



TOP THINGS YOU NEED TO KNOW TO EXHIBIT IN THE APRIL 9th CAA TSEC (TRADE SHOW & EDUCATION CONFERENCE)

1. The event will be held at Drury Lane Theatre & Conference Center in Oakbrook Terrace, IL.
2. Visit www.caatradeshow.com to view the 2019 floor plan...hover your mouse over each booth to see how much it costs
3. Exhibitor companies (& their employees) are the ONLY suppliers/associate members that can attend the trade show
4. By Friday, March 22nd, you MUST*:
 - a. Have your company's 2019 CAA Associate Membership dues paid in full
 - b. Have your booth invoice paid in full
 - c. Email Lisa Henning (lisa@caapts.org) a Certificate of Insurance (COI) *that meets the following requirements:*
 - i. COI is valid through (& including) the day of the 4/9/19 event
 - ii. The Chicagoland Apartment Association (CAA) is named as the "Certificate Holder"
 - iii. Both Chicagoland Apartment Association (CAA) AND Drury Lane Theatre & Conference Center listed as "Additional Insured's"
 - iv. The following (*recommended*) coverage:
 - v. \$1,000,000 Each occurrence
 - vi. \$2,000,000 Aggregate General Liability
 - vii. \$1,000,000 Umbrella (*if the exhibiting company has it*)"
- (A sample COI is available on the 2019 TSEC Exhibitor Information page online)
5. You will need to agree to comply with CAA's Terms of Service Agreement at the point of registration/if you want to exhibit
6. Booth prices do NOT include lunches for booth staff (additional \$30 per person) or electricity (offered separately through our exhibitor services company MCS)
7. Booth prices DO include everything listed in the table on the 2019 TSEC Exhibitor Information page online for your commensurate booth type, 1 wastebasket, carpeting (*Drury Lane is carpeted*), a standard (*not customizable*) 7" x 44" white sign with company name in black letters, wireless internet provided through Drury Lane, and an enhanced profile (*via the digital floor plan*) to promote your products & services on the official TSEC web page www.caatradeshow.com
8. A Pre-Show Attendee List & Post-Show Attendee List (1 each) are emailed to exhibitors *without* email addresses per the CAA policy established by the CAA Board of Directors (*dates for the lists, as well as additional list information, is available at www.caatradeshow.com*)
9. This year's theme is "Play to Win," and we encourage exhibitors to play off the theme in their booths through attendee games, décor, booth staff attire, etc.

**Exhibitors that do not adhere automatically forfeit their booth space & still owe payment*