

2010 Chicagoland Safety & Health Conference 22nd Anniversary

Committee Chairs

Vendors

Kevin Aikman
Linda Hiser

Website

Eugene Satrun

Publicity

Amy Gibson

Registration

Jeannine Szostak

Catering

Linda Hiser

Recognition & Awards

Rich Rapacki

Guidebooks

Alan Kaufman

Brochure

Patricia
Showerman

Moderators

Bill Linneweh

Topics & Speakers

Kathy Webb
Nancy Quick

Treasurer

Amy Gibson

Dear Valued Exhibitor:

The Northeast Illinois, Greater Chicago and Three Rivers Chapters of the American Society of Safety Engineers in association with OSHA, Chicago Local Section of the AIHA; and Northern Illinois University, will host the 22nd Annual Chicagoland Safety & Health Conference on September 13 – 16, 2010, at Northern Illinois University – Naperville Campus. We would like to extend an invitation for you and your clients to join us at a **One-Day Expo**, Wednesday, September 15, 2010!

Exhibitor:

Enclosed you will find an exhibitor information packet. Space is limited so early registration is encouraged. Due to the popularity of this event, we offer a maximum of two spaces per vendor. Highlights of the exhibitor opportunity include:

- Exhibit space approximately 9' wide by 6' deep
- Refreshment and lunch tables in exhibit area to draw attendees
- One skirted table and two chairs
- Full registration for **two** people for the day (includes two lunches). Extra badges are available at an additional cost of \$35.00 per person (does not include session attendance).
- Vendors' reception 3:30-6:00 pm on Wednesday, September 15th.
- 4" X 5" Black & White advertisement in the Conference Guide Book
- Three special booths available in the lobby (Special Booth Cost: \$550.00).
- Each exhibitor and sponsors can submit a max. of 5 PowerPoint slides for a scrolling advertisement inside the expo hall. All materials are subject to review and approval from the Conference Steering Committee.
- Expo is **open to your clients** and local businesses free with submission of contact information at the door (special cards included in this packet).

This conference is expected to draw 350-400 occupational safety and health practitioners and has been growing in recent years. The cost for exhibiting in the exhibit hall is a low \$425 for early bird registration (postmarked by June 11, 2010) and \$495 after June 11, 2010. The cost for each Lobby Booth is \$550.00. (Lobby booths are "first-come, first served".) All registrations and other documentation must be received by August 23, 2010.

For questions not covered by the attachments, please call Kevin Aikman at 630-691-8271 or send a message by Email to: exhibitors@chisafetyconf.org. Please submit your 4" X 5" advertisement electronically in MS Word to: allan@thecrcenter.com and PowerPoint advertisement slides to kaikman@uas1.com.

We hope to see you there!!!

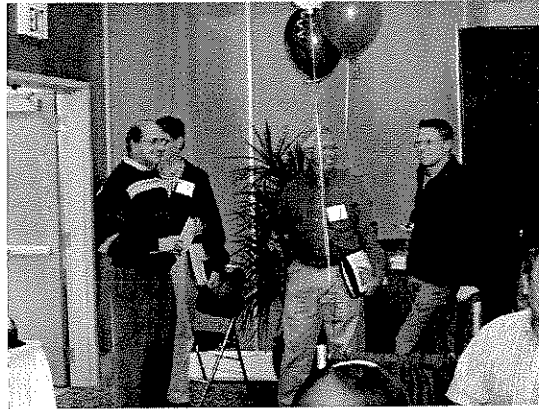
The Conference Committee

22nd Annual Chicagoland Safety and Health Conference

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

www.chisafetyconf.org

September 13 – 16, 2010

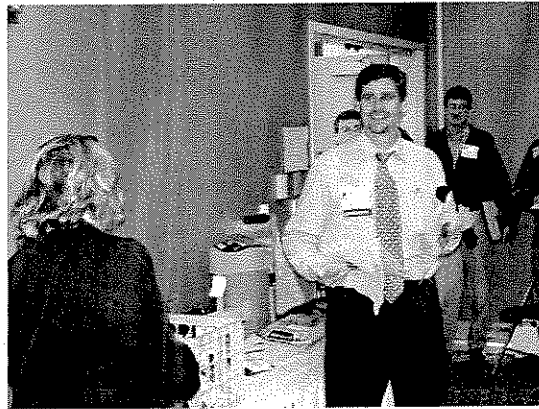


American Society of Safety Engineers

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



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



National Safety Education Center



Northern Illinois University

A. Conference Sponsorship

The 22nd Annual Chicagoland Safety Conference is sponsored by the Northeastern Illinois Chapter - ASSE; the Three Rivers Chapter – ASSE, the Greater Chicago Chapter-ASSE and the Chicago Local Section of the AIHA, in cooperation with the Occupational Safety & Health Administration; and the National Safety Education Center at Northern Illinois University.

