



Show Days:

Wednesday, November 2

Thursday, November 3

Donald E. Stephens Convention Center  
Rosemont (Chicago), Illinois, USA

Sponsored by:

Association of Rotational Molders

### Exhibit Space Rental

Exhibit space rental is \$23.00 per square foot, or \$2,300.00 per 10' x 10' (100 sq. ft.) booth and \$250 charge for each exposed corner (in-line booths only). Booths 400 square feet or higher will be at a discounted rate of \$21 per sq. foot and a flat corner fee of \$300. ARMO members or affiliated organizations will qualify for Member rates.

***Non-members incur a \$3,500.00 surcharge.***

**A 10% deposit must be included at the time the contract is submitted.**

The balance of your rental payment will be due as follows:

- 40% is due Tuesday, May 2, 2011
- 50% is due Wednesday, August 15, 2011

For your convenience, the following chart provides sample rental costs on a selection of sizes and configurations. You are, of course, not limited to these amounts of space as several booths may be combined for a single exhibit area.

Size	Sq. Feet	Corner Fee	Member	Non-Member Surcharge	Non-Member
10' x 10' in-line	100		\$2,300.00	\$3,500.00	\$5,800.00
10' x 10' corner	100	250	\$2,550.00	\$3,500.00	\$6,050.00
10' x 20' in-line	200		\$4,600.00	\$3,500.00	\$8,100.00
10' x 20' corner	200	250	\$4,850.00	\$3,500.00	\$8,330.00
10' x 30' in-line	300		\$6,900.00	\$3,500.00	\$10,400.00
20' x 20' island	400	300	\$8,700.00	\$3,500.00	\$12,200.00
20' x 30' island	600	300	\$12,900.00	\$3,500.00	\$16,400.00
20' x 40' island	800	300	\$17,100.00	\$3,500.00	\$20,600.00

### What's Included in Space Rental?

Included in your exhibit space rental will be a back & sidewall drape dividers, an exhibitor ID sign, listing in show directory and five booth personnel badges. The back drape is 8' high and side wall drape is 33" high. Identification sign is 7" x 44".

### **Other Items to Consider for Budget Planning:**

Carpet, tables, furniture, utilities, etc., are not included in space cost but can be obtained at an additional rental fee from RES, the official show decorator/contractor. We have secured a 10'x10' Booth Package from RES that includes: 10'x10' Booth Carpet, One (1) 6'x 30" Skirted Table, Two (2) Side Chairs and One (1) Wastebasket at a Discount Package price of \$290.00. Standard price if ordered separately is \$390.

We have confirmed that exhibitors may bring in their display furniture, carpeting, or related items. Please advise Show Mgmt if you intend to bring in your own furniture & carpet. An Exhibitor Manual will be sent to you at that time outlining the special booth package and all other services available at the Exhibition.

### **How is Space Assigned?**

Companies who submit a space application and deposit by January 31, 2011 are eligible to participate in the first round of space assignments and will be assigned in the order of priority points accumulated to date. In the event of a tie in priority points, member status and the date the application is received by CM Services (with a deposit payment) will be considered. Applications received after January 31 will be assigned at the conclusion of the first round of space assignments on a first-come, first-served basis.

Priority points will be calculated as follows:

- 30 points for current ARM International membership
- 1 point for each 10' x 10' booth contracted in '08
- 1 point for each 10' x 10' booth contracted in '05
- 1 point for each 10' x 10' booth contracted in '02

Exhibitors will be given the opportunity to indicate companies they would like to be located near – or away from – on the space application, and every effort will be made to accommodate these requests. Booth numbers and balance due will be confirmed at the time of space assignment.

### **Schedule of Events:**

#### ***Exhibitor Move-in/Set-up:***

Monday, October 31                      8:00 am – 4:30 pm

Tuesday, November 1                      8:00 am – 4:30 pm

**Note:** Installation of all exhibit material must be completed by 4:30 pm, Tuesday, November 1, and all shipping containers and packing cases must be ready for removal in order to allow for the laying of aisle carpet and a final cleaning of the exhibit floors. No exhibitor personnel will be readmitted to the exhibit floor after 4:30 pm during the installation period.

#### ***Exhibit Hours:***

Wednesday, November 2                      1:30 pm – 6:30 pm

Thursday, November 3                      12:00 pm – 5:00 pm

**Note:** Exhibitor personnel will be admitted to the exhibit floor at 8:00 am on Exposition days. Exhibitors are cautioned when making return travel arrangements to allow sufficient time following the close of the exhibits at 5:00 pm. Please remember that no exhibitor will be allowed to dismantle their exhibit prior to 5:00 pm, Thursday, November 3.

