

Chicagoland Safety, Health and Environmental Conference

For Safety, Health, Environmental and Industrial Hygiene Professionals

www.chisafetyconf.org

Conference Business Expo on September 20, 2017



American Society of Safety Engineers

- Northeastern Illinois Chapter
- Three Rivers Chapter
- Greater Chicago Chapter



Alliance of Hazardous Materials Professionals



Occupational Safety & Health Administration



American Industrial Hygiene Association Chicago Section



Location:

NIU-Naperville Center
1120 E. Diehl Road
Naperville, IL 60563
630-577-9101

Northern Illinois University
College of Engineering and
Engineering Technology

A. Conference Sponsorship

The *Chicagoland Safety, Health & Environmental Conference* (CSHEC) is sponsored by the Northeastern Illinois Chapter - ASSE; the Three Rivers Chapter – ASSE; the Greater Chicago Chapter-ASSE; Chicago Local Section of the AIHA; Alliance of Hazardous Materials Professionals in cooperation with the Occupational Safety & Health Administration; and Northern Illinois University – College of Engineering and Engineering Technology & National Safety Education Center.

B. Site

Conference Location:

Northern Illinois University
Naperville Campus
1120 E. Diehl Road
Naperville, Ill 60563-9347

Registration Address:

University Outreach Services-Registration CSHEC
Northern Illinois University
DeKalb, IL 60115-2854
(815) 753-6900 Fax
DO NOT send to National ASSE.

C. Business Exposition Hours (*Please note: Exposition is One Day Only, Wednesday, 9/20/17*)

Business Expo Set-Up Hours:	7:30 am – 9:30 am
Business Expo Date & Hours:	10:00 am – 6:00 pm
Business Expo Reception Date & Hours:	3:30 pm – 6:00 pm
Business Expo Break-Down:	6:00 pm – 6:30 pm

All displays must be set-up by 9:30 am, Wednesday, September 20th!

We encourage you to set up as soon as possible.

All exhibitors must register and check in prior to set up, please see registration procedure.

THERE WILL BE A MANDATORY EXHIBITORS MEETING AT 9:30 AM INSIDE THE EXHIBIT HALL.

No Exhibitor WALK-INS will be allowed to participate!

D. Exhibitor Registration Form

The Exhibitor Registration Form must be received with full payment, information on product/services to be displayed and official signature by September 1, 2017. **Register before June 30, 2017 for the “early bird” discount of \$70!**

Once payment is received by NIU Outreach Services-Registration in DeKalb, the Terms and Conditions outlined in this packet shall constitute a binding contract. Each Exhibitor will receive confirmation of registration from the NIU Registrar’s office. **It is each Exhibitor’s responsibility to confirm their registration with NIU prior to Sept. 20th.**

E. Complimentary Conference Registration

As an Exhibitor, two individuals are entitled to attend any of the sessions on Sept. 20th at no additional charge (2 meal tickets are also included). It is necessary to complete and return the Exhibitor Registration Form to the NIU Registrar’s office. The form can also be downloaded from the conference website: www.chisafetyconf.org. Credit card payments can be made on-line, but all corporate checks must be mailed to the NIU Registrar’s Office. Additional conference registrations, name badges and meal tickets may be purchased during the registration process at a cost of \$35 each.

F. Name Badges

Name badges are required for anyone entering the Expo. Two badges are included with each paid exhibitor registration. Please complete the Additional Registrants section on the Exhibitor Registration Form if you would like to purchase badges for additional individuals assisting with your exhibit. This cost is \$35 per person, as noted above to account for the meal ticket. **THERE WILL BE NO EXCEPTIONS. ALL INDIVIDUALS IN EXCESS OF THE 2 BADGES PROVIDED SHALL BE CHARGED THE \$35 FEE.**

G. Eligibility

A primary purpose of the CSHEC Expo is to promote your products for the safety, health and environmental industries. Exhibitors are encouraged and expected to display a broad spectrum of their EHS product lines with particular emphasis on new features and advanced technology. All products and services exhibited and/or promoted must be specifically related to the safety, health and environmental industries.

H. Business Expo Reception

On Wednesday, September 20, 2017 an Exhibitor Reception, with hors d'oeuvres and beverages (including wine and beer), will be held in the Exhibit Hall area from 3:30 pm to 6:00 pm. This will provide an additional opportunity for participants and exhibitors to view the latest in EHS equipment and technology. All Exhibitors are required to attend. There is no additional charge for this reception, and two drink tickets are provided with each name badge.

