APPLICATION FOR EXHIBIT SPACE
MID-WEST TRUCK & TRAILER SHOW

FEBRUARY 7 - 8, 2020 • PEORIA CIVIC CENTER • PEORIA, ILLINOIS

RETURN THIS APPLICATION
WITH YOUR CHECK TO:

Show Manager
Mid-West Truckers Association
2727 N. Dirksen Parkway
Springfield, IL 62702

www.MidwestTruckShow.com

FOR M.T.A. USE ONLY:

Date Received: _____ Booth(s) Assigned: _____

Price of Booth(s): $_____

Member Discount (10%): $_____

Amount Due: $_____

Amount Received: $ _____

MTA Associate Business Member

Yes ☐ No ☐

"M.T.A." used anywhere on this application or agreement shall mean "Mid-West Truckers Association, Inc."
"Civic Center" used anywhere in this application or agreement shall mean "Peoria Civic Center"

WE HEREBY APPLY, SUBJECT TO THE TERMS PRINTED ON THIS FOUR-PAGE APPLICATION, FOR EXHIBIT SPACE THAT WE MAY OCCUPY IN THE EXHIBITION AREA. A COMPLETED AND SIGNED APPLICATION AND FORMAL NOTICE OF BOOTH ASSIGNMENT CONSTITUTE A COMPLETED CONTRACT.

WE WILL NEED A TOTAL OF _____SQUARE FEET OF EXHIBIT SPACE.

1ST CHOICE _____ 2ND CHOICE _____ 3RD CHOICE _____

REQUIRED INFORMATION

We would like our identification sign to read:_____

Describe product(s) and/or service(s) to be exhibited in exhibit space: _____

_____

Describe size and weight of any large and/or heavy items weighing over 100 lbs.(such as truck engines, etc) which will need special equipment to move into the exhibit area on Thursday, February 6, 2020:_____

NAME OF EXHIBITOR COMPANY:_____

The following individual is named as our "On-Site Representative":

Name:_____

Address:_____

Phone: _____ FAX: _____

E-Mail Address: _____

All Exhibit Information (order forms, etc.) for our display should be sent to:

Name:_____

Address: _____

Phone: _____ FAX: _____

E-Mail Address: _____

APPLICATION AUTHORIZED BY:

Signature _____

Please Print Name: _____ Title: _____

Address: _____

Phone: _____ FAX: _____

E-Mail Address: _____Company website: _____

IF PAYING BY CREDIT CARD (VISA, MC, DISCOVER):

Name on Card:_____Card #_____CVS#_____Exp._____

APPLICATION ACCEPTED BY M.T.A.: Date: _____

MID-WEST TRUCK SHOW RULES & REGULATIONS

BOOTH LOCATIONS: are as indicated on the exhibit diagram.

SPACE AVAILABLE: Every effort will be made to accommodate exhibitors' requests for booth space. Previous exhibitors will have initial preference for all booth space at the 2020 Show. All completed contract requests for first-preference space must be received with full payment by October 11, 2019. After October 11, 2019, all spaces will be assigned on a first-come first-served basis, upon receipt of completed contract and full payment due.

DESCRIPTION OF BOOTH SPACE: Space may be secured for a minimum of 100 square feet (10' x 10') or multiples thereof. In addition, bulk spaces for large equipment are available. Each 10' x 10' space or large equipment space shall be provided with one (1) 72" x 24" undraped table, two (2) side chairs, and one (1) 7" x 44" identification sign. Each regular booth (excluding large equipment space) will have an 8' high black and white background drapery and matching 3' high division curtains of flameproof fabric suspended from aluminum stanchions. **See UTILITY NEEDS section for information on any electrical needs you may have.** Nothing shall be hung on the curtains or stanchions without the approval of the show decorator.

We will have a rest area in the Truck Show exhibit area. There is no smoking in the Truck Show exhibit area.

BOOTH SPACE FEE SCHEDULE:

# of 10' x 10' spaces	Square footage	Cost per sq. ft.
1 or 2	100 - 200	$6.00
3 - 5	300 - 500	$5.50
6 - 11	600 - 1100	$4.25
12 - 17	1200 - 1700	$3.75
18 - 23	1800 - 2300	$2.90
24 or more	2400 or more	$2.65

Every 10' x 10' corner and end booth will also be assessed a $50 premium space surcharge.

A charge of 25% of the rental fee will be made on all cancellations received in writing prior to November 4, 2019. Cancellations after that date will be charged full space rental.

