

**THE CHICAGO TOY SHOW EXHIBITOR CONTRACT****OCTOBER 25, 2020 SHOW**

WEB SITE FLOOR PLANS SHOW AVAILABLE BOOTHS. LET US KNOW WHICH BOOTH YOU WOULD LIKE.

Select which describe your typical merchandise:

☐ Pre-War Toys    ☐ Post-War Toys    ☐ Action Figures    ☐ Dolls    ☐ Other: \_\_\_\_\_
**Reserve Tables:** (Tables are 30" wide by 8' long. Configuration depends on available space)

PRAIRIE EVENTS EAST	\$110 ea. x _____ # of tables	= _____ Total
PRAIRIE EVENTS WEST	\$110 ea. x _____ # of tables	= _____ Total
PRAIRIE EVENTS ATRIUM DOLL HOUSE	\$110 ea. x _____ # of tables	= _____ Total
EXHIBIT A (aka XA / Robinson Hall)	\$110 ea. x _____ # of tables	= _____ Total
TRADES NORTH	\$80 ea. x _____ # of tables	= _____ Total
TRADES SOUTH	\$80 ea. x _____ # of tables	= _____ Total
RABBIT	\$80 ea. x _____ # of tables	= _____ Total
POULTRY	\$80 ea. x _____ # of tables	= _____ Total
EARLY BUYER / FLOOR RIGHTS	\$50 ea. (*Husband & wife included)	= _____ Total

NAME															STREET														
CITY															STATE					ZIP					PHONE				
EMAIL																													
EXHIBITOR															HELPER														

Mail upper portion in with your reservation. Save bottom section for show information

**Contracts accepted as long as space is available.**

Mail completed registration to:

Direct questions to:

**ANTIQUA WORLD SHOWS, INC.** Herb Regan: (847) 800-3009 or [herb@chicagotoyshow.com](mailto:herb@chicagotoyshow.com)**P.O. Box 1078, Deerfield IL 60015-6001** Diana Tabin: (847) 772-6760 or [diana@chicagotoyshow.com](mailto:diana@chicagotoyshow.com)**SET UP TIMES, RULES, AND REGULATIONS**

- 1. A LIMIT OF TWO PERSONS** is set for each booth: ONE exhibitor, ONE helper. Additional helpers will attend with the floor rights fee of \$50 on Saturday. One extra SUNDAY helper is allowed by submitting the name with your contract. No Saturday or Sunday helpers added one week before show. Late names pay floor rights or Sunday admission. No exceptions except for children living at home who are welcome.
- 2. SET UP SATURDAY:** The West back gate (#2) will be open for entry starting at **9:00am** and will remain open until closing at **4:00pm**. Come set up your display and meet and swap with everyone from **9:00am to 4:00pm**.
- 3. SET UP SUNDAY:** The West gate (#2) and buildings will be open at 6:00am for all exhibitors pre-registered on Saturday. Exhibitors not previously checked in will be met outside Gate #2 beginning at 5:30am to be processed. Customers will enter at 8:00am. Please attend your booth by 7:30am.
- 4. SECURITY:** A.S.I. is on guard Saturday, Saturday night, & Sunday. Buildings locked down Saturday 4:30pm.
- 5. INSURANCE:** Exhibitors accept full liability for any injury or loss to themselves or their property and staff while attending the show. Exhibitors expressly release the management from liability for any loss or injury.
- 6. EXHIBIT CONTENTS:** We welcome all antique and collectible toys and dolls as well as holiday heirlooms and advertising. No displays of items other than these. Fairgrounds management and Fire Codes require that no extra tables are outside your booth, and all boxes must be under tables out of the walking areas. Non-compliance risks having the building shut down.
- 7. SHOW TIMES:** Exhibitors must be set up by **7:30am** Sunday morning and must remain set up until **3:00pm**. The public will attend from **8:00am to 3:00pm** and expect to see a full show. Exhibitors who pack before 3:00pm will risk losing their location.
- 8. CANCELLATIONS:** Credit is available for cancellations received before October 21.
- 9. NO SOLICITATION** OF DEALERS OR CUSTOMERS IS ALLOWED AT ANY TIME.