I. Sales

Not a Sales Facility: This exhibit is not to be operated as a sales facility for exhibitors or patrons. Exhibitors shall not actively solicit visitors for sales or orders, but shall furnish visitors with a price list for their products or services and indicate on such list that visitors may purchase Exhibitors' products or services after the show.

However, in order to stimulate interest in the safety, health and environmental industry in general, Exhibitors shall be permitted to take unsolicited orders for the sale of their products or services at the show provided that the products or services are related to the safety, health and environmental industry, and no cash is received or credit extended or product exchanged at the time the order is taken.

Individual prize drawings are prohibited, since items donated by each exhibitor shall be raffled off during the Parade of Prizes which includes other gifts provided by the Conference Sponsors (see Section S of this document).

J. Breaks and Lunch

Sit down tables and/or bar tables, will be available in the Exhibit Hall and Lobby areas. The morning break, lunch and the Business Expo Reception will be served inside the Exhibit Hall in an effort to maximize foot traffic.

K. Space Equipment

Standard booth equipment will be supplied to all Exhibitors. Standard equipment includes **one 6' x 30" covered and skirted table, two chairs and a trash can**. Additional chairs and tables may be available at additional cost.

Exhibits shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Sound devices operated in an objectionable manner in the opinion of the Business Expo Committee Chairman shall be prohibited. All booths will be confined to a maximum height of 8'.

L. Space Assignment

ALL BOOTHS WILL BE ASSIGNED BY THE BUSINESS EXPO COMMITTEE CHAIR ONE WEEK PRIOR TO THE CONFERENCE. Please make sure to provide any special needs you will require, such as electricity, or direct competitors you would not prefer to be located in the same general area on the Registration Form.

M. Decoration Materials

All materials used for decorative purposes shall be non-flammable and are subject to approval by the Business Expo Committee Chairman. Crepe paper, corrugated paper, cardboard or other combustible materials shall be prohibited. Explosive and flammable materials which conflict with NIU or the Fire Department rules shall not be permitted.

N. Cancellation/Reduction By Exhibitor

- Notification of cancellation or reduction of booth space must be received in writing by NIU Outreach Services Registration office in DeKalb, IL.
- Cancellations/reductions received on or before Wednesday, August 25, 2017 are entitled to a refund minus a processing fee of 25% for unused booth space.
- Cancellations/reductions received after August 25, 2017 are not entitled to a refund and the exhibitor shall remain liable for unused booth space.

In the case of the Exhibitor not occupying booth space by 9:30 am, the Business Expo Committee Chairman may authorize Conference Sponsors to occupy or reassign the booth space in such a manner as it may deem best for the show without, in any way, releasing the Exhibitor from any liability.

O. Registration Procedure and Location

ALL exhibitors must complete the EXHIBITOR REGISTRATION FORM and mail or fax it with your payment to the address provided on the form – NIU University Outreach Services in DeKalb, IL.

All exhibitors must be registered and checked in prior to 9:30 am! Expo check-in on Wednesday, September 20th will be located in the NIU Naperville main lobby or atrium area from 7:30 am – 9:30 am.

Please note – pre-paid name badges or “free pass” badges are required to enter the expo area on Wednesday. Each individual participating in your booth must register at the exhibitor registration booth noted above. Each client attending as a “free expo attendee” must exchange their filled out information card/slip for a “free pass” badge that does NOT INCLUDE A LUNCH or DRINK TICKETS.

P. Insurance and Liability

The Exhibitor shall be fully responsible for and hereby releases the Conference Sponsors from any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the Expo. The Exhibitor shall protect, indemnify, hold harmless and defend the Conference Sponsors, its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from Exhibitor's participation in the Expo; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the Conference Sponsors, its officers, directors, agents or employees. It is the Exhibitor's sole responsibility to obtain, at his own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Naperville ordinances for any activities conducted in association with or as part of the Expo.

The Conference Sponsors will provide the services of the NIU Security Unit during the periods of installation, expo and dismantling and Exhibitor agrees that the provision of such service constitutes adequate discharge of all obligations of the Conference Sponsors, their officers, directors, agents, contractors and employees, to supervise and protect Exhibitor's property within the Expo. The Conference Sponsors will not insure Exhibitor's property or assume responsibility of liability for any theft, damage or loss by any cause of property of the Exhibitor, his agents or employees, not for any injury that may occur to the Exhibitor, his agents or employees. Each Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display material the Exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any subrogation as to any claims against the Conference Sponsors, their officers, directors, agents or employees.