UTILITY NEEDS: If you need any electricity, water, telephone or internet service in your exhibit space, please watch for the special e-mail that will be sent out by our Convention decorator, EXCEL DECORATORS. The form and the proper fee must be prepaid and returned to the Peoria Civic Center at least two weeks before the set-up begins. If you miss that deadline the cost for service will be greatly increased.

FIRE AND ELECTRICAL REGULATIONS: All exhibitors must abide by the fire and electrical regulations of the City of Peoria.

AISLES: All aisles will be covered in a red carpet for the pleasure of all show attendees. Floors inside the exhibit space are NOT carpeted. If you desire carpet in any exhibit space, contact our show decorator.

EXHIBIT HOURS:
Friday, February 7, 2020, 9:00 AM - 5:00 PM

Saturday, February 8, 2020, 9:00 AM - 4:00 PM

INSTALLATION OF EXHIBITS: Trucks, truck tractors, trailers and other large exhibits must be put in place on Thursday, February 6, 2020 between 8:00 AM and 1:00 PM. You will receive a scheduled placement time. Failure to be available at that time will void this contract and no refund will be made! All vehicles must be free of snow and moisture before they can be placed on the exhibit floor. All other exhibits will be set up on Thursday, February 6, 2020 between 1:00 PM and 5:00 PM. Failure to have your booth completed by 5:00 PM will cause you to be assessed a $100 late fee! NO ONE WILL BE PERMITTED TO ASSEMBLE OR DISASSEMBLE EXHIBITS DURING EXHIBIT HOURS.

The Peoria Civic Center does not allow the spraying of "Armor All" or other silicone-type tire treatment products on the trade show floor. All tire treatments using silicone-based products must be completed outside of the Civic Center. This directive does not apply to water-based tire treatment products.

Any items that will require special equipment to move must have prior approval of show management. Please contact Mid-West Truckers Association at (217) 525-0310 by January 4, 2020 if you need to move engine blocks, large pieces of equipment or other items that will need a forklift.

REMOVAL OF EXHIBITS: Dismantling may not begin until after 4:00 PM on Saturday, February 8, 2020, and must be completed with all exhibits removed from the Civic Center by 6:00 PM. **ANY EXHIBITOR OR THEIR EMPLOYEE OR AGENT WHO BEGINS DISMANTLING ANY DISPLAY OR LEAVES IT UNATTENDED PRIOR TO THE 4:00 PM CLOSING HOUR WILL FORFEIT THAT COMPANY'S BOOTH SPACE RENEWAL ELIGIBILITY FOR THE NEXT YEAR, AND BE ASSESSED A $100 EARLY REMOVAL FEE!**

UNLOADING AND LOADING: The Peoria Civic Center will have several loading docks and two drive-in doors (up to 16' x 18'). In addition, there are numerous walk-in doors throughout the facility. The Peoria Civic Center will arrange for special parking that will allow you to park in the lots immediately adjacent to the Civic Center while actively loading or unloading show materials.

LONG TERM TRUCK PARKING: All Peoria hotels will provide free parking for all registered guests in automobiles and passenger trucks. However, if you have a large vehicle or truck, please contact the Association office before January 6, 2020 to make arrangements for long-term parking for those vehicles at the Peoria Civic Center lots. No long term parking is allowed on the street.

SECURITY: Reasonable precaution will be taken to protect property during the installation, show and removal periods. However, neither M.T.A. nor the Peoria Civic Center is responsible for the safety of the property of any exhibitor from theft, damage by fire, accident, vandalism or other causes. If you have a special need, please contact the M.T.A. staff.

RESTRICTIONS: The M.T.A. reserves the right to cancel, restrict or prohibit for any reason without recourse any exhibits, which because of noise, method of operations, or any other reason they deem to be objectionable. The right to display and offer information about products or services within or without the Peoria Civic Center is held exclusively for exhibitors and such activities will not be allowed by anyone other than paid exhibitors.

NOISE RESTRICTION: Due to numerous complaints, any sounds or music must be kept at a level so as not to project beyond the confines of the exhibitor's space. All exhibitors are required to get prior approval from Show Manager for any equipment, demonstration or entertainment that will generate any significant noise beyond their booth space which may disturb other exhibitors or Show attendees. Generally, any such activity whose noise goes beyond the booth space will be prohibited.

(Rules and Regulations continued on following page)

MID-WEST TRUCK SHOW RULES & REGULATIONS

SUBLETTING OF SPACE: No exhibitor shall assign, sublet or apportion the whole or any portion of space allotted, nor exhibit therein, any goods other than those manufactured or distributed by the exhibitor in the regular course of his business, or permit any representative of any firm not exhibiting to solicit business, or take orders in his space without the approval of the show manager.

