



Greater Illinois Postal Customer Council 2011 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 mailing & distribution industry. Postmaster General Pat Donahoe will share his vision on important topics affecting our future. Our information packed agenda will equip you with the information you need to service your customers.

You are invited to exhibit at **The 2011 Mailers' Forum on Wednesday, September 21, 2011** 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 is centrally located at **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 representing your Company. Setup will be on **Tuesday**, September 20th from 4:00 - 7:00pm.

Participants will be provided a GIPCC vendor bingo card to be initialed by the vendors in order to be entered into the Grand Raffle Prize Drawings. This drawing is held at the end of the day. It is your responsibility to gather the contact information when they visit your booth. We encourage you to provide a \$50.00 to \$100.00 door prize. During the day, we will announce the VENDOR/you along with their/your donated gift. We will direct the winner to your booth to receive their prize. May we suggest a container to collect attendee business cards. Not all attendees will have business cards, so you may want to bring blank paper/small cards to collect attendee information.

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. To secure a space that meets your needs and your company's objectives, reserve a space early.

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

SPACE IS VERY LIMITED FOR THIS EVENT. WE HAVE LOWERED THE COST TO YOU. YOUR PROVIDED INDIVIDUAL COMPANY DOOR PRIZES ADDS AN INTERESTING ELEMENT TO THIS EVENT. THE GIPCC PROVIDES THE GRAND PRIZES WHICH ARE HIGHLY DESIRED ITEMS. MOST ATTENDEES STAY TO THE END!

You can register by filling out the attached or register online: <http://gipcc092111.eventbrite.com/>

This year we are offering the option to reserve a table for your guests for the broadcast and lunch. For only \$300, you can reserve an entire table (10 seats) and secure convenient seating for all your guests. This includes up to 9 attendee registrations so you can invite your customers to attend at your expense. This offer expires on 8/15/11. Attendee names will need to be provided to the GIPCC by Monday, September 19.

Enclosed, you'll find the exhibitor contract. Space is limited. The last Mailers' Forum in 2010 **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 go the website above.

Don Dames
LinJen Promotions, Inc.
(708) 478-8222
don@linjen.com

Karen Fraticola
Pitney Bowes
(630) 235-1094
karen.fraticola@pb.com

Trevor Ward
OSM Worldwide
(847) 650-2966
tward@osmworldwide.com



Application and Exhibition Contract
 Greater Illinois Postal Customer Council
 National PCC DAY 2011
Wednesday, September 21st, 2011
LIVE BROADCAST "STATE OF THE UNION"

This application for a 6' skirted table and 2 chairs, & one lunch ticket at National PCC Day 2011, 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://gipcc092111.eventbrite.com/> Or you can sign and mail with your full payment to: **GIPCC Mailers' Forum 2011 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 at LinJen Promotions, Inc. – (708) 478-8222, Karen Fraticola at Pitney Bowes – (630) 235-1094, or Trevor Ward at OSM Worldwide – (847) 650 - 2966

Exhibitor Table cost is as follows:

- 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. *(Remember, it's always smart to have blank paper/small cards to collect participant names & company information, for the drawing. Not all participants will bring business cards.)*
 - Please reserve 6 x 6 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 each.

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 in 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 2011 Event Mailers' Forum 2011 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, 2011.

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 Event 2011.

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



Greater Illinois Postal Customer Council NATIONAL PCC DAY 2011 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://gipcc092111.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 2011
P.O Box 752
Evanston, IL 60204-0752

LOCATION OF EXHIBITS

National PCC Day 2011 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, 2011.** All tables are spaced around the Main Room and Building Reception area. 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 2011 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 2011 Event is Wednesday, September 21, 2011. The exhibitor's schedule for move in and set up is the day before (Tuesday, September 20, 2011), from 4:00 to 7:00 PM. Security will not be provided. Tear down is immediately following the end of the National PCC Day 2011 Event Wednesday, September 21, 2011 approximately 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 6' 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 2011 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 2011. 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 2011 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, tacks, 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 _____