B. Site

Conference Location:

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

Registration Address:

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

C. Conference Dates and Exposition Hours (Please note: *Exposition is One Day Only, Wednesday, 9/15/09*)

Conference Dates (including Preconference Seminars):	September 13 – 14, 2010	
Exposition Set-Up Hours:	September 15, 2010	7:30 am – 9:30 am
Exposition Date & Hours:	September 15, 2010	10:00 am – 6:00 pm
Exposition Reception Date & Hours:	September 15, 2010	3:30 pm – 6:00 pm
Exposition Break-Down:	September 15, 2010	6:30 pm – 8:00 pm

All displays must be set-up by 9:30 am, Wednesday September 15th!

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 on the 15th.

PLEASE, No Exhibitor WALK-INS!

D. Application

The Application/Contract must be accompanied by full payment, information on product/services to be displayed and official signature by August 23, 2010. **Register before June 11, 2010 for the “early bird” discount of \$70!**

Once application is made, these Terms and Conditions shall constitute a binding contract upon the parties, and applicant shall be responsible for full payment of booth space except as otherwise provided herein. You will receive confirmation of your registration.

E. Complimentary Conference Registration

As an Exhibitor, two individuals are entitled to attend any of the sessions on Wednesday at no additional charge (2 meal tickets are also included). It is necessary to complete and return the Conference Registration Form to Northern Illinois University. The form can be downloaded from the conference website: www.chisafetyconf.org. Additional conference registrations/meal tickets may be purchased through the registration process.

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. Please indicate the individuals who will be receiving an extra badge on the conference registration form.

G. Eligibility

A primary purpose of the Chicagoland Safety and Health Conference & Expo is the promotion and stimulation of interest in the products of the safety and health industry. Exhibitors are encouraged and expected to display a broad spectrum of their safety and health product lines with particular emphasis upon new features and advanced technology. All products and services exhibited and/or promoted must be specifically related to the safety and health industry.

H. Expo Reception

On Wednesday, September 15, 2010 an exhibitor reception, with hors d'oeuvres and beverages (including wine and beer), will be held in the exhibit area from 3:30 pm to 6:00 pm. This will provide an additional opportunity for participants and exhibitors to view the latest in safety equipment and technology. All Exhibitors are required to attend. There is no additional charge for this reception.

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 and health 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 and health 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.**

J. Breaks and Lunch

Sit down tables and/or bar tables, will be available in the exhibit area. The morning break will be served in the lobby, near the Exhibit Hall. Lunch and the afternoon 22nd year Reception will be served in the Exhibit Hall.

K. Space Equipment

Standard booth equipment will be supplied to all Exhibitors. Standard equipment includes one 6' x 30" covered and skirted table and two chairs. Additional chairs and tables are 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 sponsors shall be prohibited.

All booths will be confined to a maximum height of 8'.

L. Space Assignment

All locations will be assigned by the Expo Committee one week prior to the Conference & Exposition. 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.

M. Decoration Materials

All materials used for decorative purposes shall be flameproof. 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 Registration.
- Cancellations/reductions received on or before Friday, August 13, 2010 are entitled to a refund minus a processing fee of 25% for unused booth space.
- Cancellations/reductions received after August 13, 2010 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 10:00 am on Wednesday, September 15, 2010, the Conference Sponsors are authorized 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 it with your payment to the address provided on the form – NIU University Outreach in DeKalb, IL.

All exhibitors must be registered and checked in prior to 9:30 am! Expo check-in on Wednesday, September 15th will be located just outside the exhibit area from 7:30 am – 9:30 am.

Please note - 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 located just outside the Exhibit Hall. Each client attending as a "free expo attendee" must exchange their filled out information card/slip for a "free pass" badge.

