



**Greater Illinois Postal Customer Council 2009 Mailers Forum  
&  
National PCC Day Live / Via Satellite**

Dear Exhibitor:

Don't miss this opportunity to get the low-down on the "State of the Union" in the Direct Mail Industry. Postmaster General Jack Potter will share his vision on important topics affecting our future. Our information packed agenda will equip you with the information you need.

You are invited to exhibit at **The 2009 Mailers' Forum on, September 16, 2009** hosted by the Greater Illinois Postal Customer Council. We offer the perfect chance to meet your audience, the Illinois and Great Lakes Area mailers.

The event will be built around the message, **"Today's Mail!"** Centrally located at the **Medinah Banquets in Addison**. The hours will be from **7:00am - 3:30pm**. The booth price is ~~\$250~~ **\$175.00** which includes the cost of Lunch for one person being represented by your Company. Setup will be on Tuesday, September 15<sup>th</sup> from 4:00 - 7:00pm. We dropped the cost of the booth, and to draw the attendees to your booth each vendor needs to provide a \$50.00 to \$100.00 door prize and a container to hold the persons name and other info that you would like to collect. The drawing will be at the end of the show. This will tie the vendors to the show and the desire to meet you higher.

We will have limited space to have 30 table top booths in the main meeting area. The booth area is 6 feet x 6 feet. There is an over flow room, however the traffic you receive may not be as good. So if you are not one of the first 30 to sign up for the main room, vendor beware.

You will receive an 6' skirted table and 2 chairs, Electricity is free, however you will need to bring in your own power cords.

SPACE IS VERY LIMITED FOR THIS EVENT. WE HAVE LOWERED THE COST AND ADDED THE INDIVIDUAL DOOR PRIZES IN ORDER TO GET EVERYONE TO COME TO YOUR TABLE AND SIGN UP OR DROP A BUSINESS CARD INTO YOUR CONTAINER. WE HOPE THAT THIS WILL WORK OUT FOR YOUR COMPANY.

You can register by filling out the attached or register directly through:  
<http://gipcc091609.eventbrite.com/>

Enclosed, you'll find the exhibitor contract. Space is limited, the last Mailers' Forum in 2008 **was a vendor sell-out**. Booths will be assigned on a first come, first serve basis.

We welcome your input and your ideas. Feel free to contact the subcommittee at the numbers listed below. If you are interested in Sponsorship opportunities, please give us a call.

**Don Dames**

LinJen Promotions, Inc.  
(708) 478-8222 fax (708) 478-6222  
Email: [don@linjen.com](mailto:don@linjen.com)

**Karen Fraticola**

(630)235 -1094  
register at: <http://gipcc091609.eventbrite.com/>  
email: [greateril@comcast.net](mailto:greateril@comcast.net)



# Application and Exhibition Contract

Greater Illinois Postal Customer Council

National PCC DAY 2009

September 16<sup>st</sup>, 2009

**LIVE BROADCAST "STATE OF THE UNION"**

This application for a 6' skirted table and 2 chairs, & one lunch ticket at National PCC Day 2009, which will become a contract upon acceptance by the Greater Illinois Postal Customer Council, is based upon the Rules and Regulations which complement and are part of the contract. You can sign up directly through: <http://gipcc091609.eventbrite.com/> Or you can sign and mail your full payment to: **Greater Illinois Postal Customer Council, Mailers' Forum 2004 P.O. Box 752, Evanston, IL 60204-0752. Please Make Checks Payable to: Greater Illinois Postal Customer Council.** If additional information is needed,

Call Don Dames, LinJen Promotions, Inc. 708-478-8222 Or Karen Fraticola, 630 235 1094.

### Exhibitor Table cost is as follows:

1. Cost of Space: One Table space is \$250.00 **\$175.00**. We reduced the cost, and in order to draw people to each vendor table. You are responsible to have a \$50.00 to \$100.00 door prize, and a container to hold all the entries. Drawing at end of show.
  - Please reserve \_\_6 x 10''\_\_ exhibit space(s) for my company at \$250.00 **\$175.00** each; (Includes one luncheon ticket per booth.)
  - I wish to purchase \_\_\_\_\_ additional luncheon tickets at \$20 apiece.

