



# SPRING WORLD® 2016

October 5 - 7, 2016

(Exhibitor Move-in: October 3 - 4, 2016 & Move Out: October 8, 2016)

Donald E. Stephens Convention Center  
Sponsored by the Chicago Association of Spring Manufacturers, Inc.

## Application and Contract for Exhibit Space

By submitting a signed copy of this APPLICATION & CONTRACT, we request Exhibit Space in SPRING WORLD 2016 in accordance with our preferences listed below. We agree to pay for said space the sum shown on the official price list. We agree to pay a deposit of twenty-five percent (25%) of the cost of the space assigned within thirty (30) days of receipt of invoice, and the balance to be paid on or before May 1, 2016. Checks will be make payable to CASMI. Exhibit space assignments cannot be guaranteed until the deposit has been received. All exhibit costs for floor space must be paid in full at least ten (10) days prior to the start of the Trade Show. Failure to pay in full by this date will result in the exhibit not being set-up in the Hall. There will be no exceptions to this policy.

We understand that allocation of space will be made in the order applications are received, and with consideration given for previous participation. We also understand that attendance at this show will be limited to those persons who are approved by the CASMI Show Credentials Committee, based on the criteria that attendance is limited to personnel from job shop manufacturers engaged in the contract manufacture of springs and/or precision metal forms as a primary activity, and whose products are sold to other companies as piece parts assembled in the customers' products wire forms, rather than their own proprietary products. This specifically omits OEM's and suppliers to the spring manufacturing and wire forming industry who are not exhibitors.

We agree to comply with all instructions, rules and regulations given in the GENERAL INFORMATION, RULES AND REGULATIONS, which is part of this APPLICATION & CONTRACT, and we agree to submit promptly all information requested by Show Management in the Exhibitor Services Manual, periodic bulletins and by other means.

We agree to adhere to and to be bound by (i) all applicable federal state and local laws, including, without limitation, all applicable fire, utility and building codes and regulations, the federal Americans with Disabilities Act, and the Illinois Human Rights Act; (ii) all rules and regulations of the Donald E. Stephens Convention Center; (iii) the terms of any and all leases and agreements between CASMI and the Donald E. Stephens Convention Center; and (iv) the terms of any and all leases and agreements between CASMI and any other party relating to the show. Exhibitors shall not, or permit others to do, anything at the show that would cause a difference in conditions from those previously approved by the insurance carriers of CASMI or the Donald E. Stephens Convention Center.

We agree to indemnify, hold harmless and defend CASMI, its officers, directors, members and agents, from and against any and all liability, responsibility, loss, damage, cost or expense of any kind whatsoever (including, but not limited to, attorney's fees) that they may incur, directly or indirectly, because of any act or omission by exhibitors or their employees, agents, licensees, or invitees. We further agree that CASMI, its officers, directors, members, employees and agents, shall not be responsible in any way for (i) damages loss or destruction of any property of the exhibitors or (ii) injury to the exhibitors or their employees, agents, licensees or invitees.

### BOOTH PRICING *Rates effective January 1, 2015):*

100 - 200 sq. ft. cost \$25.00/sq.ft.    300 - 500 sq.ft. cost \$24.00/sq.ft.    600 - 900 sq.ft. \$23.00/sq.ft    1000 sq.ft. and over \$22.00/sq.ft.

### BOOTH PREFERENCES:

Space Number(s)	Total Square Feet	Rental Cost	25% Deposit Amount
1st Choice: _____	_____	_____	_____
2nd Choice: _____	_____	_____	_____
3rd Choice: _____	_____	_____	_____

SPACE ASSIGNED \_\_\_\_\_

TOTAL COST \_\_\_\_\_

DEPOSIT DUE (25%) \_\_\_\_\_

**Contract Accepted by:**  
*Chicago Association of Spring Manufacturers, Inc.*

Per: \_\_\_\_\_

Date: \_\_\_\_\_

ACCEPTANCE OF TERMS - I, the duly authorized representative of the undersigned company, on behalf of the said company, subscribe and agree to all the terms, conditions, authorizations, and covenants contained in this Application & Contract for exhibit space and the attached General Rules and Regulations.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Email address \_\_\_\_\_

Website \_\_\_\_\_

**Complete and return two copies to:**



350 S. Poplar Avenue  
Elmhurst, IL 60126

# SPRING WORLD® 2016

Revised 3/2/15

Sponsored by the Chicago Association of Spring Manufacturers, Inc.

