rules and Regulations which complement and are part of the contract. Please note: If you need your table skirted, please advise. You can sign up directly through: [GIPCC Vendor sign up](#). Registration provides automatic acceptance of the terms of this contract. Or you can sign and mail with your full payment to: GIPCC Mailers' Forum 2018 P.O. Box 752, Evanston, IL 60204-0752. Please Make Checks Payable to: Greater Illinois Postal Customer Council. If additional information is needed,

Karen Fraticola at Production Print/Mail (630) 235-1094, or Dennis MacHarg -(773)-551-3369

Exhibitor opportunities are as follows:

- Cost of Space: One Table space is \$325.00. \$275.00 if received/paid prior to July 30, 2018. In order to draw people to each vendor table, you are responsible to have two (2) \$25.00 door prizes/gift cards, and a container (fishbowl) to hold all the entries. You will do your own drawing and are responsible for the delivery. (We will provide blank contact sheets to collect participant names & company information, for the drawing. Not all participants will bring business cards.)
 - Please reserve __6' x 3'__ exhibit space(s)(table) for my company at Early Bird Reservation/payment for \$275.00 each prior to July 30th (Includes one luncheon ticket per booth.) I agree to pay \$325 for vendor registration after July 30, 2018.
 - I wish to purchase _____ additional luncheon tickets at \$25 each.
 - I wish to advertise on the water bottles given to all attendees. \$500 flat fee
 - I wish to sponsor the Continental Breakfast. This will include registration accolades and signage in the hall. (No booth is included.) Multiple sponsors may apply.
 - I wish to purchase to sponsor the lunch. This will include accolades on the web registration sign up and signage in the hall. (No booth is included.) Multiple sponsors may apply.

Payment of Exhibit Space Rental: Full Payment of Rental Fee is Due with this Contract.

2. We tender \$_____ total cost of the table, OPTIONAL skirting, and chairs, and additional luncheon tickets. We agree that all of the provisions of the Official Rules and Regulations shall be part of the contract and that we shall hold harmless the Greater Illinois Postal Customer Council, The Medinah Banquets Facility in Addison and their entities from claims of any nature arising from our occupancy of assigned area or from activities of our employees or representatives as more fully specified in said Rules and Regulations. Allocations of exhibit space shall be solely at the election of the Greater Illinois Postal Customer Council.

Please indicate any companies you would prefer not to be near. The GIPCC will attempt to honor all requests:

We have thoroughly read the Mailers Forum 2018 Event 2018 Rules and Regulations and agree to abide by them.
PLEASE SIGN AND MAIL BACK THIS CONTRACT AND SIGNED COPY OF THE RULES & REGULATIONS WITH CHECK BY September 10, 2018.

3. Company Name* _____ Signed** _____

Address _____ Name _____

City _____ State _____ Zip+4 _____

Title _____ Phone Number (____) _____

Fax Number(____) _____ Email Address _____

____ Please check here if you don't have a company name table skirt. We will have your table skirted.

EXHIBITORS BADGE LIST

Name/Title _____	Name/Title _____
Name/Title _____	Name/Title _____



Greater Illinois Postal Customer Council MAILERS FORUM 2018 Contract

Each exhibitor must execute a contract of which these Rules and Regulations are part, for the right to use the space assigned. Please read these Rules and Regulations carefully. Signing the contract assumes that you accept the Rules and Regulations.

Subletting is strictly prohibited. In the event of fire, strikes, riots, civil commotion, acts of God, war, or other unavoidable circumstances, rendering it impossible or impracticable for any reason to the Greater Illinois Postal Council (GIPCC) to perform such contract, the GIPCC's performance under such contract shall be excused.

Rules and Regulations

APPLICATION

Apply online at: [GIPCC Vendor sign up](#) or mail your application for exhibit space must be made in writing and include a completed contract and full payment. All checks should be made payable to the Greater Illinois Postal Customer Council. Mail contract and check to:

Greater Illinois Postal Customer Council
Mailers Forum 2018
P.O Box 752
Evanston, IL 60204-0752

LOCATION OF EXHIBITS

Mailers Forum 2018 Event will be held in the Medinah Banquets Facility 550 Shriners Drive Addison, IL 60101. Your exhibit space is 6 x 6'. The actual table is 6' long x 3' wide. The cost for each space is **\$325.00. If you order/pay before July 30th your cost will be \$275.00, a \$50/space saving.** All tables are in the Main Room and Building Reception area. Exhibit management reserves the right to make modifications to meet the needs of the exhibitors or the exposition. **The deadline for applications with payment must be received by September 10th to be included in the printed flyer.**

ASSIGNMENT

Participation in the Mailers Forum 2018 is on an invitation-only basis. The GIPCC reserves the right to withhold invitations or decline applications for exhibit space regardless of past participation. When assigning booth space, consideration will be given to an applicant's application and the date of receipt of application with payment in full.