#### Payment of Exhibit Space Rental: Full Payment of Rental Fee is Due with this Contract.

2. We tender \$\_\_\_\_\_ total cost of the table, skirting, and chairs, and additional luncheon tickets. We agree that all of the provisions of the Official Rules and Regulations shall be part of the contract and that we shall hold harmless the Greater Illinois Postal Customer Council, The Medinah Banquets Facility in Addison and their entities from claims of any nature arising from our occupancy of assigned area or from activities of our employees or representatives as more fully specified is said Rules and Regulations. Allocations of exhibit space shall be solely at the election of the Greater Illinois Postal Customer Council.

Please indicate any companies you would prefer not to be near. The GIPCC will attempt to honor all requests:

\_\_\_\_\_  
\_\_\_\_\_

We have thoroughly read the National PCC Day 2009 Event Mailers' Forum 2009 Rules and Regulations and agree to abide by them. PLEASE SIGN AND MAIL BACK THIS CONTRACT AND SIGNED COPY OF THE RULES & REGULATIONS WITH CHECK BY August 28, 2009.

3. Company Name\* \_\_\_\_\_ Signed\*\* \_\_\_\_\_  
 Address \_\_\_\_\_ Name \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_  
 Title \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
 Fax Number(\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_

### EXHIBITORS BADGE LIST

_____ Name/Title	_____ Name/Title
_____ Name/Title	_____ Name/Title

**I'D LIKE TO PARTICIPATE IN THE RAFFLE OR SPONSORSHIP PROGRAM, PLEASE CALL TO DISCUSS.**

TO BE COMPLETED BY GREATER ILLINOIS POSTAL CUSTOMER COUNCIL

Accepted by \_\_\_\_\_ Assigned Booth Number \_\_\_\_\_

Price \_\_\_\_\_ Date \_\_\_\_\_ Amount Received \_\_\_\_\_ Date \_\_\_\_\_

\*No subletting will be permitted. Exhibiting companies only may be listed. Companies not listed on this contract will not be Permitted to exhibit at the National PCC Day 2008 Event 2009.

\*\*Contract must be signed and mailed along with full table rental fee and additional luncheon tickets.



## Greater Illinois Postal Customer Council NATIONAL PCC DAY 2009 Contract

Each exhibitor must execute a contract of which these Rules and Regulations are part, for the right to use the space assigned. Please read these Rules and Regulations carefully. Signing the contract means you have accepted all the Rules and Regulations.

**Subletting is strictly prohibited.** In the event of fire, strikes, riots, civil commotion, acts of God, war, or other unavoidable circumstances, rendering it impossible or impracticable for any reason to the Greater Illinois Postal Council (GIPCC) to perform such contract, the GIPCC's performance under such contract shall be excused.

### Rules and Regulations

#### APPLICATION

Apply online at: <http://gipcc091609.eventbrite.com/> or mail your application for exhibit space must be made in writing and include a completed contract and full payment. All checks should be made payable to the Greater Illinois Postal Customer Council. Mail contract and check to:

Greater Illinois Postal Customer Council  
National PCC Day 2008  
P.O Box 752  
Evanston, IL 60204-0752

#### LOCATION OF EXHIBITS

National PCC Day 2009 Event will be held in the Medinah Banquets Facility 550 Shriners Drive Addison, IL 60101. All Tables are 6' x 3'. Each 6' x 3' table space is ~~\$250.00~~ **\$175.00**. **Applications with payment must be received by August 28, 2009.** All tables are spaced around the Main Room with 10 extra Tables in an adjoining Room, but the exhibit management reserves the right to make modifications to meet the needs of the exhibitors or the exposition.

#### ASSIGNMENT

Participation in the National PCC Day 2009 is on an invitation-only basis. The GIPCC reserves the right to withhold invitations or decline applications for exhibit space regardless of past participation. When assigning booth space, consideration will be given to an applicant's application and the date of receipt of application with payment in full.

#### DATE AND TIMES

The date of National PCC Day 2009 Event is Wednesday September 16, 2009. The exhibitor's schedule for move in and set up is the day before (September 15, 2009) From 4:00 to 7:00 PM. Security will not be provided. Tear down is immediately following the end of the National PCC Day 2009 Event Wednesday September 16, 2009 3:30 PM. Please have consideration to all the attendees and do Not start packing up any earlier than 3:30 PM.

#### CANCELLATIONS

No refund for table space will be permitted in the case of emergency by the exhibitor. In the event of exhibitor cancellation, the canceled space may be resold or reassigned by the GIPCC.

#### FACILITIES FURNISHED

Included with the rental of each 8' x 3' skirted table, the GIPCC will provide each exhibitor with, two chairs, and one lunch ticket. (Note: carpeting is not needed due to your table will be on carpet.)

#### NON ENDORSEMENT

The exhibition of products at the National PCC Day 2009 Event does not constitute an endorsement by the Greater Illinois Postal Customer Council or the U.S. Postal Service. Exhibitors are not permitted to represent that their goods or services have been endorsed by the GIPCC unless the GIPCC has specifically provided such an endorsement in writing.

#### INDEMNITY

Exhibitor agrees to indemnify and hold harmless the Greater Illinois Postal Customer Council, its officers, directors, employees and member from any and all liability to any person or persons for or by reason of any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by the Banquet Facility in connection with their exhibit. Exhibitor further agrees to hold harmless the Greater Illinois Postal Customer Council, its officers, directors, employees, and members from any and all liability to any person or persons for or by reason of any act or omission of said exhibitor, or any of his/her agents, servants or employees. Indemnity includes, but is not limited to claims of copyright, trademark or patent infringement, unfair competition, and product liability.

The exhibitor, upon signing the contract, expressly releases the foregoing named organization and individuals from any and all claims for such loss, damage or injury. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save the Greater Illinois Postal Customer Council, its officers, directors, employees and members, the Medinah Shriners Banquet Facility Services, property, governmental charges or fines and attorneys' fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or apart thereof, excluding any such liability caused by the sole negligence of the Greater Illinois Postal Customer Council, its employees and agents.



In addition, exhibitor's acknowledges that the Greater Illinois Postal Customer Council and the Medinah Banquet Facility do not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruptions or property damage insurance covering such losses to exhibitor. Charges for these services will be payable to the service contractor and exhibitor shall indemnify and hold harmless the Greater Illinois Postal Customer Council, its officers, employees and members from any liability arising from installation of special facilities.

### **CHARACTER OF EXHIBIT**

The Greater Illinois Postal Customer Council reserves the right to modify or remove any exhibit which does not comply with the Rules and Regulations established by the GIPCC National PCC Day 2009. All demonstrations or tour promotional activities must be confined to the limits of the exhibit booth. Exhibitors must show only goods manufactured or distributed by them in the regular course of business. No firm or organization not assigned exhibit space will be permitted to solicit within the exhibit area. All exhibits have an 7' height restriction which may extend half the distance (depth) from the back wall of the exhibit. The height for the front half of the exhibit space may not exceed 4'. No "live" microphones or loudspeaker equipment will be permitted in any exhibit booth but portable film slide and videotape projectors may be use. National PCC Day 2009 Event management also reserves the right to restrict exhibits which because of noise, method of operation, materials, or for any other reason become objectionable. They may prohibit or evict an exhibit which, in the opinion of the management detract from the general character which the management determines is desirable. In the event of such restriction or eviction, The GIPCC is not liable for any refund of rental or other exhibit expenses or for other damages related to such restriction or eviction.

### **CARE OF BUILDING**

Exhibitors will be held responsible for any damage done to the building, equipment, or decoration by them or their employees. No nails, tack, or screws shall be driven into walls, woodwork, or floors of the building. No signs, posters, announcements or other articles shall be posted, nailed, or otherwise attached to any of the pillars, walls, doors, floors. Etc.

### **GENERAL RESTRICTIONS**

Federal, state, and municipal laws must be observed in the construction of any table top exhibit. Rules of the Medinah Banquets Addison, IL and the local fire codes must be observed and obeyed.

Accepted by: \_\_\_\_\_

Company Name \_\_\_\_\_ Signed \_\_\_\_\_

Address \_\_\_\_\_ Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip+4 \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_