

EXHIBITOR REGISTRATION FORM

2023 Reimagine Business Expo – Illinois



REIMAGINE BUSINESS EXPO

Building Wealth and Community

LOCATION: RIVER'S CASINO NEW CONFERENCE CENTER
3000 River Road, Desplaines, IL

CONTACT: Siri Hibbler, Host
Siri@ilbcoc.org
312.970.9036

Industry/Company/Organization: _____

Street Address: _____

City/Town: _____ Province/Territory: _____ Postal Code: _____

Telephone: _____ Fax: _____

Main Contact (person who will be on site at the Expo):

First Name: _____ Last Name: _____

E-mail Address: _____

First/Last Name of second person to work at booth:

First Name: _____ Last Name: _____

Business & Job Fair Exhibitor Space (please check):

_____ 6 ft booth (corporate over 100 employees) **@\$500**
Includes: a prime location within the Exhibit Hall; one (1) table; two (2) chairs; booth signage with company name; company/organization description and logo within the expo guide and on all advertising material and free workshop session space (reserve the workshop space via email to siri@siriocityholdings.com).

_____ 6 ft booth (small business) **@\$250** Includes: one (1) table; two (2) chairs; booth signage with company name: company/organization name listed in expo guide and on all advertising material.

_____ 6 ft booth (non-profit) **@\$100** Includes: one (1) table; two (2) chairs; booth signage with company name: company/organization name listed in expo guide and on all advertising material.

_____ 6 ft booth (chamber members) @\$100 Includes: one (1) table; two (2) chairs; booth signage. with company name, company/organization name listed in expo guide and on all advertising material. (Please email the name of your chamber to siri@ilbcoc.org) membership will be verified.

_____ 6 ft booth (Illinois Chambers) @\$FREE Includes: one (1) table; two (2) chairs; booth signage. with company name, company/organization name listed in expo guide and on all advertising material.

All other services related to the trade show booth are the responsibility of each exhibitor. This includes but is not limited to table draping and marketing material, shipping, storage, and handling.

Set-up time: Monday, September 25th between the hours of 10:00 am and 2:00 pm. Prior approval needed, please send an email to Siri@ilbcoc.org to confirm that you will be setting up on this day for onsite security purposes.

Additional Set-up time: Tuesday, September 26th between the hours of 6:00 am and 8:00 am. Please confirm your time by sending an email to Siri@ilbcoc.org for this day.

OTHER:

- Will you need an outlet? (Yes) / (No). Outlets are limited to first requested, first served.
- Do you have any dietary concerns that we should be aware of? (Yes) / (No). If so, please list them here: -

- Parking: There is plenty of free parking in the Garage.
- The Conference Center is located on the 3rd level of the Casino.
- Equipment/Luggage: If you have large boxes, you will need to enter through loading, we will provide you with instructions upon request. If you have items that are light weight and on wheels and can be rolled through the casino, please feel free to do so.
- Continental Breakfast is at 8:00 am. If you would like a complimentary boxed lunch please let us know via email at siri@ilbcoc.org. The Casino has onsite restaurants as well.
- Your team will receive colored badges, please let us know how many will be attending here: Number of team members that will be attending: _____

Method of Payment

Method of Payment (please select one)

- Company/Organization Check
(Enclosed)
- Money Order/
Certified Check
(Enclosed)
- Visa
- MasterCard
- Amex

If paying by credit card, please complete the following:

Card Number: _____ Exp (MM/YY): _____ / _____

Card Holder's Signature: _____

Print name: _____

Payment Information:

**Please submit ALL electronic payments via online at
<https://www.reimaginebusinesssexpo.com>**

Exhibitors must submit this registration form with payment prior to September 15th. **Booth Fees are non- refundable.**

Exhibitor Guide/Space Assignment:

Exhibit Space will not be assigned, tables will be filled on a first come/first seated basis, unless you have requested an Outlet and one is assigned. Set-up Time is Monday, September 25th from 10:00 am to 2:00 pm or Tuesday, September 26th from 6:00 am to 8:00 am.

September 26th: Exhibit take-down is 5:00 pm – 7:00 pm.

Confirmation:

A confirmation of the receipt of your registration form will be provided within 48 hours. If you do not hear back from the team, please contact Siri Hibbler directly at 312-970.9036 or by email: Siri@ilbcoc.org.

ILBCOC Office Use
Only:

Date Received: