



37TH ANNUAL CHICAGO TOY SOLDIER SHOW



Sunday, September 24, 2017

VENDOR CONTRACT

ITEMS FOR SALE OR TRADE: Collectors and vendors are asked to limit their offerings to toy soldiers and related items, both military and civilian. Collectors are encouraged to display items not for sale or trade.

SELLERS AND HELPERS: A limit of two persons is set for each reservation: provide seller and helper names.

TAXES: Vendors assume their own liability for paying Illinois sales tax.

LIABILITY: By filling in and returning this form, the undersigned vendor hereby contracts for table space at the 37th Chicago Toy Soldier Show (CTSS) and agrees to release CTSS, Inc. and its shareholders from any damage or loss and from all liability for personal injury to the undersigned, to his associates, or to any sale merchandise. The contractor also indemnifies and agrees to hold harmless both CTSS, Inc. and the Hyatt Regency Schaumburg and the legal entities which own, lease, and/or operate the hotel, their members, officers, directors, and employees against any or all damage to property or personal injury caused by exhibitor or agents, representatives, employees, or any other person.

ROOM SALES: All vendors selling from their hotel rooms must be under contract with CTSS, Inc., or obtain their own Village of Schaumburg retail license. In-room table rentals can be arranged upon arrival at a cost of \$10 per 6' x 18" table.

CONTRACT OPTIONS:

- Show Table: \$85 - Show tables are 6 feet long. Each table includes admission to the Sunday Show for the vendor and one helper. Includes the option to sell from your hotel room prior to the Show at no additional cost.
- Room Sales with Early Admission: \$85 - For vendors who wish to sell from their hotel rooms, but not take a table at the Sunday Show. This option includes one admission to the Sunday Show.
- Early Admission Sunday Show: \$30 - Allows entrance to the Sunday Show during vendor setup (7a.m.-10a.m.)

CONTRACT AND PAYMENT MUST BE RECEIVED BY JULY 7, 2017 TO HELP ENSURE DESIRED PLACEMENT

VENDOR NAME: _____ TRADE NAME: _____

ADDRESS: _____

CITY: _____ STATE/COUNTRY: _____

ZIP/POSTAL CODE: _____ PHONE: _____

EMAIL: _____ WEB ADDRESS: _____

CHECK HERE IF YOU DO NOT WANT US TO INCLUDE AN EMAIL LINK ON OUR WEBSITE

____ SHOW TABLE(S) @ \$85

____ ROOM SALES W/EARLY ADMISSION @ \$85

____ EARLY ADMISSION SUNDAY SHOW @ \$30

HELPER NAME: _____

***IF YOU WISH TO INCREASE/DECREASE THE NUMBER OF TABLES FROM LAST YEAR, WE MAY NEED TO PUT YOU IN A NEW LOCATION TO ACCOMMODATE YOUR REQUEST. CONTACT ROGER GARFIELD AT (847) 567-5355 TO DISCUSS YOUR OPTIONS**

TOTAL: _____ **MAKE CHECKS PAYABLE TO: CTSS, INC.**

PAYMENT POLICY:

CANCELLATION POLICY:

- ON OR BEFORE AUGUST 7TH – FULL REFUND
- ON OR BEFORE SEPTEMBER 7TH – 50% REFUND
- NO REFUNDS AFTER SEPTEMBER 7TH

- 1-2 TABLES – FULL PAYMENT DUE WITH CONTRACT
- 3+ TABLES – 50% PAYMENT DUE WITH CONTRACT, BALANCE PAID AT SHOW
- NON-U.S. VENDORS MAY PAY FULL AMOUNT AT SHOW

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO THE TERMS OF THIS VENDOR CONTRACT.

**MAIL THIS SIGNED FORM WITH YOUR CHECK TO:
GILLIAN GARFIELD, CTSS BUSINESS MANAGER; P.O.
BOX 803036, SANTA CLARITA, CA 91380-3036**

VENDOR SIGNATURE: _____

<u>HOTEL ROOM ASSIGNMENTS:</u>	I WILL BE BOOKING A ROOM AT THE HYATT: Y <input type="checkbox"/> N <input type="checkbox"/>	I AM REQUESTING THE SAME ROOM AS LAST YEAR: Y <input type="checkbox"/> N <input type="checkbox"/>	I WILL BE SELLING FROM MY ROOM: Y <input type="checkbox"/> N <input type="checkbox"/>
--------------------------------	--	---	---

ADDITIONAL REQUESTS: _____



37TH ANNUAL CHICAGO TOY SOLDIER SHOW

Sunday, September 24, 2017
GENERAL VENDOR INFORMATION



ACCOMMODATIONS: The Hyatt Regency Schaumburg is holding a block of rooms for those attending. The hotel offers a special rate for Show attendees: \$117 per night. This rate applies to rooms with two double beds and to rooms with one king bed. To ensure placement at the Show rate and with fellow collectors, the hotel must receive reservations by **August 17, 2017**. The Hyatt Regency Schaumburg phone number is (847) 605-1234. Hyatt reservations can be reached at (888) 421-1442. Anyone who has reserved a room and has to cancel should call Roger Garfield so he can put another vendor in that room at the Show rate. This can be done right up to the week of the Show. Some people arrive for this Show as early as Wednesday, but many come on Friday and stay through Sunday. There is a great deal of room socializing and trading, and CTSS, Inc. will host a hospitality event late Saturday afternoon. The Hyatt has a fine restaurant, pool, and exercise room, and is located across from Woodfield Shopping Mall. The hotel runs a shuttle to the mall throughout the day.