DEFACE PREMISES: No exhibitor or their employees or helpers shall injure or mar, or provide any items that may in any manner deface the premises, and will not drive or permit to be driven nails, hooks, tacks or screws into any part of said building. If any exhibitor, their employees or helpers should deface or cause to be defaced, injure or mar said building, they shall be responsible to pay the Peoria Civic Center to restore said premises to its original condition.

POSTERS AND SIGNS: No exhibitor shall post or exhibit any signs, advertisements or equipment outside their assigned space(s) without prior permission of the show manager.

LIABILITY: All exhibitors herewith agree to indemnify and forever hold harmless the Peoria Civic Center and M.T.A. for any damages, all losses, costs (including attorney fees), liability, or expenses arising out of any liability or claim of liability, for injury or damage to persons or property sustained or claimed to have sustained by reason of the use or occupation of the facilities before, during or after this show.

CANCELLATION: In case the premises of the Peoria Civic Center are destroyed or damaged, or if the exposition fails to take place as scheduled, or is interrupted or discontinued, or interfered with by any act of God, emergency declared by any government agency, or by the M.T.A. for any other reason, the exhibit contract may be terminated by M.T.A. In the event of any such termination, Exhibitor releases M.T.A. and waives any and all claims for any type of damage, and agrees that the sole liability of M.T.A. shall be to return to each exhibitor that exhibitor's space payment, less the exhibitor's pro-rated share of loss and expenses incurred and committed by M.T.A. for the Exposition.

AMENDMENTS: Any and all matters not specifically covered by the preceding rules and regulations should be subject solely to the decision of the M.T.A. M.T.A. shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of the exhibitors. Each exhibitor, for itself and its employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

EXHIBITOR REPRESENTATIVES: The Exhibitor will name one individual as his duly authorized "on-site representative" to have charge of the exhibit, and hereby accepts and assumes responsibility for such representatives or alternates being in attendance at the exhibit throughout all exhibit periods.

ARRANGEMENTS FOR SPECIAL EQUIPMENT AND/OR SERVICES may be made with the official decorator: EXCEL DECORATORS, INC., 3600 Winchester Road, Springfield, Illinois 62707, phone (217) 528-4024, for supplemental equipment such as carpet, extra tables, chairs, or other furniture items. In addition, skilled labor is available, if needed, for the installation and dismantling of displays from EXCEL DECORATORS, INC. at prevailing rates. Order forms for these services will be accessible from Excel Decorators approximately 45 days in advance of the Truck Show.

NOTE: EXHIBITORS MAY HANDLE THEIR OWN DISPLAYS AND MATERIALS!

SHIPPING INSTRUCTIONS: No items may be shipped directly to The Peoria Civic Center! All such shipments will be refused! NO EXCEPTIONS!

All materials must be shipped Pre-Paid to: *(Your Company Name), c/o Excel Decorators, 3600 Winchester Road, Springfield, Illinois 62707.* Contact Excel Decorators for their cartage charges. PLEASE ALERT YOUR SHIPPING DEPARTMENT OF THIS REQUIREMENT!

DISCOUNTS: All M.T.A. Associate Business Members are entitled to a discount of 10% of the total space rental fee if completed contract and full payment is received before October 11, 2019.

FREE SHOW TICKETS: Each exhibitor will receive free show tickets for distribution to their customers. All Mid-West Truckers Association Convention registrants are admitted free. **CALL THE M.T.A. OFFICE AT (217) 525-0310 TO REQUEST YOUR FREE TICKETS. NO LIMIT.**

PLEASE NOTE:

10' x 10' Spaces: 137 - 815
10' x 20' Spaces: BB, T & U
10' x 70' Spaces: AA, A - F
20' x 20' Spaces: S & V
20' x 30' Spaces: N, P, GG, HH & II
20' x 50' Space: FF
20' x 60' Spaces: G, Y, DD & EE
20' x 70' Space: O
20' x 80' Spaces: R & Z
30' x 60' Spaces: J, K, M & W
30' x 80' Space: CC
40' x 60' Space: L
60' x 70' Space: Q
60' x 80' Spaces: H & I

MID-WEST TRUCK & TRAILER SHOW

MID-WEST TRUCKERS ASSN INC. MTA

February 7 & 8, 2020

Peoria Civic Center
Peoria, Illinois

www.midwesttruckers.com

2018 TSNN WINNER
TOP TRADE SHOW

PCC HALLS A-D

Note Post : Booths R,T,U & Y