The Conference Sponsors will not be responsible for any lost or stolen items.

Small equipment and marketing items should be set out only during show hours to avoid the possibility of being lost or stolen.

Q. Electricity

Electricity shall be provided at no additional cost if requested. Please indicate on Exhibitor Registration Form your electrical needs. The Conference Sponsors reserve the right to place exhibitors next to the nearest electrical outlet as possible. Only approved power strips and approved extension cords will be allowed and must be provided by the exhibitor.

R. Business Center

The NIU Business Center is available to receive faxes or to run limited copies. The Conference Sponsors are not responsible for any costs incurred. All charges will be the responsibility of the individual requesting the service and will be billed directly to the individual.

S. Parade of Prizes for Conference Participants

There will be a prize contest for all paid conference attendees. Attendees who wish to participate shall visit all the exhibitors to have a form provided in the Conference attendee's package marked by each Exhibitor using unique markers or stickers provided by the Conference. After the attendee completes 75% of the card, they will be verified by the Chairman and placed into a box to be used for the drawing. The drawing for prizes will be held on Wednesday, September 20th during the Business Expo Reception at approximately 5:00 PM. The exhibitors will have an opportunity to participate in the Parade of Prizes. Please indicate your offer on the Exhibitor Prize Form included in this Registration Package; this gives the details for providing and presenting a prize. **The rules and entry form are provided to the attendees with the registration materials on-site.** To have your donated prizes listed in the Conference Brochure, it is necessary to return the form provided in this packet to the Business Expo Committee Chairman prior to **June 30, 2017**.

T. Additional Advertising Opportunity for Exhibitors

The Business Expo Committee will prepare a scrolling slide show and project advertisements for the exhibitors and sponsors inside the Expo Hall on September 20th. Each exhibitor shall provide a one (1) PowerPoint slide to Stephanie Falzone at sfalzone@uas1.com prior to **September 11, 2017** that will be used to prepare the final scrolling advertisement. Each exhibitor shall also provide a 4"x 5" advertisement electronically in MS Word or PDF to sfalzone@uas1.com for inclusion in the Conference Brochure by **June 30, 2017**. Any advertisement received after this date will not be included in the printed Conference Brochure.

Chicagoland Safety, Health & Environmental Conference *Business Expo Fee Schedule*

EXHIBITOR	2017 Fee Schedule		EARLY BIRD DISCOUNT is \$70.00 for registration prior to June 30 th ! Send Boxes for delivery to: NIU-Naperville Campus 1120 East Diehl Road Naperville, IL 60563 ATTN: CSHEC Expo Site Phone (630) 577-9101
	Before 6/30	7/1- 9/1	
Exhibitor booth, 9'w by 6'd plus two full registrations for the day (36 available)	\$475	\$545	
Extra Exhibitor Badge (per person)	\$35	\$35	
Special Lobby Booth plus two full registrations for the day (16 available)	\$625	\$695	

CONFERENCE EHS GOLF OUTING IS SCHEDULED FOR FRIDAY, SEPTEMBER 22, 2017. More information for golf outing registration or sponsorships can be obtained from the Conference web site www.chisafetyconf.org.

Chicagoland Safety, Health & Environmental Conference

NIU Program #15178

Exhibitor Registration Form – Register by 9/1/17!!!

There will be limited space for the Business Expo, so early registration is advised. Please indicate below any possible direct competitors that you prefer not to display near. Spaces will be assigned by the Business Expo Committee Chairman one week prior to the Conference & Exposition, so please don't call ahead for your assigned booth location.

1) First Name: _____ Last Name: _____

2) First Name: _____ Last Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Email Address: _____ Web-Site: _____

Type of Business: _____

Direct Competitors: _____

Additional Registrants (\$35.00 per additional registrant):

3) First Name: _____ Last Name: _____

4) First Name: _____ Last Name: _____

5) First Name: _____ Last Name: _____

Electrical Needs Yes No If yes, please indicated needs: _____

Electrical power cords & strips are the registrant's responsibility. Only approved power cords or power strips are to be used.

