



Chicago Toy & Game Fair 2019

November 23 & 24, 2019 – Navy Pier, Chicago

Exhibit Space Application Form

Please complete this application to be considered for exhibit space at the Chicago Toy & Game Fair (ChiTAG). Space assignments are based on receipt date of application, with full payment, seniority, and booth size. You can also use our online registration form (<http://register.chitag.com/exhibit>) if you are paying by credit card.

Choose an Exhibiting Option

Booth Space (\$16 per square foot, \$18 after June 1st)

Desired Size: _____ x _____

Total \$: _____

Booths are sold in 10ft. x 10ft. (100 square foot) increments. Booths include 8ft. tall back drape and 3ft. x 6in. side drapes (does not apply to island booths), a 7in. x 44in. company sign, and a listing in Fair Program. Booth sharing is permitted.

Table Space* (\$800)

***First Time Exhibitor Special** - Table Space is available only to *first time* exhibitors with a single product to display. Table Space includes 2ft. x 6ft. x 30in. draped table, 2 chairs, 8ft. back drape, carpet, a 7in. x 44in. company sign, and a listing in Fair Program.

Discounts

If applicable, select one discount; discounted price will be reflected in the Total Amount below.

Returning Exhibitor - Returning exhibitors receive a 10% discount on booth space, *if application received by June 1st*

New Inventor Con Attendee - Current New Inventor attendees (www.chitag.com/new-inventors-track) receive a \$500 discount on a booth space, or a \$300 discount on table space

\$_____ Total Amount

Contact Name: _____ Title: _____

Company Name: _____ Website: _____

Company Address: _____

City: _____ State / Province: _____ Zip Code: _____

Country: _____ Phone: _____ Email: _____

How did you hear about the Chicago Toy & Game Fair? _____

Pay by Credit Card You may fax the first page of this completed form to +1 847 675 5819, or email it to sales@chitag.com

Visa/MC/AMEX/Discover Card Number: _____ Expiry Date: ____ / ____

Name on Credit Card: _____

Billing Address (if different from above): _____ Country: _____

City: _____ State / Province: _____ Zip Code: _____

By signing and returning this document with payment, you and your representatives agree to abide by the ChiTAG Show Rules.

Signature: _____

Pay by Check

Return the first page of this completed form with check payable to: Chicago Toy & Game Group, Inc., and mail to:
Chicago Toy & Game Group, Attn: ChiTAG Registration,
6842 N Kilpatrick Avenue, Lincolnwood, IL 60712
Questions? Call +1 847 677 8277 or email sales@chitag.com

2019 EXHIBIT SPACE SHOW RULES CONTRACT TERMS AND CONDITIONS

BOOTH DESCRIPTION: Standard Booths include a 7inch x 44inch company sign; 8 foot back drape and 3 foot side drape, in show colors. 8 foot back drape *only* is included for Peninsula Booths (aisles on all three sides, two corners); no draping is included for Island Booths (aisles on all four sides, four corners), but can be ordered from the Show Decorator, at Exhibitor cost. Show Decorator Order Form will be available in September.

CARPETING: All booths require carpeting or other approved floor covering, such as foam squares. Exhibitor is responsible for the cost of floor covering. Floor coverings can be rented from the Show Decorator. Show Decorator Order Form will be available in September.

SHOW RULES: IAEE (International Association of Exhibits and Events) show rules govern all displays at The Chicago Toy & Game Fair and regulate booth/display/exhibit height, set back, signage, exhibitor activity, etc. A complete set of show rules will be included in the Exhibitor Service Manual (available in September).

INSTALLATION, DISMANTLEMENT AND LABOR: Exhibitors may be responsible for certain labor costs related to installation and dismantlement of their own booth/display/exhibit. Exhibitor agrees to comply with assigned move-in and installation days and hours to be specified in the Exhibitor Service Manual. Booths/Displays/Exhibits may not be removed from the exhibit hall until the official closing of the Fair. Details will be included in the Exhibitor Service Manual (available in September).

FURNISHINGS/PRODUCT CARRY-IN/OUT ACTIVITIES: Exhibitors may carry or move items using any non-motorized cart. If use of the Facility dock is necessary, Exhibitors may be subject to union charges for unloading and moving furnishings to their space. Cost details will be included in the Exhibitor Service Manual (available in September).

TRANSPORTATION AND PARKING: Exhibitors are responsible for all costs associated with transportation and parking.

EXHIBITOR BADGES: are for booth personnel and are designated for those individuals representing the Exhibitor's company at the Fair. Exhibitor badges will reflect the name of the company shown on the application for exhibit space. Each company will receive 4 exhibit badges per 10 foot x 10 foot space. Representatives holding badges are allowed access to the exhibit hall during all Fair hours plus one hour before and one hour after Fair hours. Badges are not transferable and will be confiscated if worn by other than the representative to whom issued.