## GENERAL INFORMATION, RULES AND REGULATIONS

1. **SHOW SPONSORSHIP AND MANAGEMENT** - The Show is produced by the Chicago Association of Spring Manufacturers, Inc. hereafter referred to as CASMI. CASMI will provide all show management functions and establish all show policies. Each prospective exhibitor is required to sign the APPLICATION AND CONTRACT for space. By doing so, he subscribes to the GENERAL INFORMATION, RULES AND REGULATIONS which is a part of this APPLICATION AND CONTRACT.
2. **COST OF SPACE** - Standard booth is 10'x10'. CASMI will provide each 10'x10' booth the following, that are usually contracted by the individual exhibitor: booth carpeting, daily vacuuming, one skirted display table, two side chairs and one wastebasket\*\*.  
BOOTH COSTS: 100 - 200 square feet @ \$25.00 per square ft.\*  
300 - 500 square feet @ \$24.00 per square ft.\*  
600 - 900 square feet @ \$23.00 per square ft.\*  
1,000 or more square feet @ \$22.00 per square ft.\*  
\* Rates subject to change prior to contract finalization.  
\*\* Complimentary items must be requested on the appropriate form as stated in the Exhibitor Services Manual/Exhibitor Kit. Exhibit rates effective January 1, 2015.
3. **RECEIPT OF PAYMENT** - All exhibit costs for floor space must be paid in full at least ten business days prior to the start of the trade show. Failure to pay in full by this date will result in the exhibit not being set-up in the hall. There will be no exceptions to this policy.
4. **BOOTH SPACE INCLUDES** - Eight-foot draped back wall; three-foot draped side rails; and two-line 7" x 44" sign showing exhibitor's name, city, state and booth number. \*\*Each booth will be furnished with one draped table, two chairs, and one waste basket. Entire exhibit area is carpeted. Nightly cleanup service will include vacuuming. All other services and furniture rental will be additional per information provided in the Exhibitor Services Manual.  
\*\* Complimentary items must be requested on the appropriate form as stated in the Exhibitor Services Manual/Exhibitor Kit.
5. **SPACE ASSIGNMENT** - Space will be assigned in the order applications are received. Priority will be given to returning exhibitors who reserve their space by the March 1, 2015 early bird deadline.
6. **SHOW ATTENDANCE** - Attendance will be limited to job shop spring, four-slide, wire forming and stamping manufacturers. Those attending will require the approval of CASMI's Credentials Committee. An official badge must be worn at all times in the hall, and is not transferable. All requests for admission badges must be cleared through Show Management, which shall have sole control of all admission policies at all times. Children under 14 years of age will not be admitted. Those under 16 must be accompanied by a responsible adult.
7. **EXHIBIT HOURS** - Exhibitors are required to have personnel available in their booths during the following official show hours:  
Wednesday, Oct. 5, 2016 EXHIBITS OPEN 9:00am to 5:00pm\*  
Thursday, Oct. 6, 2016 EXHIBITS OPEN 9:00am to 5:00pm\*  
Friday, Oct. 7, 2016 EXHIBITS OPEN 9:00am to 12 Noon\*  
\* Show Hours are subject to change
8. **ROOM ENTERTAINMENT** - Any on-floor entertainment must be approved by Show Management. No room entertainment will be permitted by anyone who is not an exhibitor. All listings or announcements on hotel lobby directories must be approved by Show Management.
9. **INSTALLATION AND REMOVAL DATES:**  
**SET-UP**  
Monday, Oct. 3, 2016, 8:00am - 4:30pm  
(move-in/set-up for Exhibitors with 400 or more sq. ft.)  
Tuesday, Oct. 4, 2016, 8:00am - 4:30pm  
(move-in/set-up for ALL Exhibitors)  
**DISMANTLING AND MOVE OUT:**  
Friday, Oct. 7, 2016, 12:00 Noon Start dismantling & pack-up.  
Saturday, October 8, 2016 ALL EXHIBITORS MUST BE OUT OF THE EXHIBIT HALL BY 6:00 PM.