Exhibit space is limited to 9' w x 6' d. Please indicate if table top display or floor display. Table Floor Display

****EARLY BIRD REGISTRATION FOR ALL BOOTHS IS 6/30/17 FOR \$70 DISCOUNT****

No. of Spaces Desired:

Amount Enclosed:

_____ 9' X 6' spaces (\$475.00 if postmarked by 6/30/17, \$545.00 on 7/1/17)

_____ Lobby Display (16 available to first registrants, \$625/695 each)

Additional Badges (\$35.00 per person covers food all day plus social event):

No. of People _____ X \$35.00 = _____

Total Amount Enclosed

Payment Type: Personal Check Company Check Cashiers Check

Credit Cards : Visa MasterCard Discover AMEX Card number: _____

Exp Date: _____ Name on card: _____ Signature: _____

Please Send Registration Form and Payment to: University Outreach – Registration, Northern Illinois University, DeKalb, IL 60115-2854 or Fax to 815-753-6900; Phone 815-753-2515; & Email outreachregistration@niu.edu

Chicagoland Safety, Health & Environmental Conference

Exhibitor Reminder – Please keep for your file!

Address:

NIU-Naperville, 1120 East Diehl Road, Naperville, IL 60563

Front Desk Phone: 630-577-9101

Boxes to be sent:

- Use the address above with: **Attention: CSHEC Expo**
Ship for arrival on September 18th or 19th – NIU will not accept deliveries prior to this date.

Set-up: 7:30 am – 9:30 am on Wednesday, September 20, 2017

Vendor Meeting: September 20, 2017, 9:30 am – Mandatory

Loading Dock: East side of building

Parking: Plentiful on the east, west and south sides of the building.

Hotels: www.chisafetyconf.org or
The NIU site: http://www.niunaperville.niu.edu/outreach/outreachcenters/niu_naperville/hotels.shtml

Exhibit Times: Wednesday, September 20, 2017: 10:00 am – 6:00 pm

Reception: Wednesday, September 20, 2017: 3:30 pm – 6:00 pm

Tear Down: Wednesday, September 20, 2017: 6:00 pm – 6:30 pm

To Do:

- 1) Submit your black and white advertisement electronically (in Microsoft Word or PDF format) to sfalzone@uas1.com by June 30, 2017. It will be placed in the Conference Brochure.
- 2) Send any questions to exhibitors@chisafetyconf.org or kaikman@uas1.com or sfalzone@uas1.com.
- 3) Send any special clients their info cards to exchange for free expo passes at the registration desk
- 4) Obtain additional client info cards from the website.
- 5) Submit your PowerPoint slide to sfalzone@uas1.com for the rolling advertisements in the Exhibit Hall by September 11th. **All materials are subject to final review and approval by the Conference Steering Committee.**
- 6) Provide a list of any competitor(s) that you do not want to located near inside the Exhibit Hall or any special requests for the Business Expo Committee Chairman's consideration.

Chicagoland Safety, Health & Environmental Conference
Exhibitor Prize Form
(NIU Program #15178)

The exhibitors will have the opportunity to donate a prize(s) for drawings to be held during the reception on Wednesday, September 20, 2017. Please indicate below if you would like to participate in the drawing. To have your company and/or prize listed in the Conference Brochure this form must be returned by June 30, 2017.

Individual prize drawings are prohibited, since items donated by each exhibitor shall be raffled off during the Parade of Prizes which includes other gifts provided by the Conference Sponsors

- Yes, I would like to participate in drawing(s) for the attendees.
I will be donating the following prize(s) to be listed in the Conference Brochure:

- 1.
 - 2.
 - 3.
 - 4.
-

- Yes, I would like to participate. At this time I do not wish to list a prize in the Conference Brochure, please list our company name with a prize to be determined. We will provide our list of prize(s) to the Business Expo Committee Chairman:

- No, I do not wish to participate in the prize drawing for the conference attendees.

Submitted By:

Name: _____

Company: _____

Please mail this form by June 30th to be included in the printed Conference Brochure or no later than September 11, 2017 for inclusion in the attendee handouts to:

**University Outreach Services – Registration
Northern Illinois University
DeKalb, Illinois 60115-2854**

Or Fax to: 815-753-4203

Or General Email: nsec@niu.edu

**CHICAGOLAND SAFETY, HEALTH & ENVIRONMENTAL
CONFERENCE BUSINESS EXPO**
SEPTEMBER 20, 2017, 11:00 AM – 6:00 PM

**PLEASE FILL OUT THIS FORM AND
EXCHANGE IT AT THE REGISTRATION DESK FOR YOUR
FREE EXPO PASS! PASS DOES NOT INCLUDE BOX LUNCH**

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____, STATE: _____ ZIP: _____

TEL: _____, FAX: _____

E-MAIL: _____

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