EXHIBITOR PARTICIPATION: Only exhibiting companies may host functions, display or promote products, distribute literature, or give away any item, during the Fair.

PRINTED MATTER: Circulars or advertising matter of any description may be used or distributed only within the booth assigned to the Exhibitor presenting such material. Only literature published or approved by Show Management may be distributed at the registration desk, in the registration area, in the meeting rooms, in the exhibition areas or in transportation under lease to Show Management.

INSURANCE: Obtaining insurance is a responsibility of the Exhibitor, who holds harmless the Show Management, Chicago Toy & Game Group, Chicago Toy & Game Fair, Game Geste, Inc., its officers, agents, employees, interns and volunteers, from all liability. See additional details below.

FINANCIAL TERMS AND CONDITIONS: Booth space must be paid in full no later than September 1, 2019. Booth space not paid in full by September 1, 2019 may be reassigned at the discretion of Show Management. Payments sent to Show Management for booth space will first be applied to any outstanding balances owed to Show Management for previous activities or any other amount owed to Show Management. No Exhibitor will be permitted to move on to the exhibit floor if the company has an outstanding balance due. There will be a \$100.00 service charge for any returned check. See additional financial details below.

RETAIL SALES: Exhibitors are responsible for any and all City, State, and Federal sales tax incurred by their activity during the Fair.

ELIGIBLE EXHIBITS: This exhibition is held to demonstrate games and toys to the attending public, media and trade. Show Management shall determine the appropriateness of any company, product or service. Show Management may refuse rental of exhibit space to any company whose display of goods or services is not compatible, in the sole opinion of Show Management, with the character and objectives of the FAIR. In the event this application is not accepted, any paid space rental fees or deposits will be returned.

OBJECTIONABLE PRACTICES AND DISPLAYS: Use of noisemakers, huckster-type promotions and presentations, or anything which may be judged not in good taste, lacking in dignity or not in keeping with the purpose of the Chicago Toy & Game Fair is prohibited. Exhibitors and their personnel agree to abide by the decision of Show Management.

LIABILITY: Exhibitor shall protect, save and hold the Chicago Toy & Game Group, Chicago Toy & Game Fair, Game Geste and its officers, directors, employees and agents and Navy Pier, and all agents and employees thereof, and Show Management and its officers, directors, employees and agents (hereinafter collectively called "Indemnities") forever harmless from any

damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor, and further, Exhibitor shall at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any property, person or persons, including the exhibitor, its agents, employees and business invitees which arise from or out of or by reason of said Exhibitor's occupancy and use of the facilities, or any part thereof.

FACILITY RULES: Exhibitor shall strictly comply with all conditions imposed by the Facility (Navy Pier) in its contract with Show Management and with the rules and regulations of the Facility, as well as the Show Decorator.

DAMAGE TO PROPERTY: The Exhibitor is liable for any damage caused to Facility floors, walls or columns, or to standard booth equipment, or to other Exhibitors' property. The Exhibitor may not mar, tack, make holes, and apply paint, lacquer, adhesives or other coating to Facility/Building columns and floors or to standard booth equipment.

EXHIBITOR INSURANCE: All property of the Exhibitor is understood to remain under its custody and control in transit to and from or within the confines of the Facility. Show Management and the Facility do not maintain insurance covering exhibitor's property. Exhibitor shall carry Comprehensive General Liability coverage, including premises, operations and contractual liability coverage for Personal Injury Liability and Property Damage Liability and statutory Worker's Compensation insurance in full compliance with all federal and state laws and covering all of exhibitor's employees with coverage for injury.

SECURITY: Although security service will be furnished, neither Show Management, the security contractor, nor the Facility can or will be responsible for damage to, loss, or theft of property belonging to any Exhibitor, their agents, employees, business invitees, visitors or guests. Exhibitors are to carry their own insurance.

FORCE MAJEURE: In the event that the performance by Show Management or the Facility or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, inclement weather, or other such cause or as a result of governmental intervention, malicious damage, acts of God, war, strike, lock-out, labor dispute, riot, curtailment of transportation, or other cause or agency over which Show Management has no control, or should Show Management decide that because of any such cause that it is necessary to cancel, postpone or re-site the event, or reduce the move-in and installation time, show time or move-out time, Show Management shall not be liable to refund, indemnify, or reimburse the Exhibitor in respect of any fees paid, damage or loss, direct or indirect, arising as a result thereof.

