

2023 Exhibit Booth Contract

2023 iLandscape Show February 1-3

Renaissance Schaumburg Convention Center
Schaumburg, Illinois

SECTION ONE: COMPANY INFORMATION

Company Name: *(As it will appear on the Floor Plan, iLandscape website, Show Guide & promotional materials)*

Address: _____

City/State/Zip: _____

Bus. Phone: _____

Company E-mail: _____

Company website: _____

Booth Contact: _____

Booth Contact E-Mail: _____

(Booth contact selects the booth, & receives correspondence from show decorator, show vendors, and iLandscape staff.)

Marketing Contact: _____

Marketing E-Mail: _____

SECTION TWO: BOOTH SELECTION & RATES

BOOTH RATES: ILCA / WNLA Members: **\$1,700** per 10x10' Space. (First increase since 2018!)

Non-Members: **\$1,800** per 10x10' space

Total # of 10 x 10' Booths: _____

Total Booth Sq. Ft: _____

Booth Choices:

- #1: I wish to keep my 2022 Booth location.
- #2: I will give up my 2022 location and wait to see what other locations become available.

Booth relocation choices will be done in priority point order. (Note: for booths 200 sq. ft. and larger, those configurations may not exist elsewhere if you choose to relocate).

SECTION THREE: PAYMENT/SCHEDULE

Total 2023 Booth Fee: \$ _____

60% Deposit Due with Contract: \$ _____

Balance due by Oct. 15, 2022: \$ _____

PAYMENT OPTIONS:

- I will pay my deposit with a credit card by using the **Exhibitor Payment Portal link:**

<https://ilandscapeshow.com/landscape-booth-payment-portal/>

***Note: ILCA no longer retains credit card numbers for safety purposes.*

OR

- I will send a check payable to: ILCA, and mail to: ILCA
2625 Butterfield Road, Suite 104-S, Oak Brook, IL 60523

CHECKLIST:

Please note that booth requests will not be considered unless all contract information requirements are fulfilled.

I have enclosed the following:

- Signed Contract
 60% Booth Deposit (or 100% of booth cost)

EXHIBITOR STAFF REGISTRATION:

Each 10x10' booth space includes (2) complimentary Trade Show Registrations. Exhibitors must register all booth personnel. Please wait for your exhibitor login credentials to arrive via email before registering your booth staff.

CANCELLATION POLICY:

Please note that all requests for cancellation of booth spaces must be received in writing. Signed, written cancellations prior to November 1, 2022, will result in a 70% refund (30% of total will not be refunded). **Cancellations after November 1, 2022 will not be eligible for a refund of any amount.**

On behalf of the Exhibitor named above, the undersigned authorized agent of the Exhibitor agrees to be bound by the terms and conditions contained herein and in the ILCA iLandscape Exhibitor Guide, which I understand are incorporated herein by reference as if fully set forth herein.

Signature: _____ Date: _____

This contract serves as your invoice