



# ANNUAL CHICAGOLAND TOY SOLDIER SHOW

Sunday, September 24, 2023



## 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. Additional Badges can be purchased at the show.

**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 Chicagoland Toy Soldier Show (CTSS) and agrees to release Hobby Bunker, Inc. (HB, 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 HB, Inc. and the Marriott 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 HB, Inc. sales permit with the Village of Schaumburg retail license.

You may rent tables from the Marriott 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 \$13 per 6' X 18" table. Tablecloths will be provided by the Marriott 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 6<sup>th</sup>, 2023– Full Refund
- On or before September 10<sup>th</sup>, 2023– 50% Refund
- No refunds after September 10<sup>th</sup>, 2023.

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!

HB, INC. HAS FINAL DECISION: Hobby Bunker, Inc. is a Corporation based in Massachusetts. HB, Inc. owner Matthew Murphy reserves 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 or more tables – Full payment due with contract
- Non-U.S. vendors may pay the full balance at Show registration or by paypal or cc

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. 12A:Extra helpers \$20ea

ITEM 13: You will need to make your Marriott reservations. Please use either the phone options or the Marriott link, found on the CTSS website: <https://chicagotoysoldiersshow.com/accommodations/>

NOTE: If you need to change your room reservation, please contact the Schaumburg Marriott In-House Sales Manager, Karen Anselmo, at 847-240-3561. **DO NOT use the general Marriott 1-800 number or online web link to adjust your room reservation.**

ITEM 14: CTSS will assign your room when the Marriott informs us you have registered. If you supported the show during 2021 and 2022 you will get preference when we select and assign rooms. We will be on four or Five floors. All hallway and rooms are similar. Only Double and Kings bed rooms available.

ITEM 15: If you check “YES,” your name will appear in the room/vendor list available in the 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 2023 Vendors list posted online at [www.chicagotoysoldiersshow.com](http://www.chicagotoysoldiersshow.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.



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VENDOR CONTRACT

(Refer to Instructions for Completing Contract)



For room and table requests to be considered, HB, Inc. must have your signed contract by July 10th, 2023

VENDOR INFORMATION:

1. CHECK HERE TO INDICATE YOU WILL NOT BE SELLING MERCHANDISE AT ANY TIME WHILE ATTENDING THE CHICAGO TOY SOLDIER SHOW. 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 10B. ROOM TRADING AND DISPLAY @ \$120 10C. # of EARLY ADMISSION(S) SUNDAY SHOW @ \$30/each 11. TOTAL DUE: \$ Make checks payable to: HOBBY BUNKER, INC. 12. TABLE HELPER OR PARTNER NAME: 12A. \$20.00 per each additional helper

\*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 MATT MURPHY AT (781) 321-8855 TO DISCUSS YOUR OPTIONS

HOTEL ROOM ASSIGNMENTS/LISTINGS:

13. I WILL BE BOOKING A ROOM AT THE MARRIOTT: 14. I AM REQUESTING THE SAME ROOM -For Future shows 15. I WILL BE TRADING AND DISPLAYING IN MY ROOM\*: 16. # OF IN-ROOM DISPLAY TABLES REQUESTED\*\* (Enter 0 if none requested): 17. LIST MY NAME AND TRADE NAME ON THE ONLINE CTSS 2023 VENDOR LIST: 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. VENDORSIGNATURE: MAIL THIS SIGNED FORM WITH YOUR CHECK TO: MATT MURPHY, HOBBY BUNKER 103 ALBION STREET, WAKEFIELD, MA 01880



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## GENERAL VENDOR INFORMATION



**ACCOMMODATIONS:** The Schaumburg Marriott 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 28, 2023**. Reservations may be made online through the accommodations link at [www.chicagotoysoldiershow.com](http://www.chicagotoysoldiershow.com). Reservations may also be made by calling the Marriott Hotel at 1 847 240-0100. Please give the reservations agent group code "Chicagoland Toy Soldier Show" to be placed in the 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 trading room floors with other vendors. Anyone who has reserved a room and has to cancel should call Matt Murphy so he can put another vendor in that room at the Show rate.

Some people arrive for this Show as early as Tuesday, but many come on Friday and stay through Sunday. There is a great deal of room socializing and trading and HB, Inc. will host a hospitality event late Saturday afternoon. The Marriott has a fine bar, restaurant, pool, and exercise room, and is located near the 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 3:00 p.m. People expect to see a full Show. If you cannot remain set up until 3:00 p.m., please tell Matthew Murphy 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. Use of outside tables extending past your rented space will need to be removed or charged \$90.00. Space is tight and we will not have room for any extra tables or racks outside of your space.**

**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 Marriott 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 Matt Murphy as soon as possible.

**SHIPPING:** The Hotel must be notified in advance that materials are being sent and must be informed of the quantity, arrival date and shipper at least two working day in advance of delivery. Fee's may apply although none were in writing.

- Each piece received must be labeled with name of function, date of function and event manager responsible for function.
- The guest or organization is responsible for sealing and labeling boxes and contacting the shipping company to make all shipping and billing arrangements.

- The Hotel will store properly sealed and labeled materials for up to 5 days following the function.. For more information, contact [matt@hobbybunker.com](mailto:matt@hobbybunker.com) or Jonathan Gallardo [GallardoJ@gfhotels.com](mailto:GallardoJ@gfhotels.com) Phone 1(847) 240-5196

**ADDITIONAL SHOW INFORMATION:** For table contracts and account questions, table and room assignments, please contact Matthew Murphy at (781)321-8855 or [matt@hobbybunker.com](mailto:matt@hobbybunker.com). For an emergency, during the show or a quick text question contact Matt at 1 (781) 696-6633

**DIRECTIONS:** The Schaumburg Marriott is located at 50 N. Martingale Road in Schaumburg, Illinois, near the intersection of I-90 and Ill. 53 (290 extension). Route 355 northbound also ends at the 290 extension.



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MARRIOTT HOTEL'S GUIDELINES



## Signs and Handouts

- The Marriott provides an 8-1/2"x11" clear plastic door hanger sign for your room; Hobby Bunker/CTSS supplies the cards to fit this format. (Fire regulations prohibit hallway signs or displays.)
- Hobby Bunker/CTSS posts large floor plans and dealer room lists near the elevator lobbies. Easels for vendors to place advertisements are also available in these same lobbies. Individual copies of the floor plan will also be available. Space will be more limited than it was at the Hyatt.

## 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 Marriott 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 \$13 per 6' X 18" table. In-room table rental fees will be billed to your guest room. Tablecloths will be provided by the Marriott Hotel on a first-come, first-served basis.  
Please be precise in indicating the number of in-room tables needed. The Marriott rents these tables for our use and manages the rental inventory closely to contain costs; providing the Marriott an accurate count of in-room tables needed is one way that HB, Inc. keeps Marriott 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 Marriott rooms or exhibit areas.**

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