FIRE SAFETY: All construction material must conform to standard safety practices. All display materials, including table, back drapes, textile, paper displays and decorations, must be fire resistant or flame proof. No combustible decorations may be used at any time. All packaging containers and materials are to be removed from the floor and may not be stored under tables or behind displays. All aisles, corridors, exit areas and stairways must be maintained at their required width at all times that the exhibition is open. No obstructions will be allowed to protrude into the aisles. Each Exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this exhibition.

Compliance with all such laws is mandatory for all Exhibitors and the sole responsibility is that of the Exhibitor.

DISABILITY PROVISIONS: Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act ("ADA") and with any regulations implemented by the ADA; and (iii) that it shall indemnify and hold Show Management harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against Show Management, its officers, directors, agents or employees on the basis of the exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

MEDIA LICENSING: Exhibitor represents and warrants that it shall not violate any copyright, trademark, or other similar intellectual property laws and that it shall comply with all copyright restrictions including, but not limited to, any license. Show Management may obtain or any other laws and restrictions with respect to the use or performance of music or other multimedia displays.

NOTIFICATION OF INTENT TO CANCEL, REDUCE, OR CONSOLIDATE EXHIBIT SPACE OR SHOW PRESENCE

All intentions to cancel, reduce, or consolidate show presence must be submitted in writing, signed by an officer of the exhibiting company, to Show Management. The following penalty details apply.

BOOTH/SPACE CANCELLATIONS RECEIVED:

Prior to September 1, 2019 - payments received to date will be refunded, minus a \$250 administrative fee.

September 1, 2019 to October 1, 2019 - payments received to date will be refunded, minus 50% of the booth/space rental cost. On or after October 1, 2019 - there will be no refunds for payments received on or after October 1st.

Exhibitors canceling their entire booth/space will: lose all Exhibitor priority points; may not advertise in any Fair related publications; lose any sleeping rooms in the official hotel block; lose hospitality space in the Fair hotel; and forfeit any

sponsorship agreements in place, without refund.

BOOTH/SPACE SIZE REDUCTION REQUESTS RECEIVED:

Prior to September 1, 2019 - will be penalized 50% of the cost of the total booth space released.

On or after September 1, 2019 - will be penalized 100% of the cost of the total booth space released. Booth size reductions may result in a change in booth location.

CONSOLIDATIONS: Exhibitors that consolidate multiple booths will be charged a 25% fee on any funds transferred from one reserved booth to another booth. Show Management may terminate this contract immediately; withhold from the Exhibitor possession of the exhibit space and all related exhibitor benefits; and retain all space rental fees paid if: (a) the Exhibitor fails to pay all fees owed to Show Management prior to November 15, 2019, or (b) the Exhibitor fails to comply with or perform any material terms or conditions of the contract, or refuses to abide by these Terms and Conditions.

SUBLETTING: Exhibitors may not assign, sublet or share their exhibit space with another business or firm unless approval has been obtained in writing from Show Management. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

COMPLAINTS: Complaints of any violation of the Contract Terms and Conditions are to be made promptly to Show Management and its representatives. Exhibitors and their personnel agree to abide by the decision of Show Management.

AMENDMENTS: Any and all matters not specifically covered herein and in the Exhibitor Service Manual are subject to the decision of Show Management. Show Management shall have the full power to interpret, amend and enforce these Contract Terms and Conditions, provided any amendments, when made, are brought to the notice of Exhibitors. Each Exhibitor, for itself and its personnel, agrees to abide by the foregoing Contract Terms and Conditions and by any amendments or additions thereto in conformance with the preceding sentence.

LAWS APPLICABLE: The laws of the State of Illinois shall govern this contract.

TABLE SPACE RULES ADDENDUM

Table space is available only to first-time Exhibitors with a single product to display. Table spaces are subject to the standard Show Rules / Contract Terms and Conditions, as listed above. Below are additional specific table space rules.

INCLUSIONS: Table spaces are generally established in groups of 5 within a 10 foot x 20 foot area. These areas include one 2 foot by 6 foot by 30 inch high draped table for each exhibitor, two chairs, 8 foot back drape for the area, carpeting for the area, a 7 inch x 44 inch company sign, and a listing in the Fair Program for each exhibitor.

STAFFING: Table spaces are for use by no more than two Exhibitor representatives. Exhibitors wishing to staff their table with additional people should purchase additional table space or purchase a standard booth.

BADGES: Each table space will receive 2 exhibitor badges.

SIGNAGE AND DISPLAYS: Table spaces are subject to more display restrictions than standard booths. Table space Exhibitors may not:

- Hang anything off the back drape or the drape pipes.
- Stand any product, display or sign on the table over 36 inches in height