



**For Safety, Health, Environmental and Industrial Hygiene Professionals**

[www.chisafetyconf.org](http://www.chisafetyconf.org)

## Conference Business Expo on September 18, 2019



### 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  
CSHEC  
Naperville Campus  
1120 E. Diehl Road  
Naperville, Ill 60563-9347

### **Registration Address:**

University Outreach Services-Registration  
  
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, 9/18/19)*

<b>Business Expo Set-Up Hours:</b>	7:30 am – 9:30 am
<b>Business Expo Date &amp; Hours:</b>	10:00 am – 6:00 pm
<b>Business Expo Reception Date &amp; Hours:</b>	3:30 pm – 6:00 pm
<b>Business Expo Break-Down:</b>	6:00 pm – 6:30 pm

***All displays must be set-up by 9:30 am, Wednesday, September 18<sup>th</sup>!***

*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, 2019.

**Register before June 30, 2019 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. 18<sup>th</sup>.**

## **E. Complimentary Conference Registration**

As an Exhibitor, two individuals are entitled to attend any of the sessions on Sept. 18<sup>th</sup> 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](http://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 18, 2019 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 ON THE DAY OF 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 21, 2019 are entitled to a refund minus a processing fee of 25% for unused booth space.
- Cancellations/reductions received after August 21, 2019 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 18<sup>th</sup> 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 18<sup>th</sup> 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 on display on snack tables, etc., it is necessary to return the form provided in this packet to the Business Expo Committee Chairman prior to **June 30, 2019.**

### **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 18<sup>th</sup>. Each exhibitor shall provide one (1) PowerPoint slide to Stephanie Falzone at [sfalzone@uas1.com](mailto:sfalzone@uas1.com) prior to **September 6, 2019** 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](mailto:sfalzone@uas1.com) to display on snack table, sign-in table, in main lobby and on Conference Website's electronic conference booklet by **September 6, 2019.** Each exhibitor will also receive an Advertisement Flyer.

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

<b>EXHIBITOR</b>	<b>2019 Fee Schedule</b>		<b>EARLY BIRD DISCOUNT is \$70.00 for registration prior to June 30<sup>th</sup>!</b>  <b>Send Boxes for delivery to: NIU-Naperville Campus 1120 East Diehl Road Naperville, IL 60563  ATTN: CSHEC Expo Site Phone (630) 577-9101</b>
	<b>Before 6/30</b>	<b>7/1- 9/1</b>	
Exhibitor booth, 9'w by 6'd plus two full registrations for the day (36 available)	\$475	\$545	
<b>Extra Exhibitor Badge (per person)</b>	<b>\$35</b>	<b>\$35</b>	
Special Lobby Booth plus two full registrations for the day (16 available)	\$625	\$695	

# Chicagoland Safety, Health & Environmental Conference

NIU Program #16393

## Exhibitor Registration Form – Register by 9/1/19!!!

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 or  Floor Display

**\*\*EARLY BIRD REGISTRATION FOR ALL BOOTHS IS 6/30/19 FOR \$70 DISCOUNT\*\***

### No. of Spaces Desired:

### Amount Enclosed:

\_\_\_\_\_ 9' X 6' spaces (\$475.00 if postmarked by 6/30/19, \$545.00 on 7/1/19)

\_\_\_\_\_ 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](mailto: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 16<sup>th</sup> or 17<sup>th</sup> – NIU will not accept deliveries prior to this date.

**Set-up:** 7:30 am – 9:30 am on Wednesday, September 18, 2019

**Vendor Meeting:** September 18, 2019, 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](http://www.chisafetyconf.org) or

The NIU site:

[http://www.niunaperville.niu.edu/outreach/outreachcenters/niu\\_naperville/hotels.shtml](http://www.niunaperville.niu.edu/outreach/outreachcenters/niu_naperville/hotels.shtml)

**Exhibit Times:** Wednesday, September 18, 2019: 10:00 am – 6:00 pm

**Reception:** Wednesday, September 18, 2019: 3:30 pm – 6:00 pm

**Tear Down:** Wednesday, September 18, 2019: 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](mailto:sfalzone@uas1.com) by September 6, 2019. It will be placed on display on snack table, etc..
- 2) Send any questions to [exhibitors@chisafetyconf.org](mailto:exhibitors@chisafetyconf.org) or [kaikman@uas1.com](mailto:kaikman@uas1.com) or [sfalzone@uas1.com](mailto: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](mailto:sfalzone@uas1.com) for the rolling advertisements in the Exhibit Hall by September 6<sup>th</sup>. **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 #16393)**

The exhibitors will have the opportunity to donate a prize(s) for drawings to be held during the reception on Wednesday, September 18, 2019. 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, 2019.

**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 September 6, 2019 to be included in the display on the snack table, etc. 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 18, 2019, 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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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_, FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_, FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_, FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_, FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TEL: \_\_\_\_\_, FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_