#### ***Exhibit Dismantle:***

Thursday, November 3                      5:00 pm – 9:00 pm

Friday, November 4                      8:00 am - Noon

**Note:** Dismantling and packing of all exhibit material must be complete by 9:00 AM, Friday, November 4.

**Rotoplas Questions?** Please call Maria Prior or Moira Fisher • Phone: 630-942-6589 • Fax: 630-790-3095

• Email: mariap@cmservices.com or moiraf@cmservices.com



# Exposition Space Application

## Donald E. Stephens Convention Center

### Rosemont (Chicago), Illinois, USA • November 2-3, 2011

**INSTRUCTIONS:** To apply for exhibit space, complete this application and return it with payment, as noted below in Exhibit Space Rental to:  
**Association of Rotational Molders International, 800 Roosevelt Rd., Bldg. C, Suite 312, Glen Ellyn, Illinois 60137, USA, 630-942-6589.**

Firm Name \_\_\_\_\_

Key Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

City, State/Province, Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Street Address (For non P.O. Box deliveries) \_\_\_\_\_

City, State/Province, Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Is your company a member of ARM International?  yes  no

#### SPACE SELECTION

Space assignments will be made by ARM International with full consideration given to the date of receipt of this paid space application, amount of space required, competing products, and general grouping of exhibits for proper display and comparison. Every effort will be made, though not guaranteed, to honor special requests for booth locations, booth configuration, etc., provided that the requests do not interfere with other exhibitors or the exposition. Any special space requests must be provided in writing at the time your registration form and payment are submitted.

The minimum booth size is 10' x 10' (100 square feet). Space is sold in increments of 100 square feet.

#### Booth Choices

Please assign our company exhibit space in the following configuration:

In-line  Island  Peninsula

If you request in-line, do you want a corner?  yes  no

Please indicate your booth preferences:

1.  2.  3.  4.

Final size of booth desired \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

#### EXHIBIT SPACE RENTAL

Exhibit space rental is \$23.00 per square foot, or \$2,300.00 per 10' x 10' (100 sq. ft.) booth and \$250 charge for each exposed corner (in-line booths only). Booths 400 square feet or higher will be at a discounted rate of \$21 per sq. foot and a flat corner fee of \$300. Non-members incur a \$3,500.00 surcharge.

#### Payment Schedule

**A 10% deposit must be included at the time the contract is submitted.**

The balance of your rental payment will be due as follows:

- 40% is due Tuesday, May 2, 2011
- 50% is due Wednesday, August 15, 2011

\_\_\_\_\_ square feet @ \$ 23 per square foot = \$ \_\_\_\_\_  
300 sq. ft. or smaller

\_\_\_\_\_ sq. ft. of discount @ \$21 per sq. ft. + \$300 corner fee = \$ \_\_\_\_\_  
Applies to sq. footage 400 sq. ft. +

No. of Exposed Corners \_\_\_\_\_ @ \$250 each = \$ \_\_\_\_\_  
Applies to in-line booths only

\$3,500 Surcharge for Non-Members = \$ \_\_\_\_\_

Total Cost of Booth = \$ \_\_\_\_\_

10% Deposit of Total Cost of Booth Due Upon Receipt of Contract = \$ \_\_\_\_\_

#### SPACE PAYMENT

Attach check or complete the "credit card" information below to charge your payment. By completing the "credit card" information, you agree that your credit card will be billed for deposit amount.

Check Enclosed  Amex  MasterCard  Visa

Amount to be charged: \$ \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Cardholder's Signature – *This line must be signed for acceptance of contract*

#### DIRECTORY INFORMATION

Please check the category that your company should be listed under. Companies specializing in more than one area may be listed under more than one category. Final categorization of all exhibitors is at the discretion of the Trade Show Subcommittee.