10. **PHOTOGRAPHS** - No photographs will be allowed except with the special permission of both the exhibitor and CASMI.
11. **SALES TAXES** - Exhibitors are solely responsible for collecting and paying all applicable sales and use taxes resulting from sales made at this show.
12. **DISPLAY AND EXHIBIT LIMITATIONS** - The exhibitor will not erect or maintain a back wall higher than eight feet unless approved. The returns on any display may not exceed four feet from the back wall. Any questions related to the appearance and operation of exhibits shall be resolved by decision of the CASMI Show Committee.
13. **EXHIBIT HALL LABOR** - Exhibitor agrees to abide by Labor Rules in effect at the Donald E. Stephens Convention Center, as stated in the Exhibitor Services Manual. Rosemont Exposition Services is the official show contractor. Overtime Labor can be arranged if needed. Time and one-half rates apply Monday - Friday after 4:30pm and all day on Saturday.
14. **SERVICE ORDER FORMS** - All advanced service orders, furniture orders, electrical orders, etc. must be placed directly with Rosemont Exposition Services by the date published in the Exhibitor Services Manual. Higher rates will apply for items ordered after the deadline.
15. **INSURANCE CERTIFICATION REQUIRED** - A current valid certificate of insurance listing CASMI, SpringWorld and the Donald E. Stephens Convention Center (DES) as additional insureds under the policy is required of ALL exhibitors. CASMI and DES may take precautions to safeguard exhibitor's property by various means. However, they will not be liable for damage or loss to exhibitor's property through theft, fire, accident or any other cause. Exhibitors should insure their own exhibit and display materials, and have general liability coverage for their participation. Certificate specifications will be provided upon acceptance of exhibitor contract. CASMI shall not be liable for any injury that may occur to show visitors, exhibitors or their agents and employees or others.  
**A current valid certificate must be on file with show management before an exhibitor can set-up the exhibit.**
16. **CANCELLATION OR WITHDRAWAL** - An exhibitor may cancel or withdraw from the show subject to the following conditions and restrictions:
  - a. The exhibitor shall give Show Management notice in writing of his intention to cancel or withdraw from the show.
  - b. In the event the said notice is received by CASMI on or before April 1, 2016 there shall be no penalty.
  - c. In the event that said notice is received by CASMI after April 1, 2016, but on or before June 1, 2016, the exhibitor shall be obligated and agrees to pay a cancellation charge of 25% of the total cost of the space assigned.
  - d. In the event the said notice is received by CASMI after June 1, 2016, but on or before July 1, 2016, the exhibitor shall be obligated and agrees to pay a cancellation charge of 50% of the total cost of the space assigned.
  - e. In the event the said notice is received by CASMI after July 1, 2016, but on or before September 1, 2016, the exhibitor shall be obligated and agrees to pay the total cost of the space assigned.
  - f. In the event of cancellation, CASMI shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the cancelled exhibitor.
17. **DEFAULT OF OCCUPANCY** - Any exhibitor failing to occupy the contracted space by 10:00am, October 5, 2016 but not cancelled in advance is obligated to pay the full cost of such space. In that event, CASMI shall have the right to use said space to suit its own convenience, including selling the space to another exhibitor. CASMI assumes no responsibility for having included the name of the defaulting exhibitor company and/or its products in the Show Program, and/or other publications, or publicity.