



business expo sure

MAR. 31

free parking
free admission
open to public

10 a - 7 p • Assembly Hall

special expo events

Provena Covenant Medical Center VIP Breakfast



This breakfast is a unique networking opportunity for all exhibitors as well as the most powerful business executives in east central Illinois. Each exhibitor will receive a formal invitation to this event, where you'll get a sneak peek at the Expo, a hot breakfast and a chance to make some valuable business contacts.

Benefit Planning Consultants, Inc. Ultimate Power Lunch



Enjoy taste-sized portions from your favorite local restaurants and caterers! The Benefit Planning Consultants, Inc. Ultimate Power Lunch will be held from 11 a.m. to 2 p.m. at the Expo. Each exhibitor registration includes two free admissions to the Power Lunch (each admission is good for six sample-sized servings). Additional tickets are \$5 each. This event is open to the public.

BankChampaign Wine Tasting



At 5 p.m., the Chamber will host a complimentary wine tasting event. There will be reds and whites for sampling. Stop by for a final tour of the Expo and enjoy the wine tasting. This event is sponsored by BankChampaign.

registration includes:

- One 6' white linen skirted table
- Two chairs
- Royal blue pipe and drape
- Registration for two exhibitor representatives, including Provena Covenant Medical Center VIP Breakfast invitations and two free admissions to the Benefit Planning Consultants, Inc. Ultimate Power Lunch
- Free parking and admission for guests
- Tremendous event promotion on 10 radio stations, five television stations and local billboards, attracting potential customers to attend the Expo
- Chance to win a flat-panel television

dates & deadlines:

- | | |
|----------------------|---|
| Wednesday, March 17 | Exhibitor registration deadline, 5 p.m. |
| Friday, March 19 | Exhibitor cancellation deadline |
| Monday, March 22 | Certificate of insurance due |
| Tuesday, March 30 | Expo set-up, noon to 5 p.m. |
| Wednesday, March 31: | |
| 8 to 9:30 a.m.: | Provena Covenant Medical Center VIP Breakfast |
| 10 a.m. to 7 p.m.: | Expo open to the public |
| 11 a.m. to 2 p.m.: | Benefit Planning Consultants, Inc. Ultimate Power Lunch |
| 5 to 7 p.m.: | BankChampaign Wine Tasting After Hours |
| 7 to 9 p.m.: | Exhibitor tear-down and move-out |

the expo is also sponsored by the following media partners:



exhibitor registration

Business Name (as it should appear on signage) _____
 Contact _____ Title _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____ Fax _____
 E-mail _____ After hours phone/cell phone (required for tear-down) _____

List the names of the two main individuals staffing the exhibit:

Exhibitor representative _____
 Exhibitor representative _____

List the names of any additional employees staffing the exhibit:

Exhibitor representative _____
 Exhibitor representative _____
 Exhibitor representative _____
 Exhibitor representative _____
 Exhibitor representative _____
 Exhibitor representative _____

exhibit space

All prices listed are per item. Indicate number desired in the space provided.

_____ Exhibit space (Champaign County Chamber members) \$425
 _____ Exhibit space (Non-members) \$550

EXHIBIT TOTAL \$ _____

lunches

Each registration includes two free admissions to the Benefit Planning Consultants, Inc. Ultimate Power Lunch. Each admission is good for six sample-sized servings. Additional admissions cost \$5 each.

Number of additional lunch admissions _____ x \$5
 LUNCH TOTAL \$ _____

exhibit amenities

All prices listed are per item. All amenities will be installed within the exhibit space prior to set-up. Indicate number of each desired in the space provided. Exhibit space includes one 20-amp outlet for power.

_____ 220-volt electrical service \$20
 _____ Internet access \$100
 List purpose of Internet connection _____
 _____ Additional 6' table \$10
 _____ Cloth and skirt for additional table (required) \$24
 _____ Additional folding chair \$2
 _____ 30" round table, 29" height \$10
 _____ 30" round table, 42" height \$10
 _____ 90" round white linen tablecloth \$14
 _____ 8' x 10' booth carpet \$55
 _____ 8' x 14' booth carpet \$80
 _____ 10' x 12' booth carpet \$95
 _____ Wastebasket \$10

AMENITIES TOTAL \$ _____

payment

Exhibit space is not final until payment is received. Make checks payable to Champaign County Chamber of Commerce. Retain a copy of this registration document for your records.

