



# Application and Exhibition Contract

Greater Illinois Postal Customer Council

Vendor Opportunity

Wednesday, September 20, 2023

This application for a 6' table and 2 chairs, & one brunch ticket at PCC 2023 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. Please note: If you need your table skirted, please advise. You can sign up directly through: <https://www.gipcc.org/exhibitor-registration> Registration provides automatic acceptance of the terms of this contract. Or you can sign and mail with your full payment to: Greater IL PCC PCC Week. **Please Make Checks Payable to: Greater Illinois Postal Customer Council.** PO Box 1142 BEDFORD PARK, IL 60499-1142

If additional information is needed,  
Karen Fraticola (630) 956-6591, or Dennis MacHarg (773)-551-3369

Vendor appreciation exhibit/marketing opportunities are as follows: Please check all that apply.

- Cost of Space: One Table space is \$250.00/vendor/table with one brunch ticket included. Cost of space **includes (2) \$25 give away gift cards provided to you by the GIPCC to give away to the person you draw from your fishbowl. You will do your own drawing and are responsible to** provide blank contact sheets to collect participant names & company information, for the drawing. Not all participants will bring business cards.
  - Please reserve \_\_6' x 3' exhibit space(s)(table) for my company payment for **\$250/vendor table.**
  - I wish to purchase \_\_\_\_\_ additional brunch tickets at \$40 each. One brunch ticket is included for each booth.
  - I wish to **advertise on the water bottles given to all attendees. \$500 flat fee.** Sign up before September 1 and provide artwork. **Open to 1 vendor.**
  - I wish to **sponsor the brunch. Cost \$500.** This will include accolades on the web registration sign up and signage in the hall. (No booth is included.) **Up to 3 sponsors may apply.**
  - I wish to **sponsor the continental breakfast. Cost \$250.** This will include accolades on the web registration sign up and signage in the hall. (No booth is included.) **Up to 3 sponsors may apply.**
  - I wish to sponsor the **Audio-Visual Equipment. \$500.** This will include accolades on the web registration sign up and signage in the hall. (No booth is included.) **Up to 2 sponsors may apply.**

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

2. We tender \$ \_\_\_\_\_ total cost of the options selected above. 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 ton their entities from claims of any nature arising from our occupancy of assigned area or form 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 exhibit next to. The GIPCC will attempt to honor all requests:

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

We have thoroughly read the PCC Week 2023 Event 2023 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 September 15, 2023. If you register on the website once it is live, you agree to the terms and conditions of this agreement automatically.

3. Company Name\* \_\_\_\_\_ Signed\*\* \_\_\_\_\_

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

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

Title \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Fax Number( ) \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_ Please check here if you don't have a company name table skirt. We will have your table skirted.

### EXHIBITORS BADGE LIST

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



## Greater Illinois Postal Customer Council PCC WEEK 2023 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 assumes that you accept 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: 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  
PCC Week 2023  
P.O Box 1142  
Bedford Park, IL 60499-1142

#### LOCATION OF EXHIBITS

PCC Week 2023 Event will be held at Your exhibit space is 6 x 3'. The actual table is 6'long x 3'wide. The cost for each space/table is \$250.00. All tables are in the Main Room and Building Reception area. **Wyndham Glendale Heights/ Lombard Banquet Facility, 780 E North Ave, Glendale Heights IL** Exhibit management reserves the right to make modifications to meet the needs of the exhibitors or the exposition. The deadline for applications with payment must be received by September 10th to be included in the printed flyer.

#### ASSIGNMENT

Participation in the PCC Week 2023 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 PCC Week 2023 Event is Wednesday, September 20st. Exhibors may set up the morning of the event at 7am. Open participant registration begins at 7:30am.

#### CANCELLATIONS

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

#### FACILITIES FURNISHED

Included with the rental, the GIPCC will provide each exhibitor with a 6x3 foot table, two chairs, and one brunch ticket.\* If you have your own table skirt, we will not skirt the table. No signage is provided. Please bring identification of your company. (Note: carpeting is not needed due to your table will be on carpet.)

#### NON-ENDORSEMENT

The exhibition of products at the PCC Week 2023 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 are 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 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, the exhibitor acknowledges that the Greater Illinois Postal Customer Council and Ramada by Wyndam Glendale Heights/ Lombard Banquet Facility, 780 E North Ave, Glendale Heights IL 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 PCC Week 2023. 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 a 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. PCC Week 2023 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 tabletop exhibit. Rules of the 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 \_\_\_\_\_

Registration provides automatic acceptance of the terms of this contract.

<https://www.gipcc.org/exhibitor-registration>