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 give-away 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 will opt to fill out a card and visit all the exhibitors to have their card stamped or punched. Once these cards are completely filled they will be verified and placed into a drum. The drawing for prizes will be held on Wednesday, September 15, 2010 during the reception. The exhibitors will have an opportunity to participate in the Parade of Prizes. Please indicate your offer on the Exhibitor Prize Form; this gives the details for providing and presenting a prize. The rules and entry form are provided in the Conference Guidebook. To be included in the Conference Guidebook it is necessary to return the form to the Exhibitor Committee prior to August 23, 2010.

T. Expo Prize

There will be one prize for free EXPO visitors. These are your guests who use the forms found in the last page of this packet.

U. Additional Advertising Opportunity for Exhibitors

The Exhibit Committee will prepare and project advertisements for the exhibitors and sponsors inside the Exhibit Hall on September 15th. Each exhibitor shall provide a maximum of five (5) PowerPoint slides to Kevin Aikman at kaikman@uas1.com prior to **August 23, 2010** that will be used to prepare the final scrolling advertisement.

**22nd Annual
Chicagoland Safety & Health Conference
September 13 – 16, 2010
Exposition Date & Times**

General Registration	Wednesday, September 15 th	7:30 am
Set-Up	Wednesday, September 15 th	7:30 am – 9:30 am
	<i>Note: Displays must be set up no later than 9:30 am on Wednesday, September 15th.</i>	
<i>A Mandatory Exhibitors' meeting will be held at 9:30 AM on Wednesday, September 15th in the Expo Hall!</i>		
Display Times	Wednesday, September 15 th	10:00 am – 6:00 pm
Exposition Reception	Wednesday, September 15 th	3:30 pm – 6:00 pm
Tear Down	Wednesday, September 15 th	6:30 pm – 8:00 pm

Fee Schedule for Exhibitors

EXHIBITOR	Fee Schedule	
	Before 6/11	6/11– 8/23
Exhibitor booth, 9'w by 6'd plus two full registrations for the day	\$425	\$495
Extra Exhibitor Badge (per person)	\$35	\$35
Special Lobby Booth plus two full registrations for the day (3 available)	\$550	\$550

Exhibitors:

**Register for Exhibit Hall
Booth before 6/11 for a
\$70.00 Discount!**

Send boxes for September 13 or 14 delivery to:
NIU-Naperville, 1120 East Diehl Road
Naperville, IL 60563
Attn: Chicagoland Safety and Health Conference Expo
Telephone: 630-577-9101

22nd Annual Chicagoland Safety & Health 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: CSH Conference**
Ship for arrival on September 13th or September 14th

Set-up: 7:30 am – 9:30 am on Wednesday, September 15, 2010

Vendor Meeting: September 15, 2010, 9:30 am – Mandatory

Loading Dock: East side of building

Parking: Plentiful

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

Exhibit Times: Wednesday, September 15, 2010: 10:00 am – 6:00 pm

Reception: Wednesday, September 15, 2010: 3:30 pm – 6:00 pm

Tear Down: Wednesday, September 15, 2010: 6:30 pm – 8:00 pm

To Do:

- 1) Submit your black and white advertisement electronically (in Microsoft Word format) to allan@thecrcenter.com by August 23, 2010. It will be placed in the Conference Guidebook.
- 2) Send any questions to exhibitors@chisafetyconf.org.
- 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 slides (Maximum of 5) to kaikman@uas1.com for the advertisements in the Exhibit Hall. **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.

22nd Annual Chicagoland Safety & Health Conference
Exhibitor Prize Form
(NIU Program #10910)

The exhibitors will have the opportunity to donate a prize(s) for drawings to be held during the reception on Wednesday, September 15, 2010. Please indicate below if you would like to participate in the drawing. To have your company and/or prize listed in the conference guidebook this form must be returned by August 23, 2010.

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 guidebook:

Yes, I would like to participate. At this time I do not wish to list a prize in the conference guidebook, please list our company name with a prize to be determined.

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

Submitted By:

Name: _____

Company: _____

Please mail this form by August 23, 2010 to:

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

Or Fax to: 815-753-4203

22ND ANNUAL CHICAGOLAND
SAFETY & HEALTH CONFERENCE EXPO
SEPTEMBER 15, 2010, 11:00 AM – 6:30 PM

**PLEASE FILL OUT THIS FORM AND
EXCHANGE IT AT THE REGISTRATION DESK FOR YOUR
FREE EXPO PASS!**

NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____, STATE: _____ ZIP: _____
TEL: _____, FAX: _____
E-MAIL: _____

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