HOURS: The Show is open to the public from 10 a.m. to 3:30 p.m. People expect to see a full Show. If you cannot remain set up until 3:30, please tell Roger Garfield in advance.

SETUP: Vendors can begin to set up at 6:00 a.m. (NO EARLIER) Sunday. Only vendors, helpers, and those with floor rights will be allowed in the Show rooms before the public is admitted at 10 a.m. Vendors will find Show badges and table numbers in their registration packets. Table covers are provided for all tables. Lighting in the rooms is excellent, but if you have special requirements, please specify these on the Show contract. All merchandise for display or sale must be on or under the tables provided. **Aisles must be kept clear.**

RATES AND RULES: All Show tables are 6 feet long and rent for \$85 each. The Early Admission Sunday Show contract option is \$30, for those who wish to be allowed to participate during Sunday morning setup from 7 to 10 a.m. Those who wish to sell out of their rooms but not take a table for the Show must fill out a contract for Room Sales w/Early Admission and pay \$85. Vendors are asked to limit their merchandise to toy soldiers and related items, both military and civilian. See separate sheet for Hyatt hotel's guidelines.

HALF TABLES: See FAQ at www.ChicagoToySoldierShow.com

HELPERS: Each full reservation admits two adults—the seller and one helper—regardless of how many total tables have been reserved. No vendor may bring extra persons other than children under 16 living at home. (It is not necessary to record the children's names.) Please follow this rule because space is limited and unregistered people will be asked to leave. Please list your one helper on the Show contract, and if you need to change this before the Show, notify Roger Garfield as soon as possible.

FOOD ON SUNDAY: For those who wish to remain at their tables during the Show, a box lunch will be available; an order form will be in the Vendor registration packet. There is also a large, informal restaurant at the Hyatt open throughout the day.

SHIPPING: Shipping/packing services will be provided on the day of the Show. NOTE: Vendors may ship packages to the Hyatt Regency Schaumburg. The Hyatt will apply a charge of \$5 per box and \$75 per pallet, for items received on behalf of guests. These fees are Hyatt charges, not CTSS's. For more information, contact Roger Garfield at (847) 567-5355, roger@chicagotoysoldiershow.com, or visit the "For Vendors" section of our website at www.ChicagoToySoldierShow.com

ADDITIONAL SHOW INFORMATION: For table contracts and account questions, please contact Gillian Garfield at (818) 850-3238 or gillian@chicagotoysoldiershow.com. For table and room assignment questions, please contact Roger Garfield at (847) 567-5355 or roger@chicagotoysoldiershow.com

DIRECTIONS: The Hyatt Regency Schaumburg is located at 1800 Golf Road in Schaumburg, Illinois, near the intersection of I-90 and Ill. 53 (290 extension). Route 355 northbound also ends at the 290 extension. For transportation from O'Hare Airport, the hotel recommends All Star Cab and Shuttle at (847) 658-1555, American Taxi at (847) 253-4411, Windy City Limousine at (866) 949-4639, or American United Limousine at (800) 421-0607. PLEASE NOTE: The O'Hare Hyatt is not the same as the Hyatt Regency Schaumburg. Be sure to clarify for transportation provider.



37TH ANNUAL CHICAGO TOY SOLDIER SHOW

Sunday, September 24, 2017
HYATT HOTEL'S GUIDELINES



Signs and Handouts

- The Hyatt provides an 8-1/2"x11" vertical clear plastic door hanger sign for your room; CTSS supplies the cards to fit this format. (Fire regulations prohibit hallway signs or displays.)
- In each floor's foyer, CTSS posts a large floor plan and dealer room list. Individual copies of the floor plan will be available. The Hyatt also provides an information table on each floor; please limit any handouts to 5"x8" so there will be space for all.

Room Trading

- Room doors may be open from Thursday through Saturday from 10 a.m. to 10 p.m.; before Thursday, please use the deadbolt to prop your door ajar.
- Room furniture may not be moved into the hall or rearranged in your room. A 6'x18" table may be rented for \$10.00 at check-in, for single or double rooms. Table arrangements for larger rooms must be made with the Hyatt on a room-by-room basis. All Hyatt furniture used for room display must be covered; the Hyatt will provide tablecloths on request.
- Guests are responsible for any damage to their rooms. Displays that could damage walls or furniture are not allowed. Please check your room when you first take occupancy, and immediately report any existing damage or problem with your room to the hotel staff.

NO SMOKING in Hyatt rooms or in the exhibit areas.

Like us on Facebook (Chicago Toy Soldier Show) or visit our website (www.chicagotoysoldiershow.com) for show information, photos and other updates!