### **Chicago Toy Show COVID Safety Procedures and Safety Mandates:**

After over 25 years as a professional architect, Herb has experience developing designs compliant with local building codes and restrictions. COVID-19 has brought several changes for public environments with clear and concise specifications for safe public events. We have been diligent in reviewing the State of Illinois Phase 4 Guidelines, and continue to stay abreast with updates, mandates, and current local health conditions.

We will continue to comply with any new requirements issued for our October 24-25 event, and will modify our protocols as necessary. Our revised building plans meet all requirements. We stand ready, prepared, and confident to be able to maintain a safe environment for sellers and buyers at our October 25 Chicago Toy Show.

### **Building Capacity Restrictions and Social Distancing aisle widths and booth layouts:**

To be compliant with Phase 4, venues must operate at 50% or less of the legal occupancy limit with intent to open space. To abide by this requirement, and to meet 6ft social distancing, we have removed and relocated one complete row of exhibitors from each of our buildings and stretched out all booths. Please know that the relocated rows were selected based on floor space requirements - we had no other mathematical option. We appreciate everyone's understanding and flexibility.

We will change back to our usual format when restrictions are removed. These are our solutions for the October 2020 show to meet COVID requirements for a safe and successful show:

All of our single table dealers in Prairie Events have been relocated to Exhibit A. We are fortunate to have this quality space with heat, outstanding lighting and washrooms to compensate for the additional space required by the COVID mandates. This building gives us the capability to eliminate congestion in the show.

The narrowest rows in Trades North and Trades South have been relocated to Poultry and Rabbit, and the center aisles in both Poultry and Rabbit have been reduced to a single line of tables and chairs.

Besides adjusting the density of our building floor plans, we also ensured that the footprint of each booth meets the COVID spacing guidelines. Some larger booths already met these standards, and now all booths are compliant. The adjustments in our new floor plans provide 6ft distancing and account for seating requirements.

Our floor plans are always posted a month early for exhibitor convenience and customer information. The October plans are posted already to ensure that everyone can rest assured that our venue will be a safe environment.

### **Exhibitors must cooperate with state requirements:**

Please understand that the October 2020 changes for our show are required by state mandates. Please review your specific booth layout to know your environment and abide

by the new open space stipulations. Exhibitors are required to set merchandise on, above, and below the supplied tables. Exhibitors are not allowed to bring in outside tables of any size, or stack boxes or tubs to make impromptu display areas in the required open space. Exhibitor seating locations are also noted on the plans to show COVID compliance. Booths and floor space currently meet mandated social-distancing and cannot be changed. Infractions jeopardize the whole show from being compliant.

Exhibitors may not compromise the ratio of COVID space requirements. All show tables are to stay exactly as positioned. All chairs are to remain as positioned. No additional tables or boxes or toys may be placed on the floor space inside any booth. If you need additional table space, please contact us so we may make arrangements ASAP.

### **Fresh air requirements:**

Prairie Events Center Building (**West, East and Atrium**), and **Exhibit A** building:

Mechanical Air Handlers will be running to enhance fresh air exchange rates. To reduce common touch points, entry walk-in doors (NOT the overhead loading doors) will be secured in the open position. Please dress appropriately and bring measures to secure your merchandise and displays so they are not adversely affected by air flow.

**Trades, Rabbit and Poultry Buildings:**

These buildings are not equipped with mechanical air exchange units, so overhead and walk-in doors will require being secured in the open position for air flow. These overhead doors are generally open anyway. Please dress appropriately and secure your merchandise and displays so they are not adversely affected by air flow.

### **Face masks and hand sanitizers:**

Face masks are currently required under Illinois Phase 4 State Law, and we must request everyone wear a face covering over their nose and mouth. Exceptions can be made only for people with medical conditions or disabilities that prevent them from safely doing so. Face masks and personal sized containers of hand sanitizer will be sold at the entrance gates of the show to help satisfy state mandates.