



Booth Selection Procedure for iLandscape 2025

Show Dates: February 26-28, 2025

Renaissance Schaumburg Convention Center, Schaumburg, IL

Note: Floor plans are not changing for 2025.

Here is the process for booth selection for 2025:

Returning 2024 iLandscape Exhibitors will be eligible to take part in “**early**” booth selection.

- Booth selection options are:
 1. 2024 Exhibitors who have submitted their 2025 contract and 60% deposit by **APRIL 1st** may keep their exact same 2024 booth location regardless of priority point level.
 - OR**
 2. 2024 Exhibitors who choose to change their booth location for 2025 may select any **available** booth on the Interactive Floor Plan. This will be done **in priority point order after April 1st**, they will be contacted by AnneMarie Drufke when it is their turn to choose.

Once selections have been made and finalized a confirmation will be sent from AnneMarie Drufke – adrufke@ilca.net.

NOTE: After May 1st, booth selection for all others will proceed in priority point order (including those on the Wait List).

Illinois Landscape Contractors Association
2625 Butterfield Road, Suite 104s
Oak Brook, Illinois 60523
www.ilandscapeshow.com

p: 630.472.2851 / f: 630.472.3150 / information@ilca.net / www.ilca.net

Additional 2025 exhibitor rules for consideration:

- 10x10' booth prices have increased by \$100. (First increase since 2023)
- iLandscape has capped the number of 10x10' booths any exhibitor may have at (8) or 800 sf. (iLandscape grandfathered two existing 1,000 sf. booths.)
- No exhibitor can be bumped out of Discovery Hall due to another vendor's expansion.
- Innovation Hall (ballroom) exhibitors are given priority to move ahead of Discovery Hall exhibitor booth expansion.

Action	Important Dates
Returning 2024 iLandscape exhibitors who wish to keep their 2024 location; and who have submitted a 2025 contract with 60% deposit, will be sent a booth confirmation.	April 1, 2024 deadline to submit 2025 contract in order to take part in early booth confirmation/selection.
Returning 2024 iLandscape exhibitors who wish to choose a different booth location; and who have submitted a 2025 contract with at least a 60% deposit, will be contacted via email when it is their turn to choose. (In Priority Point order).	April 1 - 30, 2024 - Exhibitors who wish to choose different booth location.
Remaining available booths will be released to previous Exhibitors (In priority point order) and Wait List companies (in order of their signed contract dates.)	After May 1, 2024 any available booths open to Previous Exhibitors + Wait List companies.
60% Deposit	Due with submittal of signed 2025 contract
40% Balance due	October 15, 2024

Other Important Documents/Links	
2025 Fillable PDF Contract	https://drive.google.com/file/d/1Zn5lvJSGAAQ3MaZS6klLwNpeGdKmJopT/view?usp=drive_link
iLandscape Payment Portal	https://ilandscapeshow.com/landscape-booth-payment-portal/

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2025 Exhibit Booth Contract

2025 iLandscape Show February 26-28

**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: **\$1,800** per 10x10' Space.

Non-Members: **\$1,900** per 10x10' space

Total # of 10 x 10' Booths: _____

Total Booth Sq. Ft: _____

Booth Choices:

- ☐ #1: I wish to keep my 2024 Booth location.
- ☐ #2: I will give up my 2024 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 2025 Booth Fee: \$ _____

60% Deposit Due with Contract: \$ _____

Balance due by Oct. 15, 2024: \$ _____

PAYMENT OPTIONS:

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

<https://ilandscapeshow.com/ilandscape-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, 2024, will result in a 70% refund (30% of total will not be refunded). **Cancellations after November 1, 2024 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