

Contract Provisions

We would like to welcome you to the Central Illinois Outdoor Expo. Thank you for participating in our show. We will assist you in any way we can.

Exhibitor passes as promised in the contract, will be distributed at check-in. These passes **MUST** be worn at all times during to show. Security will be checking periodically at the exhibitor entrances for verification.

1. Check-in and set-up for Bulk Exhibitors will start at 12:00 p.m. on Thursday, February 9. We would like to have all boats in the building by 5:00 pm.
2. Check-in for booth exhibitors will start at 12:00 (noon) to 6:00 p.m. on Thursday, February 9 and Friday, February 10 from 7:00-9:00 a.m. Keep in mind that the show opens at 10:00 am on Friday. All set up must be completed no later than 10:00 am Friday. We will provide someone until 6:00 on Thursday and 7:00 to 9:00 on Friday to assist you in carrying your equipment to your booth location if needed. Please let us know if you will need this assistance.
3. The Otto Center is a non-smoking environment. Please respect their rules. Smoking will be permitted at the north exhibitor entrance doors. Please do not use the side doors during the show hours.
4. We ask that all exhibitors use only the West door for entrance and exit. We will have our staff checking the side doors throughout the show to make sure they are secure at all times. Fire code requires these doors to be secured.
5. Parking for exhibitors while the show is in progress will be in the back and south side of the building. PLEASE DO NOT PARK IN THE FRONT PARKING LOT, this is for your customers.
6. We suggest you do not leave cash boxes, credit machines and other valuable items overnight. The Otto Center and Arthur Area Association of Commerce does not accept responsibility for lost or stolen articles.
7. Electricity will be furnished by the AAAOC/Otto Center. Please bring a drop cord with you. It should be at least 50 foot long.
8. The Arthur Area Association of Commerce and the Otto Center is not responsible for accidents or injuries incurred while participating in the show. Exhibitor takes full responsibility for all their material while on the premises. Defacing of the building will result in a charge for repairs. If you want banners to be placed on the walls, the Outdoor Expo Personnel will hang them for you at a charge.

9. Exhibitor entrances will be opened one hour before the show opens. **Please wear your exhibitor pass at all times.** People not working your booth will be required to purchase a ticket each day. We do have additional exhibitor passes available at \$5.00 each.
10. Coffee will be provided for you and your staff on Thursday until 1:00 pm, on Friday and Saturday mornings UNTIL 10:00 am
11. Please have an attendant in your booth at all times. If you need relief at your booth please let one of our staff know and we will provide temporary assistance for you.
12. Tear down is to start NO sooner than 4:00 pm on Saturday. Violation of this provision may jeopardize your participation in next year's show.
13. The show hours the 2014 Expo will be: Friday, February 10 from 10:00 a.m. to 8:00 p.m. and on Saturday, February 11 from 8:00 a.m. to 4:00 p.m.
14. Special rates at motels. To be announced on the website. Please remember to let them know that you are an exhibitor in the show to get these rates.

If you have any questions about the contract provisions or anything that is not covered in this document please feel free to call us at 217-268-3820.