

2019 Exhibitor Information

**Perennial Plant Association National Symposium
with All-America Selections & National Garden Bureau**

**Trade Show: July 30 & August 1, 2019
Set up: July 29, 2019
Crowne Plaza | Rosemont, IL**



The Perennial Plant Association

Emily Chung, Executive Director
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Raleigh, NC 27628
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888-440-3122



2019 National Symposium - Trade Show Information

Trade Show Hours and Dates

Tuesday, July 30

9:30 - 10:15; 11:40 - 1:00; 2:00 - 2:45; 4:45 - 6:30

Thursday, August 1

9:15 - 10:00; 10:45 - 11:30; 12:45 - 2:00

Exact times subject to change.

Installation of Exhibits

Set up is Monday, July 29 from 12:00 - 5:00pm.

Exhibits must be ready by Tuesday, July 30 at 9:00am. Move in will only accommodate hand carts and no loading dock is available.

Location

Symposium speakers, registration, meetings, and trade show:

Crowne Plaza Chicago O'Hare Hotel & Conference Center

O'Hare Ballroom

5440 N River Road

Rosemont, IL 60018

847-671-6350

Attendance

Expected attendance of up to 600 participants from 40 states and other countries representing the herbaceous perennial plant industry.

Booth Reservations

The booth rental is \$950 for PPA members and \$1,200 for non-members for each 10'x10' booth space reserved by May 31, 2019. After May 31, 2019, booth rates increase to \$1,200 for PPA members and \$1,500 for non-members for each 10'x10' space. All booths are draped in the back and on the sides and include one identification sign, one 6 ft or 8 ft skirted table, two chairs, and one wastebasket. Trade show floor is carpeted. Carpet will have visqueen but exhibitors will be asked to be careful not to damage the carpet. Additional tables and furniture can be rented directly from the decorator.

Assignment of Exhibit Space

Priority of space assignment is based on the order in which the applications are received at the Perennial Plant Association office. Show Management is responsible for assigning booth space and for change in location. Any changes must be approved by the Executive Director for PPA before the move is made or the exhibit space is subject to forfeit. Payment must accompany contract.

Use of Exhibit Space

No exhibitor may assign, sublet, or apportion the whole or any part of the space allotted, nor exhibit therein any goods other than those manufactured, produced, or handled by the exhibitor in the regular course of business, nor permit any representative of any other firm to solicit business or sublet in the space.

Exhibitor Services

Furniture, special decorating, art and sign work, and skilled labor for the installation and dismantling of displays may be secured from the exhibitor contractor for the trade show. An exhibitor packet will be sent upon confirmation of booth space.

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, IL 60124

847-426-3100

In addition, exhibitors can order electrical service through the Crowne Plaza. Forms will be provided once exhibitors are set up. Electrical service starts at \$55 per day for early reservations.

Liability

It is expressly understood and agreed between exhibitors and the Perennial Plant Association that the Perennial Plant Association shall be under no liability for loss of, or damage to, goods or property of exhibitor's or personal injury to the exhibitor or the exhibitor's employees, and each exhibitor, upon signing the enclosed space contract, expressly releases the Perennial Plant Association from and agrees to indemnify them against all claims.

Exhibitor Requirements and Restrictions

Exhibitors agree to abide by all labor laws and regulations, fire marshall requirements, hotel requirements and regulations, and other applicable requirements.

Catalog Display Table

Individuals or firms may rent table-top space to display printed material only. This 1/3 table space is available for \$200. ONLY printed material such as catalogs may be on the table. Plant materials and other exhibits are not allowed. The exhibitor may not be present at the table during show hours but may restock the supply of catalogs periodically. PPA will also restock print material for vendors not in attendance.

Staff Badge Registration

All exhibitors are allotted 1 complimentary booth staff registration to the Core Symposium (Tuesday, Wednesday, and Thursday) Additional booth staff badges are \$75 per person, per day - available on Tuesday and Thursday.

Cancellation

Notification of cancellation of booth space must be received by the PPA office in writing via acknowledged email or mail by June 1, 2019, in order to receive a full refund. Cancellations received after June 1 and prior to July 1, 2019 are subject to a \$300 cancellation fee. Cancellations after July 2, 2019 are not eligible for a refund.

Dismantling Exhibits

Tear down of exhibits begins on Thursday, August 1 at 2:30 pm. Exhibit materials must be removed from the exhibit area by 5:00 pm on August 1.

Further Information

For further information call the PPA office

Rachaele Andrews, Membership Manager

888-440-3122 | membership@perennialplant.org

Contract - Trade Show Booth - Perennial Plant Symposium 2019 with AAS/NGB

Crowne Plaza Chicago O'Hare Hotel & Conferene Center
5440 N River Road | Rosemont, IL 60018

This agreement is subject to the conditions in the trade show brochure. Exhibitor, in purchasing booth space, agrees to all conditions.

Booth fees are as follows:

- Single Booth (10' x 10') rental is \$950 for PPA, AAS, or NGB members or \$1,200 for non-members when space is reserved by May 31, 2019. After May 31, 2019, booth rates increase to \$1,200 for members and \$1,500 for non-members for each 10'x10' space. Multiple single booths may be purchased.
- Catalog table space ONLY is \$200 and includes 1/3 of a table for display of print material ONLY.

Booth conditions are as follows:

- Reservations must be accompanied with payment by check or credit card.
- Space will be assigned based upon the order in which contracts are received.
- Notification of cancellation of booth space must be received by the PPA office in writing via acknowledged email or mail by June 1, 2019, in order to receive a full refund. Cancellations received after June 1 and prior to July 1, 2019 are subject to a \$300 cancellation fee. Cancellations after July 2, 2019 are not eligible for a refund.

From the enclosed floorplan select the booth number(s) you want. We will make every effort to honor your request; however, we reserve the right to assign a company to alternative space in the event all three preferences are committed. Efforts will be made to contact the company before any assignment is made.

Booth number requested: 1st choice _____ 2nd choice _____ 3rd choice _____

Company Name (EXACT wording desired on sign): _____

Contact person: _____ **Email address:** _____

Phone: _____ **Fax:** _____

Street: _____ **City:** _____

State: _____ **Zip:** _____ **Website:** _____

Products to be exhibited: _____

Names of company representative to receive the Core Symposium registration:

- 1) _____ Circle Selection for Wednesday Tour:
Botanic Garden | Grower & Retail | Gardens with Purpose

Names of additional staff that will attend either Tuesday or Thursday at the special rate of \$75 each.
(If you are undecided, a coupon code for this discount will be emailed to you to be used online later.)

- 1) _____ 2) _____
Tuesday or Thursday Tuesday or Thursday

MAKE CHECKS OR CREDIT CARDS IN US DOLLARS PAYABLE TO: Perennial Plant Association.

PPA accepts Visa, Mastercard, Discover, and American Express. Payment required to guarantee booth.

Name on card _____ Amount enclosed \$ _____ USD

Card number _____

3-digit security code on back _____ Exp. date _____ Billing Zip Code: _____

Signature _____

RETURN TO: Perennial Plant Association | PO Box 6652, Raleigh, NC 27628 | 888-440-3122

