



41ST ANNUAL CHICAGO TOY SOLDIER SHOW

Sunday, September 25, 2022



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 (IDOR) in each Show registration packet that is distributed at the Show.

LIABILITY: By filling out and returning this form, the undersigned vendor hereby contracts for table space at the 41st 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, their 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. 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 in-room tables for display and trading must be requested on your contract (see item #16). The cost is \$11 per 6' X 18" table. Tablecloths will be provided by the Hyatt on a first-come, first-served basis. In-room table rental fees will be billed to your guest room.

CONTRACT OPTIONS:

- **Full Table:** \$90 – Show tables are 6 feet long and 30 inches wide. Each full table includes early 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:** \$120 – 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 a.m. – 10 a.m.).

CANCELLATION POLICY:

- On or before August 7th, 2022– Full Refund
- On or before September 11th, 2022– 50% Refund
- No refunds after September 11th, 2022.

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 the management of the Show.

INSTRUCTIONS FOR COMPLETING THE VENDOR CONTRACT:

ITEM 1: If you will **NOT** be selling merchandise while attending CTSS, check this box. It is assumed that all CTSS vendors will be selling merchandise unless you notify us otherwise by checking the box in contract item #1. A list of all CTSS vendors selling merchandise will be sent to the Illinois Department of Revenue (IDOR).

ITEMS 2 – 9: Any/all of this information will be sent to IDOR (upon IDOR request), with the exception of those vendors who checked the box in contract item #1.

ITEM 10 (A, B, or C): Please mark one option only. For 10A or 10C, indicate the quantity requested.

ITEM 11: Please total your requirements and enter the 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 registration
- Non-U.S. vendors may pay the full balance at Show registration

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: You will need to make your Hyatt reservations. Please use either the phone options or 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 In-House Sales Manager, Rose Bozonelos, at 847-517-6923. **DO NOT use the general Hyatt 1-800 number or online web link to adjust your room reservation.**

ITEM 14: CTSS will assign your room when the Hyatt informs us you have registered. Because we are using 2019 precedence, let us know if you want your 2019 room. If you were not at the 2019 Show, let us know if you want your 2021 room. We have your room assignment history in our database.

ITEM 15: If you check “YES,” your name will appear in the room/vendor list available in the 4th- and 5th-floor lobbies.

ITEM 16: Indicate the number of in-room display tables you are requesting. In-room display tables are 6’ x 18”. Maximum 2 tables per king/double room. In-room display tables include tablecloths, on a first-come, first-served basis.

ITEM 17: If you check “YES,” your name and trade name (if applicable) will appear on the 2022 Vendors list posted online at www.chicagotoysoldiershow.com. If you would like us to publish a link to your website, please list the web address on the line provided.

PLEASE NOTE: Retain both contract terms/instructions. Your signature and participation acknowledge that you understand and accept these contract terms and instructions.

For specific room and table requests to be considered, CTSS, Inc. must have your signed contract by July 10th, 2022



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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 10th, 2022

VENDOR INFORMATION:

1. CHECK HERE TO INDICATE YOU WILL NOT BE SELLING MERCHANDISE AT ANY TIME WHILE ATTENDING THE CHICAGO TOY SOLDIER SHOW. (See vendor contract instructions for more details)

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) _____

TABLES/ROOM TRADING/DISPLAY/EARLY ADMISSION:

Fill in one option, only.

10A. _____ # of SHOW TABLE(S) @ \$90/table

12. TABLE HELPER OR PARTNER NAME: _____

10B. _____ ROOM TRADING AND DISPLAY @ \$120

10C. _____ # of EARLY ADMISSION(S) SUNDAY SHOW @ \$30/each

(See vendor contract instructions for payment and cancellation policies)

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

***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:

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

14. I AM REQUESTING THE SAME ROOM: Y N

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

16. # OF IN-ROOM DISPLAY TABLES REQUESTED** (Enter 0 if none requested).: _____

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

**Max 2 tables for king/double rooms. Tables are \$11 each and will be charged to your Hyatt room bill.

17. LIST MY NAME AND TRADE NAME ON THE ONLINE CTSS 2022 VENDOR LIST: Y N

WEBSITE ADDRESS: (IF APPLICABLE) _____

OTHER COMMENTS/REQUESTS: _____

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: \$129 per night. This rate applies to rooms with two double beds or one king bed. To ensure placement at the Show rate and with fellow collectors, the hotel must receive reservations **by August 19, 2022**. Reservations may be made online through the accommodations link at www.chicagotoysoldiershow.com. Reservations may also be made by calling Hyatt Hotels at 800-421-1442. Please give the reservations agent group code "G-OLTD" to be placed in the Chicago Toy Soldier Show group block and receive our Show rate. You must be placed in our group block in order to be assigned a room on the 4th or 5th floor with other vendors. 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.

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 p.m., please tell Roger Garfield in advance. Failure to do so will jeopardize your standing for future shows.

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 30 inches wide and rent for \$90 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 a.m. 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 Trading and Display and pay \$120. 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.

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.

Please Note: The O'Hare Hyatt is not the same as the Hyatt Regency Schaumburg. Be sure to clarify for your transportation provider.



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HYATT HOTEL'S GUIDELINES



Signs and Handouts

- The Hyatt provides an 8-1/2"x11" clear plastic door hanger sign for your room; CTSS supplies the cards to fit this format. (Fire regulations prohibit hallway signs or displays.)
- CTSS posts large floor plans and dealer room lists on the 4th- and 5th- floor elevator lobbies. Tables for vendors to place advertisements are also available in these same lobbies. Individual copies of the floor plan will also be available.

Room Trading and Displaying

- Room doors may be open from Thursday through Saturday between 10 a.m. and 10 p.m. Your CTSS door sign allows you to post your room hours.
- Room furniture may not be moved into the hall or rearranged in your room.
- You may rent tables from the Hyatt to use for displaying items in your room(s). Rental of in-room tables for display and trading must be requested on your contract (see contract item #16). The cost is \$11 per 6' X 18" table. In-room table rental fees will be billed to your guest room. Tablecloths will be provided by the Hyatt Hotel on a first-come, first-served basis. Please be precise in indicating the number of in-room tables needed. The Hyatt rents these tables for our use and manages the rental inventory closely to contain costs; providing the Hyatt an accurate count of in-room tables needed is one way that CTSS keeps Hyatt room rates low.
- 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 exhibit areas.

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

