



38TH ANNUAL CHICAGO TOY SOLDIER SHOW

Sunday, September 23, 2018



Terms of Contract And Instructions for Completing Contract

TERMS

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 that are not for sale or trade; no awards will be given for displays.

VENDORS AND HELPERS: A limit of two persons is set for each contract: the vendor and one helper/partner. This rule is strictly enforced. We need both names for each table contract.

TAXES: Vendors assume their own liability for paying Illinois sales tax; CTSS will supply coupons from the Illinois Department of Revenue (ILDR) in each Show registration packet that is distributed at the Show.

LIABILITY: By filling in and returning this form, the undersigned vendor hereby contracts for table space at the 38th Annual 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 that 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 TRADING AND DISPLAY: All vendors trading and displaying in their hotel room must be under contract with CTSS, Inc. If not, the vendor will not be included under the CTSS, Inc. sales permit with the Village of Schaumburg retail license.

You may rent tables from the Hyatt to use for displaying items in your room(s). Rental of tables for room displays and trading can be arranged upon your arrival at the Hyatt. The cost is \$10 per 6' x 18' table.

CONTRACT OPTIONS:

- **Full Table:** \$85 – Show tables are 6 feet long. Each full table includes admission to the Sunday Show for the vendor and one helper/partner. This option includes the option to trade and display in your hotel room prior to the Show at no additional cost.
- **Room Trading and Display:** \$85 – For vendors who wish to trade and display in their hotel rooms but not take a table at the Sunday Show. This option includes two early admissions to the Sunday Show.
- **Early Admission Sunday Show:** \$30 – Allows entrance to the Sunday Show during vendor setup (7 am – 10 am).

CANCELLATION POLICY:

- On or before August 6th, 2018 – Full Refund
- On or before September 6th, 2018 – 50% Refund
- No refunds after September 6th, 2018.

WEAPONS: ABSOLUTELY NO FIREARMS, including reproduction and antiques, are allowed at the Show. Vendors must render any edged weapons safe for display. Remember: Children are present!

CTSS, INC. HAS FINAL DECISION: Chicago Toy Soldier Show, Inc. is a privately held, family-owned, S Corporation. CTSS owners reserve the right to make all final decisions regarding room and table assignments, display content, and all factors pertaining to management of the Show.

INSTRUCTIONS FOR COMPLETING THE VENDOR CONTRACT:

ITEM 1: If you are selling merchandise during the Show, check "YES." A list of those who checked "YES" will be sent to the Illinois Department of Revenue (ILDR).

ITEMS 2 – 9: Any/all of this information will be sent to ILDR (upon ILDR request) for those vendors who checked "YES" in Box 1.

ITEM 10: If you have an Illinois tax account number and choose to use it instead of the CTSS Special Event option, please enter that number here.

ITEM 11 (A, B, or C): Please mark one option, only, and for 11A or 11C, indicate the quantity requested.

ITEM 12: Each contract entitles two adults to participate: the vendor and one other person. The other person can be a table helper or a table partner. CTSS requires a name for this helper/partner to create a badge.

ITEM 13: Please total your requirements and enter payment amount here. Our payment policy is:

- Vendors requesting 1-2 tables – Full payment due with contract
- Vendors requesting 3+ tables – 50% payment due with contract, balance paid at Show
- Non-U.S. Vendors may pay the full balance at the Show

ITEM 14: You will need to make your Hyatt reservations. Please use the Hyatt link found on the CTSS website:

<http://chicagotoysoldiershow.com/vendor-accommodations/>

NOTE: If you need to change your room reservation, please contact the Hyatt Regency Schaumburg directly at 847-517-6914. DO NOT use the general Hyatt 1-800 number to make the adjustments to your room reservation.

ITEM 15: When the Hyatt informs CTSS of your reservation, CTSS will place you in your room. Let CTSS know if you want the room you had last year. We have your previous room number in our database.

ITEM 16: If you check "YES," your name will appear in the room/vendor list available in the 4th- and 5th-floor lobbies.

ITEM 17: If you check "YES," your name and trade name (if applicable) will appear on the 2018 Vendors list posted online at www.chicagotoysoldiershow.com

PLEASE NOTE:

Retain this sheet of contract terms and instructions for your reference. Your contract signature and participation acknowledge your understanding and acceptance of these contract terms and instructions.

If you want your room and table requests to be considered, CTSS, Inc. must have your signed contract by July 6th, 2018.



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VENDOR CONTRACT

(Refer to Instructions for Completing Contract)



For room and table requests to be considered, CTSS, Inc. must have your signed contract by July 6th, 2018

VENDOR INFORMATION:

1. Will you be selling merchandise at any time during the Chicago Toy Soldier Show? Y N

2. VENDOR NAME: _____

3. TRADE NAME: (If you have one) _____

4. ADDRESS: _____

5. CITY: _____ 6. STATE/COUNTRY: _____

7. ZIP/POSTAL CODE: _____ 8. PHONE: _____

9. EMAIL: (If you have one) _____

10. ILLINOIS DEPARTMENT OF REVENUE TAX NUMBER: _____
(Optional – Refer to instructions for additional information)

TABLES/ROOM TRADING/DISPLAY/EARLY ADMISSION:

Fill in one option, only.

11A. _____ # of FULL TABLE(S) @ \$85/table

12. TABLE HELPER OR PARTNER NAME: _____

11B. _____ ROOM TRADING AND DISPLAY @ \$85

11C. _____ # of EARLY ADMISSION(S) SUNDAY SHOW @ \$30/each

13. TOTAL DUE: \$ _____ Make checks payable to: CTSS, INC.

(See vendor contract instructions for payment and cancellation policies)

***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**

HOTEL ROOM ASSIGNMENTS/LISTINGS:

14. I WILL BE BOOKING A ROOM AT THE HYATT: Y N

15. I AM REQUESTING THE SAME ROOM AS LAST YEAR: Y N

16. I WILL BE TRADING AND DISPLAYING IN MY ROOM:* Y N

*If you checked "YES", your name will be included in the room directory, unless otherwise requested.

17. LIST MY NAME AND TRADE NAME ON THE ONLINE CTSS 2018 VENDOR LIST: Y N

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

VENDOR SIGNATURE: _____

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



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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 16, 2018**. 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 when submitting your 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 trade/display in their rooms but not take a table for the Show must fill out a contract for Room Trading and Display 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.

HELPERS: Each full reservation admits two adults—the vendor and one helper/partner—regardless of how many total tables have been reserved. No vendor may bring extra persons other than children under 16. (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/partner 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.



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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 and Displaying

- 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!

