

John Bozzelli Molding Seminar and Supplier Exhibition

www.spechicago.org

May 24 - 25, 2022

Holiday Inn Gurnee

6161 W Grand Ave Gurnee, IL 60031

(847) 336-6300

EXHIBITOR / SPONSOR INFORMATION SHEET

MAIN CONTACT FOR EXHIBIT and SPONSOR QUESTIONS:

Paul Calhoon – General Chairperson
Email: paulcalhoon@gmail.com
Phone: (313) 418-0197

ABOUT THE EXHIBIT OPPORTUNITIES

- 10 spaces available
- If more than two tables are needed to accommodate an exhibitor's display, contact Chairperson to discuss the best location/placement

GENERAL CONFERENCE INFORMATION

- The Networking Reception, lunch, coffee breaks and continental breakfasts will be held in the exhibit area
- Conference proceedings (talks) will be held in adjoining ballroom

EXHIBIT TABLE REGISTRATION COSTS – Payment can be made using a credit card. Register online at www.spechicago.org

- \$750 per exhibit space
- Each \$750 table purchased = 1 person is allowed to staff the table and "work" the exhibit area. This fee covers the 1 person registering for the table and includes 1 Seminar Registration for that person.
- Additional Conference Registrations are \$600 each

EXHIBIT TABLE SIZE, SPACE ALLOTTED and WHAT'S INCLUDED IN THE \$750 TABLE FEE

- Each table = 6 ft in actual length and has 1 chair. The hotel will drape each of the exhibit tables.
- Each table = a space of 8 ft long x 5 feet deep leaves 1 ft on each end of the table for a walkway
- Not included: Shipping/receiving, set-up/storage costs, drayage, decorations, security, telephone/internet, electric and labor for moving exhibit materials, etc.

EXHIBIT TABLE SITES / HOW PLACEMENT IS DETERMINED

Once an Exhibitor's registration is received, choice of table site(s) will be based on a 1st registered, 1st paid-in-full, and 1st site choice basis.

SPONSORS & EXHIBITORS – PROMOTIONAL CONSIDERATION (To be completed ASAP after registering)

Each exhibiting company needs to provide a high resolution electronic file (.jpg, .jpeg, or .doc format) of their company logo for printing in promotional material and placement on various websites which will then have a direct link to the company website.

- Email logo to: spechicago@gmail.com

EXHIBIT TABLE(S) SET UP AND BREAKDOWN INFORMATION

- Set up – Tuesday, May 24th at 7 am
- Breakdown – Wednesday, May 25th after 2:00 PM

EXHIBIT TIMES

- Tuesday, May 24th: 9:00 AM – 7:30 PM
- Wednesday, May 25th: 8:00 AM – 2:00 PM

Exhibits are encouraged to be open during the continental breakfasts and morning and afternoon breaks on Tuesday and Wednesday as well as during the Networking Reception on Tuesday evening since all of these will be held in the exhibit area.

EXHIBITOR SHIPPING INSTRUCTIONS

- Due to the limited space, any storage needs must be arranged with the hotel in advance
- The Exhibitor will be responsible for packing, labeling, and shipping of exhibit materials
- Be sure to include a bill of lading with all freight shipments being received by the hotel
- Contact us if there are any unusually large or unique items which need to be used in the exhibits
- Packages should be addressed to:
Holiday Inn Gurnee
ATTN: (name of vendor and person requesting package)
6161 W Grand Ave Gurnee, IL 60031

HOTEL ACCOMMODATIONS

- Special room rate is \$99 per room per night (plus any other hotel fees and taxes) single/double occupancy.
- Reserve by Monday, May 23, 2022 to secure the special room rate by calling the hotel directly at (847) 336-6300 and referencing "John Bozzelli Molding Seminar 2022" at the time of booking. If larger rooms are required (e.g. suite), inquire with the hotel.

EXHIBITOR AUDIO/VISUAL REQUIREMENTS

Quotes for any AV needs can be obtained from/arranged through the hotel. Exhibitors can bring in their own equipment, but if assistance from the hotel is needed, exhibitors will need to contact the hotel at (773) 693-4444.

EXHIBITOR ELECTRICAL REQUIREMENTS

Electrical requirements for exhibits will vary depending on individual requirements and must be arranged through the hotel.

EXHIBITOR INSURANCE

The hotel does not maintain insurance covering property brought onto or stored on the hotel's premises by anyone involved with the conference. It is the responsibility of each exhibitor to obtain or maintain such coverage.

SECURITY FOR EXHIBITS / PARTS DISPLAY TABLES

Security is not provided for this event

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Paul Calhoun – General Chairperson

Email: paulcalhoun@gmail.com

Phone: (313) 418-0197

EVENT SPONSORSHIP OPPORTUNITIES

- \$250 Bronze Sponsorship: Includes signage and recognition at the conference.
- \$500 Silver Sponsorship: recognition at the coffee breaks; additional signage and recognition.
- \$1000 Gold Sponsorship: Includes tabletop exhibit and one Seminar Registration (one person only); recognition at the luncheon; additional signage and recognition.
- \$1500 Networking Reception Sponsorship: Includes tabletop exhibit and one Seminar Registration (one person only); recognition at the evening reception; additional signage and recognition.
- \$2000 Platinum Sponsorship: Includes tabletop exhibit and 2 Seminar Registrations (two people only); recognition at the luncheon & reception; additional signage and recognition.

Hosted by:

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