SPACE+LUNCHES+AMENITIES = REGISTRATION TOTAL \$ _____

_____ Check enclosed _____ Visa _____ MasterCard _____ AMEX
 _____ Invoice (Available only for Champaign County Chamber of Commerce members.)

Card No. _____

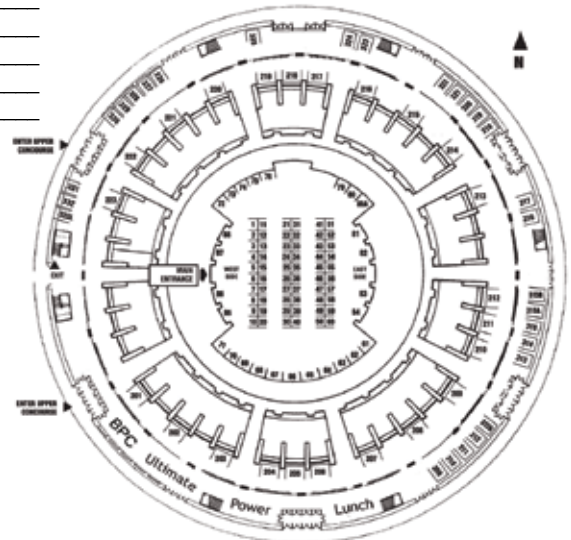
Expiration Date _____ Security Code (3-digit no. on back) _____

Signature _____

exhibit locations

List several alternate selections. Exhibit locations will be assigned on a first payment received basis. Every effort will be made to assign the location specified, but this cannot be guaranteed.

Choice 1 _____
 Choice 2 _____
 Choice 3 _____
 Choice 4 _____
 Choice 5 _____
 Choice 6 _____



To view a larger version of this map, visit www.champaigncounty.org or contact Norma Wesley at 217.531.4669 to have one e-mailed to you.

As an individual with full authority to execute this agreement on behalf of the above listed exhibitor, I agree to abide by all East Central Illinois Business Expo guidelines as listed within the original registration document and those that may be supplied at a later date. I understand that any deviation from these guidelines could jeopardize the above listed exhibitor's participation in the 2011 East Central Illinois Business Expo.

Mail form to: Champaign County Chamber of Commerce
 1817 S. Neil St., Ste. 201
 Champaign, IL 61820.7269

exhibit space dimensions

Arena Floor Level (1-88)
Main Level (201-223)
Upper Concourse Level (301-332)

8' deep x 10' wide
8' deep x 14' wide
10' deep x 12' wide

exhibit construction

Building fire codes require that all exhibits remain within the confines of the assigned exhibit space. Displays built for larger spaces cannot be squeezed or tilted to fit; such displays will not be allowed. Portable, pop-up or table-top displays are strongly encouraged. Exhibitors shall arrange their exhibits so that aisles are kept clear; exhibit attendants must be inside of space assigned. Exhibitors in corner spaces, which will not have an outside wall, should refrain from any type of exhibit that will cause congestion at the corner areas of the main floor of Assembly Hall. In the event that an exhibitor exceeds the allotted exhibit space, a \$50 fine will be imposed.

All material used for exhibit assembly and decoration must be flame-retardant and conform to University of Illinois specifications for exhibits at Assembly Hall. **COMPRESSED GAS CYLINDERS AND HELIUM BALLOONS ARE PROHIBITED.** Inherently dangerous devices and materials shall not be allowed. A limit of three wire-grounded extension cords may be used in each exhibit space. Exhibitors are responsible for supplying their own equipment for booth setup, including tools, tape, tacks, extension cords, etc.

Public address, sound producing or amplifying devices that project sound beyond the exhibitor's space are prohibited. These devices will be permitted if used within the confines of the exhibitor's space in such a manner as to not interfere with other exhibitors in the area.

exhibit assembly

All exhibits must be set up by 5 p.m. on Tuesday, March 30, 2010. All exhibits must remain in place until the end of the show at 7 p.m. on Wednesday, March 31. All exhibits must be dismantled and removed from the premises by 9 p.m. on Wednesday, March 31. If you have documentation showing that you have reserved the same booth space for the 2010 Home Show, you may leave your booth intact from the Home Show until the close of the Chamber Business Expo. Move-out must still be completed by 9 p.m. on March 31. There will be no exceptions made to the move-out times. Any deviation from these established times will jeopardize participation in the 2011 East Central Illinois Business Expo. The Chamber is not responsible for any items not dismantled during the specified move-out period. Exhibitors are responsible for loading and unloading their own exhibit materials. Pre-Expo shipments to Assembly Hall will not be accepted. Assembly Hall does not provide storage or cleaning service for individual exhibit spaces. The Champaign County Chamber of Commerce reserves the right to make appropriate changes in the floor plan and booth locations as it deems necessary for the overall success of the Expo.

