



# EXHIBITOR GUIDE

**SCHAUMBURG**

**JANUARY 10-12, 2020**

Schaumburg Convention Center  
Schaumburg, IL



PO Box 73 • Excelsior, MN 55331

Phone: 952-471-1192 • Fax: 952-471-0051

## LOCATION

Schaumburg Convention Center  
1551 North Thoreau Drive  
Schaumburg, IL 60173  
(847) 303-4100

## EXHIBITOR MOVE-IN / MOVE-OUT

There is a scheduled move-in and move-out time for all exhibits. Your Exhibitor Move-In Passport lists your company name, booth number and scheduled move-in date and time. In order for show management to run the most efficient show possible, it is critical that you adhere to your scheduled times.

We provide a labor crew and carts to assist your move-in. Vehicles **CANNOT** drive onto the show floor during move-in/out unless pre-arrangements are made with show management.

Our crew will assist you as quickly as possible. Your patience and cooperation are essential for an efficient move-out. All exhibits and materials must be out of the building no later than 9 p.m., Sunday, January 12. During the move-out it is very important to secure any valuables such as computers, electronics or merchandise. Don't make it easy for someone to walk out with part of your display.

### Open Hours of Move-In

Thursday, January 9	8 a.m. - 6 p.m.
Friday, January 10	8 a.m. - noon

### Open Hours of Move-Out

Sunday, January 12	4 p.m. - 9 p.m.
--------------------	-----------------

## EXHIBIT HOURS

The Lake Home & Cabin Show will officially open at 2 p.m., Friday, January 10, 2020. Daily show hours are as follows:

Friday, January 10	2 p.m. - 8 p.m.
Saturday, January 11	10 a.m. - 6 p.m.
Sunday, January 12	10 a.m. - 4 p.m.

On Saturday, January 11 and Sunday, January 12 exhibitors with badges will be admitted into the show beginning one hour prior to the show opening in order to maintain complete security.

## EXHIBITOR PARKING

Parking is free for exhibitors

## SHOW OFFICE

The show office will be located at the front of the hall near the show entrance. Staff will be available to assist you with Exhibitor Badges and questions. The office will be staffed from Thursday, January 9 through Sunday, January 12. The phone number is (952) 471-1192.

## DIRECTIONS

From The North

Take 294 South or 94 East. Take 90 (Northwest Tollway) West. Exit on 53 North. Take first exit - Algonquin Road – and turn right/West. Turn left on Thoreau Drive or Meacham Road.

From Chicago

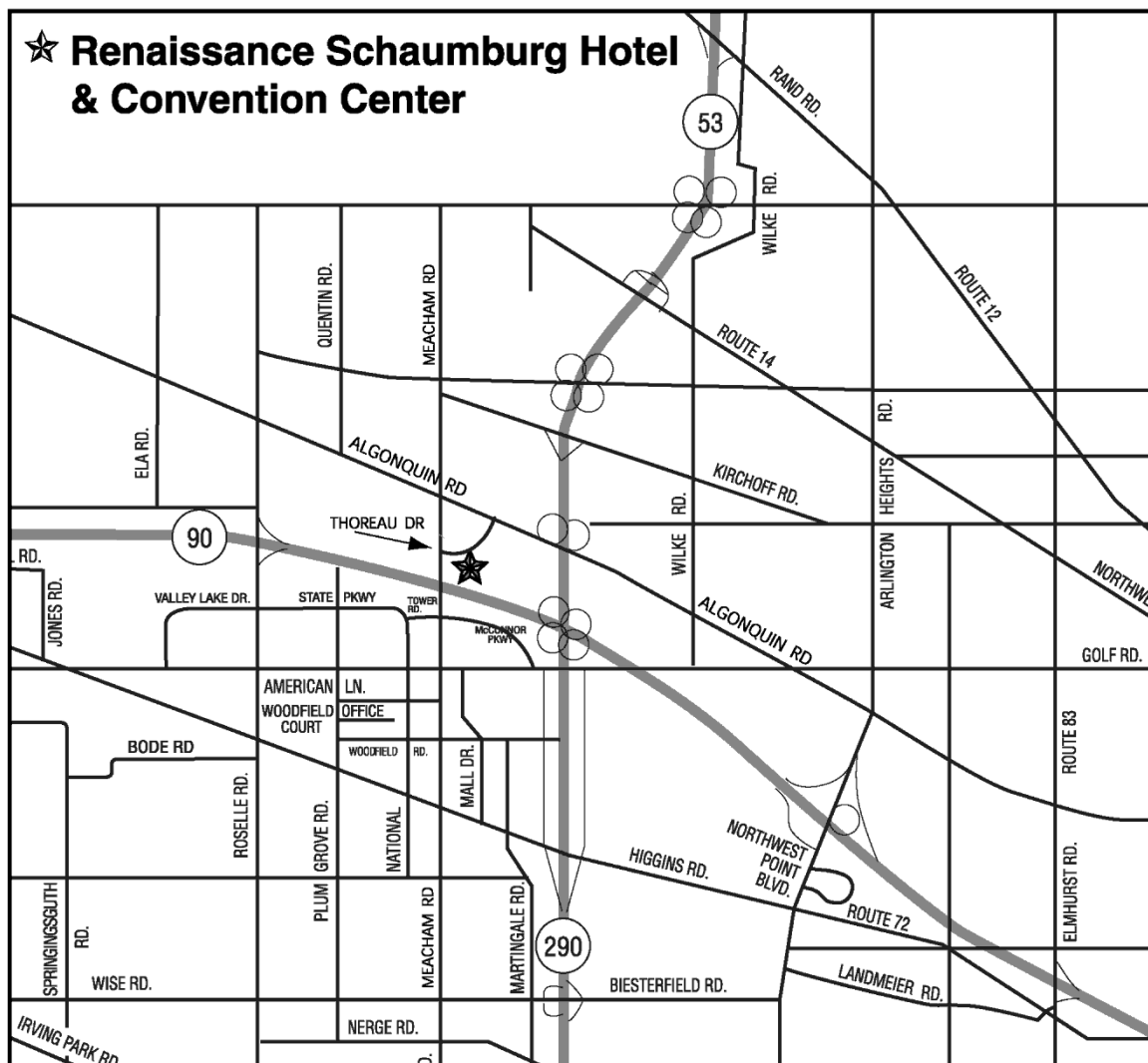
Take I-90 (Northwest Tollway) West from Chicago. Exit on North Meacham Road. Renaissance Schaumburg Hotel & Convention Center is on the right.

