



Greater Illinois Postal Customer Council (GIPCC) 2026

Application and Exhibition Contract

Wednesday, September 30, 2026

Medinah Banquets, 400 Shriners Dr, Addison, IL 60101

Registration & Payment Options

Option 1: Online Registration with a Credit Card (Recommended) Register directly online for automatic acceptance of terms and conditions of this contract: URL: <https://www.gipcc.org/exhibitor-registration>

Option 2: Mail-In Registration – Complete, sign, and mail this form with full payment: Payable To:

Greater Illinois Postal Customer Council
PO Box 1142
Bedford Park, IL 60499-1142

Feel free to contact **Karen Fraticola (630) 235-1094**, or **Dennis MacHarg (773)-551-3369**, if you have any questions.

Vendor Packages & Marketing Options: *Please check all that apply,*

☐ **Exhibit Space Reservation**

- Includes: One 6'x 3' Table, 2 Chairs, and one (1) Brunch ticket.
- Early Bird Rate (By Aug. 28): \$350.00 per vendor table
- Standard Rate (After Aug. 28): \$400.00 per vendor table
- Quantity Requested: _____ space
- Total Due: _____
- Needed Table Skirt? ☐ Yes ☐ No

☐ **Additional Attendees**

- One brunch ticket is included per booth.
- Additional booth personnel must register separately as event attendees.

☐ **Water Bottle Advertisement** – I wish to advertise on the water bottles **(Open to One Vendor)**

- Cost: \$500.00 flat fee
- Details: Logo/ad placement on water bottles distributed to all attendees.
- Deadline: Must sign up and provide artwork before September 1st.

☐ **Brunch Sponsor** – I wish to sponsor the brunch **(Up to 3 sponsors may apply. Booth is not included)**

- Cost: \$500.00
- Includes accolades on the website registration sign up and signage in the hall.

☐ **Continental Breakfast Sponsor** – I wish to sponsor the breakfast **(Up to 3 sponsors may apply. Booth is not included)**

- Cost: \$250.00
- Includes accolades on the website registration sign up and signage in the hall.

☐ **Audio-Visual Equipment** – I wish to sponsor equipment **(Up to 2 sponsors may apply. Booth is not included)**

- Cost: \$500.00
- Includes accolades on the website registration sign up and signage in the hall.

☐ **Signage** – I wish to sponsor or provide signage 24" x 36" 4/0 signboard or signs, (1) 8 ½ x 11 4-page brochure.

- Cost: \$500.00, if sponsoring

Exhibition Rules & Perks

- Gift Cards: Cost includes two (2) \$25 giveaway gift cards provided to you by the GIPCC.
- Raffle Drawing: You will draw winners from your booth's fishbowl collection.
- Lead Collection: Vendors must provide their own blank contact sheets. Attendees may not have business cards.
- Contract Binding: This application becomes a binding contract upon acceptance by the GIPCC. Rules and regulations complement and form a part of the contract.



Kindly specify any companies you would prefer not to be adjacent to during the exhibition. The GIPCC will make every effort to accommodate all requests:

Authorization & Sign-Off

We have carefully reviewed the PCC Week 2026 Event 2026 Rules and Regulations and consent to adhere to them. PLEASE SIGN AND RETURN THIS CONTRACT ALONG WITH A SIGNED COPY OF THE RULES & REGULATIONS AND CHECK BY September 15, 2026. By registering on the website once it becomes operational, you automatically accept the terms and conditions of this agreement.

Company Name _____

Signed _____

Address _____

City _____ State _____ Zip+4 _____

Title _____

Phone Number _____

E-mail address _____

_____ Please check here if you have your own table skirt.

EXHIBITORS BADGE LIST

Name/Title

Name/Title



Greater Illinois Postal Customer Council PCC WEEK 2026 Contract

Each exhibitor must execute a contract of which these Rules and Regulations are part of, 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: 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
PCC Week 2026
P.O Box 1142
Bedford Park, IL 60499-1142

LOCATION OF EXHIBITS

PCC Week 2026 Event will be held at Your exhibit space is 6 x 3'. The actual table is 6'long x 3'wide. The cost for each space/table is \$350.00. Vendors who sign up after Aug. 28, \$400.00 All tables are in the Main Room and Building Reception area. **MEDINAH BANQUETS 400 Shriners Dr, Addison, IL 60101** 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 PCC Week 2026 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 PCC Week 2026 Event is Wednesday, September 30. Exhibitors may set up the evening before, Tuesday between 3-6 pm or the morning of the event, Wednesday, at 7am.

Open participant registration begins at 7:30am

CANCELLATIONS

No refund for table space will be provided in 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, the GIPCC will provide each exhibitor with a 6x3 foot table, two chairs, and one brunch 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 PCC Week 2026 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 members from any/and all liability to any person or person(s) 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 person(s) 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 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, the exhibitor acknowledges that the Greater Illinois Postal Customer Council and Medinah Banquets 400 Shriners Dr, Addison, IL 60101 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 PCC Week 2026. 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 a 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 used. PCC Week 2026 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 and the local fire code must be observed and obeyed.

Accepted by: _____

Company Name _____

Signed _____

Address _____

Name _____

City _____ State _____ Zip+4 _____

Title _____

Phone Number _____

E-mail address _____

☐ Registration provides automatic acceptance of the terms of this contract. <https://www.gipcc.org/exhibitor-registration>