

AXPONA

AUDIO EXPO NORTH AMERICA

The Marketplace Exhibiting Information

Booth Space Exhibitors

Items Included:

8 ft back drape

Chair(s)

Table(s) - 6'L x 30"W x 30"H Skirted Table

Furniture Request – Tables & Chairs

Due: March 10

If you will need a few tables and/or chairs brought to your booth please notify Melissa Cercone by March 11th.

You can email your request or call her, Melissa@jdevents.com or 203-416-1928.

Table Top Exhibitors

Items Included:

(1)-16'L x 30"W x 30"H Skirted Table

(2)-Chairs*

(1)-Waste Basket

*Management reserves the right to limit chairs for an exhibit with multiple tables

Electrical

Due: March 31

Electrical orders need to be completed and submitted to the hotel in order to use any electrical service and include the cost of having that service brought to your exhibit space. Failure to order electrical service in advance will result in day of order price premiums. Use the [Convention & Exhibit Service Order Form](#) to order electrical service.

Exhibitors will be allowed to provide and use their own UL approved extension cords and power strips within the limits of their assigned space. All cords must meet 20amp certification. All cords need to be secured in a neat and safe fashion. Gaff tape is the only acceptable form of tape to be used on hotel carpet.

Please note: Electrical orders need to be completed using the [Convention & Exhibit Service Order form](#) in order to use any electrical service. Exhibitor's cannot plug into any outlet near their exhibit space without an electrical order being placed.

Exhibitors can rent power strips and extension cords from the Westin. Use the [Convention & Exhibit Service Order Form](#) to order.

Telephone Services

Due: March 31

A dedicated phone line may be ordered using the [Convention & Exhibit Service Order Form](#).

Signage

Exhibitors are allowed to have pop up banners and signage within the confines of their table space. Free standing signs of any sort outside the table space are not allowed in the table top exhibit rooms. See information below about impeding lines of sight.

Table top exhibitors are allowed to adhere signs to their table (exhibit space). Although, any table top signage must follow the rules outlined below about obstruction of aisle and lines of sight.

Obstruction of Aisles & Lines of Sight

The aisles are the property of the entire show and each exhibitor has the responsibility to assure the proper flow of traffic through the exhibit space. Any demonstration or activity, which results in obstruction of aisles, prevents access to nearby exhibitor space or otherwise creates a hazardous condition, is an infringement on the rights of other exhibitors. The aisles must not be obstructed at any time. Furthermore, exhibitors must not obstruct site lines of neighboring exhibitors.

Empty Boxes/Container Storage

If you have additional boxes or crates that need to be removed you will need to make arrangements with AFC by 3:00 PM on Thursday, April 20th. The Storage cost is \$125. (up to 4 skid spots). AFC will start doing sweeps for pre-arranged empties at 10:00 AM on Thursday, April 20th and will do the final sweep for pre-arranged empties at 4:00 PM on Thursday, April 20th.

Only the empties that are pre-arranged for storage will be picked up.

There are no pickup services on Friday, April 21 for empties.

During move out the first empties will start to be returned at 3:00 PM.

If you would like to make arrangements for AFC to store your empty boxes contact Felicia Burton Felicia.burton@afcls.com, 877-837-3178.

Exhibitor Badge Registration

Deadline: April 6

To facilitate Exhibitor Check-In/Badge Pick Up, we ask that all exhibitors pre-register their staff online by using the [Exhibitor Badge Registration Page](#). Exhibitor Badges will be available for pick up onsite.

Standard room exhibitors are allowed 4 exhibitor badges per room. Show Management will need to approve any additional badges needed.

Exhibitor Services Area

The Exhibitor Services Area is an area onsite that will have service representatives for freight handling (AFC LS) and show management (JD Events).

Floral Vendor

Northern Greenhouses is the official floral vendor for AXPONA. To place your order use the [Northern Greenhouses order form](#). If you have any questions please contact the florist directly; 312-666-9177 or northerngreenhouses@hotmail.com.

Illinois Sales Tax Requirements for Special Events

Due: 10 days after event, May 2

If you are a retailer you must collect and pay Illinois sales taxes no later than 10 days after the close of AXPONA.

In Illinois, out-of-state vendors may participate in Illinois events provided they remit Illinois sales tax to the Illinois Department of Revenue Services by completing [Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon](#). This also applies to Illinois vendors who are not required to be registered with the Illinois Department of Revenue Services.

If you have any questions you may contact the Special Events Coordinator at the Illinois Department of Revenue Services via email at Rev.Special.Events@Illinois.gov or by calling weekdays during normal business hours at 1-847-294-4475.

For more information visit - <http://www.revenue.state.il.us/individuals/salesandrelated/fairs.htm>

Internet

Due: March 31

High Speed Wireless Internet can be ordered for \$12.95/device/day. Use the [Convention & Exhibit Service Order Form](#) to order internet.

Insurance

Due: **March 10**

All Exhibitors must carry worker's compensation, commercial general liability including products and completed operations, independent contractors, personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per, \$1,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder.

The insurance should be maintained through your company. Coverage provides for your physical booth and any materials shipped – **NOT** for services ordered or delivered by our official service providers. Exhibitors are responsible for payments of all services ordered and delivered by contractors should the event be cancelled for any reason-i.e. 'acts of god', blizzards, strikes, terrorism, earthquakes, fire, floods, war, riot etc. If you need to purchase additional insurance coverage please contact your insurance agent or John Buttine Insurance (Kendra Reilly, (212) 697-1010 x 49 or kar@buttine.com)

AXPONA assumes no liability for any loss, damage or injury to any property of the Exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, water, theft or any other cause whatsoever. Neither the Show Management, nor the owners or lessors of the exhibition premises will assume any responsibility for exhibitor's property against damage, loss and theft.

Additional Insured should be listed as follows:

JD Events, LLC, dba AXPONA
AFC LS
Westin O'Hare

The certificate must cover the inclusive dates of the show (April 20-23, 2017).

**Please submit your Certificate of Insurance to
Melissa Cercone (203.371.8894 fax or Melissa@jdevent.com email) by March 10th.**

Security

Security for an individual exhibit space and its contents is the responsibility of each exhibitor. Show Management is not responsible for lost or stolen articles.

Security services are available through the hotel at a flat rate of \$30.00/person/hour with a 4 hour minimum.

Hints & Suggestions:

- Use common sense! If in doubt take the necessary precautions to prevent loss.
- Remove all small items on a nightly basis.
- Rent a security cage for larger items.
- Hire a private security guard.
- Clearly mark all small items and easily transportable items with your company and contact information.
- Have replacements available either on-site, at a local distributor or on stand-by at your office for overnight shipment.
- Do not list contents on outside of boxes. (e.g.: Box #1- Personal Computer)
- Carry a detailed list of what you ship, in which box it was packed, and repack it in the same manner. Keep a copy with you and in your office and check your shipment when you arrive at the show and when it returns to you after the event.