

# AXPONA

## AUDIO EXPO NORTH AMERICA

### Meeting Room Exhibiting Information:

All Lower Level, Lobby Level & 2<sup>nd</sup> Floor rooms, Rosemont 1, 2, 3, 4, O'Hare 1, 2, Ambassador, Boardroom

#### Electrical

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Each outlet in the room is equipped with 20 amp service.

If you need additional power use the [Convention & Exhibit Service Order Form](#) to order. Orders should be placed by March 31.

#### Additional Power Supplies

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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.

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

#### Furniture Included

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- (4) tables with tablecloths
- (8) chairs

#### Additional Furniture Request or Furniture Deletion

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**Due: March 10**

If you will need additional banquet chairs or banquet tables (see what's provided above) brought to your exhibit room OR if you don't need as many as what's included please notify Melissa Cercone by March 10<sup>th</sup>. You can email your request/deletion or call her, [Melissa@jdevents.com](mailto:Melissa@jdevents.com) or 203-371-6322.

#### Telephone Services

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**Due: March 31**

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

#### Signage

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Meeting room exhibitors are allowed to have signs within the confines of their room but they must be freestanding signs. The signs may not be affixed to, hung on, set on or set up against anything in the room including the door and sprinkler heads. Absolutely nothing can be hung off of or on the fire sprinklers in your room. Cleanup/drainage fee is the responsibility of the Exhibitor. Signage is not allowed to block or otherwise interfere with the fire sprinklers. Meeting room exhibitors are allowed to have free standing signs just outside of their exhibit space but they must be positioned against the wall, not in the middle of the hallway. They must lay flat against the wall. Free standing signs like the image to the right are ideal.



#### Empty Boxes/Container Storage

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Exhibitors should use their room's bathroom for storage first.

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 20<sup>th</sup>. 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 20<sup>th</sup> and will do the final sweep for pre-arranged empties at 4:00 PM on Thursday, April 20<sup>th</sup>.

*Only the empties in the hallway 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.

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## 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.

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

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## 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).

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## 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](mailto:northerngreenhouses@hotmail.com).

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## Housekeeping

Housekeeping will clean the meeting rooms prior to the show opening each morning.

Service Times between 8:30am & 11:00am daily. Housekeeping will not enter your exhibit room without you being present. If you would like your exhibit room cleaned make sure you are in your room between 8:30am & 11:00am. Or you can call housekeeping and schedule a time for a cleaning during the service times listed above.

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## 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.SpecialEvents@Illinois.gov](mailto:Rev.SpecialEvents@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>

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## 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.

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## 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](mailto: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](mailto:Melissa@jdevent.com) email) by March 10<sup>th</sup>.**

## **Security**

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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.