

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

PO Box 6652

Raleigh, NC 27628

info@perennialplant.org

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

