



Spring Training for Landscape Professionals

EXHIBITOR GUIDELINES

Stoneleaf Nursery
Eureka, IL
February 18, 2025

Important Notice to Exhibitors

This document contains pertinent information regarding exhibitor guidelines, setup times and event requirements. It is the company's responsibility to forward this information to all authorized personnel responsible for exhibiting at the event.

When you register for an exhibit booth, you are agreeing to abide by the terms contained in this document, on behalf of your company.

EVENT MANAGEMENT

Spring Training is managed by the Illinois Landscape Contractors Association.

TERMS

- Checks (payable to the Illinois Landscape Contractors Association or ILCA) or credit card (MasterCard/Visa/Discover/AmEx) are accepted.
- **Please call or email if you must cancel. Refunds will be made only if written (or email) requests are received by close of business on January 17, 2025.** Remember, you may send a substitute from your company if you are unable to attend.
- **This event is held at a nursery in a greenhouse in February.** The event will be held even in inclement weather, with the exception of an extreme ice or snow event. The cancellation or postponement of the event will be jointly determined by ILCA staff, Spring Training committee chair and event host, at the earliest time possible.
- The contingency backup show date will be limited to the next day, Wednesday, February 19, 2025.
- In the event of complete cancellation of the event due to circumstances beyond the control of ILCA, space rental fees and deposits paid to ILCA shall be refunded within the guidelines of the ILCA.

BOOTH FEES

- Member Rate – \$375
- Non-Member Rate - \$450
- Booth Electricity - \$75
 - **Electricity must be ordered at the time of booth registration.**
- Exhibitors receive one 8' table and one chair.
- ILCA membership must be current at the time of the show to receive member rates. Call 630-472-2851 or visit www.ilca.net for membership information and an application.

BOOTH ASSIGNMENTS

- Booth assignments are made by the Spring Training Committee chair and event host.
- Booth assignment information will be sent upon finalization of site layout
- ILCA reserves the right to make any necessary changes in layout to best accommodate the event.

SUBLETTING

No exhibitor may assign, sublet, or otherwise apportion the whole or any part of the space allotted to the exhibitor, or exhibit therein any goods other than those sold by the exhibitor in the normal course of business, except by prior arrangement with ILCA.

USE OF BOOTH SPACE

- No alterations may be made to the layout without the host's approval.
- Only one supplier firm may occupy each booth space.
- All equipment must fit within 10' x 10' booth space.
 - For large equipment, there will be display space available in the adjacent parking lot, at no extra charge. Limit of one piece of equipment outside, but can include attachment (Ex: snowbox on skidsteer).
 - Display of outdoor equipment must be coordinated with host **before** February 7.
- Motorized equipment to be displayed inside the greenhouse must be delivered and setup by 5pm on Friday, 2/14.
- Vendors are not allowed to move motorized equipment inside the greenhouse the day of the event.

SETUP SCHEDULE

- **Friday, February 14** – 9:00am – 5:00pm - Deliver equipment to be displayed **both inside and outside** greenhouse
- **Monday, February 17** – 12:00pm – 5:00pm - All inside booths must be set up by 5:00
- **Tuesday, February 18** – 6:30am – 7:00am
 - Hand-carried materials only after 7:00 am
 - Exhibitors' vehicles must be off the show site by 7:00 am

If your company is unable to comply with this setup schedule, you must make alternate arrangements with ILCA staff **BEFORE** February 12.

EVENT HOURS

- Tuesday, February 18, 2025 from 8:00 am to 3:45 pm. Registration opens at 7:30am.
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TEAR DOWN SCHEDULE

Dismantling of your booth may not begin until the end of the event at 3:45 p.m. All exhibitors have an obligation to the buyers, to ILCA, and to their own firms to ensure this rule is not violated.

ADVERTISING MATERIALS

- Exhibitors may not distribute materials for companies other than their own.
- Exhibitors must remain within their own exhibit space to distribute literature, product samples, or other materials. The aisles and other non-booth areas may not be used for this purpose.
- **Samples, printed material, etc., may not be shipped to the site in advance.**
- You are encouraged to include Spring Training in your marketing plan! Exhibitors can enhance attendance by promoting local company participation in this education event.

FURNITURE

- Booth furnishings must be reserved in advance and indicated on the contract. **All items must be ordered in advance. No additional items will be available on the day of the show.**
- **Most booths are exposed to the sun.**
- Exhibitors receive one 8' table and one chair.
- Tablecloth is not included, so please bring your own branded items (skirting, tablecloth, etc.)
- **Electricity must be ordered at the time of booth registration.** It is available for an additional fee of \$75.

LIABILITY

- It is mutually agreed that the Illinois Landscape Contractors Association, an Illinois not-for-profit corporation, and the host, Stoneleaf Nursery, will not be held liable for any loss sustained by the exhibitor in any manner whatsoever during the 2025 Spring Training Event, including during setup and breakdown.
- The exhibitor agrees to carry workers' compensation insurance for all exhibitor employees and to furnish proof of insurance upon request.
- Exhibitor further agrees to accept all liability for any injury sustained by the public in the exhibitor's booth area.
- By agreeing to follow these guidelines, exhibitor does hereby agree to indemnify, hold harmless and defend ILCA, the host, Stoneleaf Nursery, and its employees, from and against all claims, demands or liability arising out of damage or injury to persons or property as a result of any act or omission by the exhibitor or any employee or agent of the exhibitor, at the ILCA 2025 Spring Training event, including, but not limited to, reasonable attorney's fees and court costs, if any.

SECURITY

- No responsibility will be assumed by ILCA or host for theft, vandalism or other loss or damage occurring prior to, during or after the exhibition. Property left unattended or without owner identification at the exhibit site cannot be presumed to be in the custodial care of ILCA or the exhibit site owner.
- Neither the host nor ILCA will provide protective material to cover exhibits overnight.

INTERPRETATION & IMPLEMENTATION

ILCA, through its representatives, shall have the exclusive right to interpret and enforce of all rules contained herein, and make such amendments thereto and adopt such further Rules and Regulations as they shall consider necessary for the proper conduct of the exhibition.

BOOTH STAFF REGISTRATION

- (1) Complimentary event registration is included in your exhibitor fee. Please indicate booth staff names, if available, when registering for your booth space.
- At a later date, a link will be sent to you for additional booth staff registrations at a discounted rate. This event

has limited capacity and has sold out the last two years. There is no onsite registration.

Contact Kellie Schmidt with questions at kschmidt@ilca.net or 217.546.4733.

Updated August 1, 2024