From O'Hare Airport

Exit airport and take I-90 (Northwest Tollway) West from Chicago. Exit on North Meacham Road. Renaissance Schaumburg Hotel & Convention Center is on the right.

From The West

Take I-90 (Northwest Tollway) East. Exit on 53 North. Take first exit - Algonquin Road – and turn right/West. Turn left on Thoreau Drive or Meacham Road.



## **BOOTH SERVICES**

Furniture & Carpet  
Corexpo  
2110 Old Highway 8 NW  
New Brighton, MN 55112  
(651) 917-2632

Electrical Service  
SourceOne Events, Inc.  
1551 North Thoreau Drive  
Schaumburg, IL 60173  
(708) 344-4111

Telephone & Internet Service  
PSAV  
1551 North Thoreau Drive  
Schaumburg, IL 60173  
(847) 303-4125

Order forms are available online at [www.lakehomeandcabinshow.com](http://www.lakehomeandcabinshow.com).

## **DISCOUNT ADMISSION TICKETS**

Regular \$12 tickets may be purchased for \$8. These tickets are to be used by exhibitors for their guests only, and under no circumstances are to be resold. Upon receipt of your order and payment, the tickets will be mailed to you, or you can purchase them at the show office.

## **EXHIBITOR BADGES**

All exhibitor personnel need to have their own Lake Home & Cabin Show Exhibitor Badge to enter the show. Exhibitor Badges are for the sole use of company personnel working the exhibit. They are not for use by customers or other exhibitors.

Each company exhibiting at the show will receive a set number of badges based on their booth size:

Standard Booth		Bulk Space	
8x10	= 4	20x20	= 4
10x10	= 4	20x30	= 6
10x20	= 6	20x40	= 8
10x30	= 8	20x50	= 10

If you need additional Exhibitor Badges, you can purchase more by completing the order form on the show website. We will not be mailing badges to you before the show. They will be available at the show office during the move-in.

## **HEADQUARTERS HOTEL**

Renaissance Schaumburg Hotel  
1551 North Thoreau Drive  
Schaumburg, IL 60173  
(847) 303-4100

\$109.00 Single or Double  
(*Special hotel rate offer expires December 18, 2019*)

A direct link for making your hotel reservations is in the "Exhibiting at the Show" section on our website.

## **REMOVAL OF EXHIBITS**

While we realize that you will be tired and anxious to pack your exhibit and get started for home, our policy is that no goods, literature, exhibit material or portions of exhibit material can be removed from the exhibit space, nor can the exhibit be dismantled prior to the closing of the show at 4 p.m., Sunday, January 12. Please adhere to this show policy.

## SHIPPING EXHIBIT MATERIALS

If you are shipping exhibit materials to the show, the least expensive way is to schedule shipments to arrive on or after Thursday, January 9. "Collect" shipments will not be accepted.

### For Shipments to Arrive on Or After Thursday January 9, 2020:

Instruct your common carrier, van line, Fed Ex or UPS – Do Not Deliver Before January 9, 2020. Your shipment will be delivered from the loading dock to your booth. You will incur a material handling charge for this service.

#### *Ship To:*

Lake Home & Cabin Show - Corexpo  
Your Company Name & Booth #  
Schaumburg Convention Center - Exploration Hall  
1551 North Thoreau Drive  
Schaumburg, IL 60173

### For Shipments to Arrive Before January 9, 2020:

You will incur a material handling charge for this service through Corexpo. For rates please contact Corexpo at (800) 947-9750.

#### *Ship To:*

Your Company Name & Booth #  
Lake Home & Cabin Show  
Corexpo  
c/o YRC/STP  
4108 W 52<sup>nd</sup> Place  
Chicago, IL 60632

## SALES TAX

Exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the show. The Special Event Tax Report Form is available at <http://www.lakehomeandcabinshow.com/chicago/exhibitor-forms>. The sales tax rate is 10%

## SECURITY

We are not responsible against loss. We suggest that you provide a trunk or box equipped with a lock where small items you want to leave overnight can be safely kept. It is wise to secure a cover over your exhibit at the close of each show day.

## BOOTH DIMENSIONS POLICY FOR 10' WIDE X 10' DEEP BOOTHS

To create a fair and equal sales environment for all exhibitors please adhere to the following booth dimensions policy.

**HEIGHT:** No part of a booth or display should extend higher than the eight feet back wall.

**WIDTH:** You may extend the sides of your booth up to eight feet, but only within three feet of the back of the exhibit space. The maximum side height beyond three feet from the back of the exhibit space is three feet (the height of the draped side rail).