- |                                                           |                                                      |                                                  |
|-----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|
| <b>Rotational Molders</b>                                 | E. <input type="checkbox"/> Decoration/ Labeling     | K. <input type="checkbox"/> Secondary Operations |
| A. <input type="checkbox"/> Custom Rotational Molder      | F. <input type="checkbox"/> Granulators/ Pulverizers | L. <input type="checkbox"/> Tooling              |
| B. <input type="checkbox"/> Proprietary Rotational Molder | G. <input type="checkbox"/> Materials                | M. <input type="checkbox"/> Consultant           |
| <b>Suppliers</b>                                          | H. <input type="checkbox"/> Materials Handling       | <b>Other Professionals</b>                       |
| C. <input type="checkbox"/> Additives                     | I. <input type="checkbox"/> Mold Release             | N. <input type="checkbox"/> Designer             |
| D. <input type="checkbox"/> Colorants                     | J. <input type="checkbox"/> Processing Equipment     | O. <input type="checkbox"/> Educational          |
|                                                           |                                                      | P. <input type="checkbox"/> Trade Press          |
| Q. <input type="checkbox"/> Other (Please explain) _____  |                                                      |                                                  |

#### BOOTH LOCATION

Locate our exhibit **NEAR** (list exhibitors): \_\_\_\_\_

**AWAY** from: \_\_\_\_\_

We agree to abide by all the rules and regulation governing the exposition as printed on the reverse side hereof and which are part of this application.

Date \_\_\_\_\_

Exhibitor Signature – *Application must be dated and include exhibitor signature.*

Companies who submit a space application and deposit by January 31, 2011 are eligible to participate in the first round of space assignments and will be assigned in the order of priority points accumulated to date. In the event of a tie in priority points, member status and the date the application is received by CM Services (with a deposit payment) will be considered. One employee of the exhibiting company must register for the Annual Meeting portion.

#### FOR OFFICE USE ONLY

Acceptance of this application by ARM International constitutes a contract.

Signature – *This line must be signed for acceptance of contract.*

Booth(s): \_\_\_\_\_ Number: \_\_\_\_\_

Space Size: \_\_\_\_\_ Corners: \_\_\_\_\_

ARM International Member:  yes  no

# GENERAL RULES AND REGULATIONS 2011 EXPOSITION

The Association of Rotational Molders International (ARM International) and its authorized representatives are hereafter referred to as Show Management.

All exhibits shall serve the interest of the members of ARM International and rotational molding industry and should be operated in a way that will not detract from other exhibits or from the exposition.

Show Management determines acceptability of persons, things, conduct, and/or printed matter and reserves the right to require the immediate withdrawal of any exhibit which is believed to be injurious to the purpose of the Association.

In the event of such restriction or eviction, ARM International is not liable for any refund of exhibit fees, or any other exhibit-related expense.

## 1. Cancellation or Failure to Occupy Space

There will be no refunds for cancellations made after acceptance of the form for exhibit space. If booth space is not occupied one hour prior to the exhibit opening, Show Management shall have the right to use such space as necessary to eliminate empty spaces in the exhibit hall.

## 2. Exposition

If Show Management should be prevented from holding the exposition by reason of any cause beyond its control (such as but not limited to, damage to building, riots, terrorism, labor disputes, acts of government, or acts of God), or if it cannot permit the exhibitor to occupy the space due to causes beyond its control, then ARM International has the right to cancel the exposition with no further liability to the exhibitor other than the refund of space rental fee less proportionate share of exposition expenses.

Included with each paid 10' x 10' booth space.

- Pipe and drape
- Aisle Carpet
- One 7" x 44" identification sign

A specially priced optional package is available from your decorator that includes one 6' white skirted table, two chairs, and one wastebasket.

## 3. Use of Space

- Displays must be limited to items, which can be accommodated within your booth area. Interference with the light and space of other exhibitors is prohibited. Display rules will be defined in the Exhibitor Manual.
- Exhibit areas must be staffed during exhibit hours by persons who are prepared to effectively explain all products and services on display.
- Each exhibitor must wear the official

exhibitor's identification badge provided by ARM International.