exhibit contents

Direct sales will be permitted provided the product being sold is directly related to the business the exhibitor is promoting. The Champaign County Chamber of Commerce reserves the right to inspect items offered for sale. Live animals are not permitted on the premises. Exhibitors are prohibited from cooking or preparing food. **HELIUM BALLOONS ARE NOT ALLOWED.**

There is a limit of one business per exhibit space. Exhibitors are required to staff their exhibit for each and every hour of the East Central Illinois Business Expo. Any deviation from these established times will jeopardize participation in the 2011 East Central Illinois Business Expo.

internet access

Internet access is available only on the arena floor, and those exhibitors requesting this service will be placed accordingly. A limit of one Internet connection is available per exhibit space. Internet access will be granted on a first-come, first-served basis.

exhibitor insurance

The exhibitor, by registering for the 2010 East Central Illinois Business Expo, agrees to fully indemnify and hold harmless the Champaign County Chamber of Commerce and the University of Illinois Board of Trustees from any and all liability which might arise from the exhibitor's participation in the East Central Illinois Business Expo.

The exhibitor also agrees to provide evidence of its own liability insurance cover-

age in the form of a certificate of said insurance by Monday, March 22, 2010.

The address for the certificate holder must read exactly: Champaign County Chamber of Commerce/University of Illinois Board of Trustees, 1817 S. Neil St., Ste. 201, Champaign, IL 61820.

Such coverage shall be in the following amounts:

- Minimum amount of \$300,000 for bodily injury for each occurrence
- Minimum amount of \$50,000 for property damage for each occurrence

An exhibitor will not be allowed to set up his or her exhibit until this certificate of insurance has been provided to the Champaign County Chamber of Commerce.

door prizes

Exhibitors are encouraged to conduct door prize drawings at their booths. Exhibitors are responsible for making arrangements for delivery of the door prize. Door prize announcements will be made throughout the day and exhibitors can submit a brief announcement about their drawing.

grand prize - 42" flat-panel television

In addition to the door prizes from individual exhibitors, a grand prize drawing will be held for the public for a 42" flat-panel television.

In order for guests to enter the grand prize drawing, they must first visit a specific number of exhibits to obtain stamps indicating their visits. Entry will be at the Expo main entrance in the west lobby. There is one entry per person and exhibitors are not eligible to win the grand prize. A separate prize drawing will be held for exhibitors for a flat-panel television (see description below).

parking and admission

Those visiting the East Central Illinois Business Expo will not have to pay for parking or admission to the Expo. Exhibitors are asked to limit vehicles to those needed to staff their exhibit and remove the exhibit.

event promotion

The Champaign County Chamber of Commerce has arranged for the event to be promoted heavily throughout east central Illinois during the month prior to the Expo. Ten radio stations, five area television stations and local billboards will be utilized for promotion. Approximately 7,000 business leaders throughout east central Illinois will also receive mailings about the event.

exhibitor lounge

An exhibitor lounge will be provided near the main entrance to Assembly Hall. Beverages will be available for exhibitors in the lounge.

provena covenant medical center vip breakfast

All exhibits must be in place by 5 p.m. on Tuesday, March 30, so they are ready to be showcased at the VIP Breakfast sponsored by Provena. This invitation-only networking event will be held from 8 to 9:30 a.m. on March 31 at Assembly Hall. Each exhibitor will receive two invitations to the event. Event sponsors and key decision-makers from the east central Illinois business community will also be invited, so come prepared to make new business contacts.

cancellation policy

Exhibit pre-registration is required; exhibit space is reserved only upon receipt of payment. Refunds will not be given after March 19, 2010, or for failure to exhibit. Cancellations prior to March 19 will be assessed a \$100 processing fee. There will be no exceptions.

questions

All questions should be directed to Tiffany Bowie at the Champaign County Chamber of Commerce at 217.359.1791 or TiffanyB@champaigncounty.org. Please be aware that there is absolutely no soliciting by attendees of the East Central Illinois Business Expo. Non-exhibitors caught soliciting will be asked to leave.

exhibitor grand prize

One exhibitor will win a flat-panel television! Everyone who registers for a booth at the East Central Illinois Business Expo will be entered into a special exhibitors-only drawing for a flat-panel television.