DATE AND TIMES

The date of Mailers Forum 2018 Event is Wednesday, September 26th. The exhibitor's schedule for move in and set up is the evening before, Tuesday September 25th from 4-7pm. Details will be provided prior to the event. Security won't be provided. Tear down is immediately following the end of the National PPC Day (Mailers Forum) 2018 Event Wednesday, September 26, 2018 approximately 4:00 PM. Please have consideration to all the attendees and don't start packing up any earlier than 4:00 PM.

CANCELLATIONS

No refund for table space will be permitted in the case of emergency by the exhibitor. In the event of exhibitor cancellation, the cancelled space may be resold or reassigned by the GIPCC.

FACILITIES FURNISHED

Included with the rental of each 6' x 3' (Optional skirted) table, the GIPCC will provide each exhibitor with, two chairs, and one lunch ticket.*If you have your own table skirt, we will not skirt the table. No signage is provided. Please bring identification of your company. (Note: carpeting is not needed due to your table will be on carpet.)

NON ENDORSEMENT

The exhibition of products at the Mailers Forum 2018 event does not constitute an endorsement by the Greater Illinois Postal Customer Council or the U.S. Postal Service. Exhibitors are not permitted to represent that their goods or services are endorsed by the GIPCC unless the GIPCC has specifically provided such an endorsement in writing.



INDEMNITY

Exhibitor agrees to indemnify and hold harmless the Greater Illinois Postal Customer Council, its officers, directors, employees and member from any/and all liability to any person or persons for or by reason of any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by the Banquet Facility in connection with their exhibit. Exhibitor further agrees to hold harmless the Greater Illinois Postal Customer Council, its officers, directors, employees, and members from any and all liability to any person or persons for or by reason of any act or omission of said exhibitor, or any of his/her agents, servants or employees. Indemnity includes, but is not limited to claims of copyright, trademark or patent infringement, unfair competition, and product liability.

The exhibitor, upon signing the contract, expressly releases the foregoing named organization and individuals from any/and all claims for such loss, damage or injury. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Greater Illinois Postal Customer Council, its officers, directors, employees and members, the Medinah Shriners Banquet Facility Services, property, governmental charges or fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or apart thereof, excluding any such liability caused by the sole negligence of the Greater Illinois Postal Customer Council, its employees and agents. In addition, exhibitor's acknowledges that the Greater Illinois Postal Customer Council and the Medinah Banquet Facility do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruptions or property damage insurance covering such losses to exhibitor. Charges for these services will be payable to the service contractor and exhibitor shall indemnify and hold harmless the Greater Illinois Postal Customer Council, its officers, employees and members from any liability arising from installation of special facilities.

CHARACTER OF EXHIBIT

The Greater Illinois Postal Customer Council reserves the right to modify or remove any exhibit which does not comply with the Rules and Regulations established by the GIPCC Mailers Forum 2018. All demonstrations or tour promotional activities must be confined to the limits of the exhibit booth. Exhibitors must show only goods manufactured or distributed by them in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit within the exhibit area. All exhibits have an 7' height restriction which may extend half the distance (depth) from the back wall of the exhibit. The height for the front half of the exhibit space may not exceed 4'. No 'live' microphones or loudspeaker equipment will be permitted in any exhibit booth but portable film slide and videotape projectors may be use. Mailers Forum 2018 Event management also reserves the right to restrict exhibits which because of noise, method of operation, materials, or for any other reason become objectionable. They may prohibit or evict an exhibit which, in the opinion of the management detract from the general character which the management determines is desirable. In the event of such restriction or eviction, The GIPCC is not liable for any refund of rental or other exhibit expenses or for other damages related to such restriction or eviction.

CARE OF BUILDING

Exhibitors will be held responsible for any damage done to the building, equipment, or decoration by them or their employees. **No nails, tacks, or screws shall be driven into walls, woodwork, or floors of the building. No signs, posters, announcements or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors. Etc.**

GENERAL RESTRICTIONS

Federal, state, and municipal laws must be observed in the construction of any tabletop exhibit. Rules of the Medinah Banquets Addison, IL and the local fire codes must be observed and obeyed.

Accepted by: _____

Company Name _____ Signed _____

Address _____ Name _____

City _____ State _____ Zip+4 _____

Title _____ Phone Number _____

Fax Number _____ E-mail Address _____

⇒ Registration provides automatic acceptance of the terms of this contract.

[GIPCC Vendor sign up](#)