- Only personnel directly employed by the exhibiting company are permitted to participate (staff the booth). Manufacturer's representatives, hired by contract to sell and promote the exhibitor's products, will be considered direct employees for the purpose of this show. Primary representatives of the exhibiting company shall insure that these persons, while working in the booth, will promote the exhibiting company's products only, even though they may be licensed to sell other companies' products.
- Exhibiting rotational molders (which may also engage in other competing manufacturing processes) must limit their booth displays and promotional efforts to their rotational molding products. Only rotationally molded samples and products will be allowed in molder member's booths.
- No grinders may be operational.
- No CNC router machines will be allowed to cut or trim actual parts. However, they may be put in motion to trace pre-cut parts.
- Rotational molding machines may be run in dry cycles only. No machinery may apply heat nor perform any action that requires venting.
- Audio-visual equipment may be used so long as it does not interfere with other exhibits.
- It is understood that no rooms, suites, or other space in the conference hotel will be used for exhibit purposes, workshops, or other exhibitor sales-related use. Space has been made available (on a sign-up basis) if an exhibitor wishes to have a more private discussion with a show attendee. Other semi-private facilities will also be made available on an open basis. Invitational cocktail parties, open houses, and similar exhibitor-sponsored affairs, other than usual private occupancy of hotel room, are prohibited. Social affairs of all kinds must be scheduled not to conflict with ARM International-sponsored program events.
- All solicitation, demonstration, or other promotional activities must be confined to the limits of the exhibit space.
- No exhibitors shall assign, sublet, or share their allotted space.
- Exhibitors must show only goods manufactured or dealt with by them in their regular course of business.
- Games, contests, and entertainment will not be allowed in booths.
- The exhibitors shall have the freedom to do with their booth space whatever they choose, so long as it follows the guidelines outlined in this document and does not detract from the other exhibitors or the exposition.

ARM International determines acceptability and reserves the right to require the immediate withdrawal of any exhibit.

## 4. Sales

No goods are to be sold for delivery on the floor. Orders may be taken for future delivery.

## 5. Samples, Souvenirs, and Food Giveaways

Promotional items of a nominal value will be permitted as giveaways. No alcohol giveaways will be permitted.

## 6. Crate Storage

Removal, storage, and return of empty crates, boxes, etc., will be provided by the general contractor as a part of your drayage fee.

## 7. Photography

Photography will be allowed in the trade show only upon permission of the exhibitors or individuals in charge of the exhibit space being photographed. ARM International and JSJ Productions, Inc. (Rotation Magazine) reserve the right to photograph throughout the exhibit hall for publicity purposes. However, ARM International and JSJ Productions, Inc. will respect any exhibitor requests to not photograph individual items up close.

## 8. OSHA Operating Machinery and General Sound Level Regulations

Exhibitors displaying operating machinery must operate such machinery in a manner in which excessive noise levels are not generated. Noise levels which are objectionable to adjoining booths will not be permitted. OSHA operating rules must be followed.

Exhibitors, or their agents, must not injure or deface the walls, floors, or carpet of the building. Exhibitors with equipment must protect the carpet. When such damage appears, the exhibitor is liable to the owner of the property so damaged. All materials used in decoration must be flameproof. Electrical wiring must conformed with the National Electric Code Safety Rules. Combustible materials or explosives are not permitted in the exhibit area unless approval with necessary precautions and safety has been given prior to the exposition.

## 10. Liability

Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and save Association of Rotational Molders International, the Village of Rosemont, the Donald E. Stephens Convention Center and their employees and agents harmless against all claims, losses, and damages to persons or property, government charges or fines and attorneys' fees arising out of or caused by exhibitor's installation,

removal, maintenance, occupancy, or use of exposition premises or a part thereof, excluding any such liability caused by the sole negligence of the Association of Rotational Molders International, the Village of Rosemont, the Donald E. Stephens Convention Center and their employees and agents.

In addition, exhibitor acknowledges that the Association of Rotational Molders International does not maintain insurance covering exhibitor's property and that it is the sole responsibility of exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

## 11. Security

Exhibitors should take all steps which they deem advisable to protect merchandise or equipment which they have on display. Please be certain that all small display and personal items are secure before leaving the display, even temporarily. Neither ARM International, the Village of Rosemont, the Donald E. Stephens Convention Center nor its agents or employees are liable to any exhibitor for the loss or damage of property. The exhibit facility is a public building. Exhibitors are cautioned to assure the safety of valuable items when they are not in attendance of their exhibitor booths and to exercise caution during the exhibit hours.

## 12. Insurance

Exhibitors must carry insurance coverage against damage or loss and public liability insurance against injury to the person and property of others and worker's compensation. Exhibit materials should be covered from the time they are shipped through move-in, exhibit dates, move-out, and until all materials have been received at the point of origin. The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's display, equipment, and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless ARM International, the Village of Rosemont, and the Donald E. Stephens Convention Center from any and all such abuses, damages, and claims.

## 13. Compliance

The exhibitor agrees to abide by and comply with the rules and regulations including any amendments that ARM International may make. Exhibitor further assumes all responsibility for compliance with all pertinent laws, ordinances, regulations, codes of duly authorized local, state, and federal governing bodies concerning fire, safety, and health as well as the rules and regulations of the operators of and/or owners of the property where the exposition is held.