



Trip Seminar 2024

Contract

Sheraton Suites Chicago O'Hare
6501 N. Mannheim Road
Rosemont, IL 60018
847-699-6300
May 18, 2024

The undersigned (Exhibitor) hereby contracts with the Chicago Metropolitan Ski Council for participation in Trip Seminar. All parties have read and agreed to be bound by the provisions set forth in this Contract and in the Rules and Regulations which are part of this Contract. Exhibitor hereby contracts for:

- _____ One Standard Exhibition Room. Base package fee includes: Badge, Sign and Directory. Friday and Saturday nights lodging in a double room (king and sleeper sofa) on the Exhibition Floor, Friday Welcome Reception, Saturday Breakfast, Lunch and Beer Party. **Each package allows two (2) representatives.** \$1100
- _____ Additional Representative Fee includes: Welcome Reception, Breakfast, Lunch, Beer Party, Badge and Directory. \$150 each
- (For additional sleeping rooms, off the Exhibition Floor, contact the Sheraton Suites Chicago O'Hare, 1-888-627-8117, ask for reservations. **You must mention** Chicago Metropolitan Ski Council Show to get the special rate. Rate expires on April 24p, 2024.)
- _____ Additional Sign \$ 25 each
- _____ Are you interested in sponsoring the beer party? If yes, amount of donation. \$_____
- Total Remitted \$_____

**All room assignments will be based on the dated receipt of contract and payment in full.
Late registrations may be located in corner rooms.**

ALL FEES MUST BE PAID IN ADVANCE.

**Please return a copy of your contract with your payment in full (U.S. dollars only)
made out to CMSC or Chicago Metropolitan Ski Council to:**

CMSC Trip Seminar • c/o Jody J. Jurgeto • 227 Deerpath Drive W. • Schererville, IN 46375-2198 U.S.A.
jody.cmssc@gmail.com

SEE RULES AND REGULATIONS

CMSC does not accept credit cards as payment.

****DO NOT SEND VIA FEDERAL EXPRESS****

DO NOT SEND TO THE CMSC POST OFFICE BOX

If you send other than US postal, please contact Jody (219-713-0211) for mailing address.

PLEASE COMPLETE THE FOLLOWING (Please print clearly, and use black or blue ink.):

Company Name: _____ Phone: _____

Address: _____ Contact: _____

City, State, Zip: _____ Submitted By: _____

If your check is issued under a parent company/corporate office, please indicate that company for cross reference purpose.

Corporate Office Name (if applicable): _____

CHICAGO METROPOLITAN SKI COUNCIL hereby accepts the above contract:

Accepted By: _____ Date Rec'd: _____ Check #: _____ Amount Rec'd: _____

**All room assignments will be based on the dated receipt of contract and payment in full.
Late registrations may be located in corner rooms.**

RULES AND REGULATIONS

(Please Read Carefully)

These Rules and Regulations are an integral part of the Contract for Trip Seminar and are intended to protect the welfare of all participating companies in Trip Seminar (hereinafter singularly called "Exhibitor" and collectively called "Exhibitors"). Any situation not covered herein is subject to determination by the Trip Seminar Coordinators.

1. **EXHIBITOR:** All companies paying a participation fee are "Exhibitors" and shall have all rights, privileges, and liabilities as set forth in the Contract and the Rules and Regulations.
2. **ELIGIBILITY:** The following are eligible to participate in Trip Seminar: **a.** Lodging associations **b.** Ski & snowboard areas/destination resorts **c.** Transportation companies **d.** Travel agents/tour operators **e.** Organizations representing any of the above
3. **EXHIBIT FEE:** Exhibitor base package price of \$1100, includes: Badge, Sign and Directory. Friday and Saturday nights lodging in a suite on the Exhibition Floor, Friday Welcome Reception, Saturday Breakfast, Lunch and Beer Party. Each package allows for two (2) representatives.
4. **EXHIBIT FLOOR:** Consecutive floors of the Sheraton Suites Chicago O'Hare will be the Exhibition Floor(s). Each floor will have up to 30 (including corner rooms that do not have windows) rooms which will be assigned by CMSC. All room assignments will be based on the dated receipt of contract and payment in full. Late registrations may be located in corner rooms.
5. **EXHIBIT ROOM:** A standard room on the Exhibition Floor is included in the base package price. CMSC will provide a sign to be displayed outside each Exhibition Room (with verbiage supplied by exhibitor). Media presentations and distribution of food or non-alcoholic beverages in the Exhibition Room is permissible. Arrangements for same are to be made directly with the Sheraton Chicago O'Hare Airport Hotel. **CMSC is requesting that exhibitors refrain from serving any/all alcohol during the hours of 10:30AM–3:30PM at Trip Seminar. NO EXCEPTIONS. Your cooperation is greatly appreciated.** Nothing will be allowed in the Exhibition Room which, in the opinion of the Trip Seminar Committee, will in any way interfere with another Exhibitor. Room assignments on the Exhibition Floor(s) will be made by CMSC. Room changes requested within the Exhibition Floor(s) are to be made directly to the Trip Seminar Chairperson, NOT the Sheraton Suites Chicago O'Hare.
6. **CONVENTION SERVICES MATERIAL/EQUIPMENT:** If any media equipment is needed, the Exhibitor must make arrangements with the Sheraton Suites Chicago O'Hare, Convention Services Manager, Erin Ungurait at 847-699-3536.
7. **PARKING:** Guests of the Sheraton Suites Chicago O'Hare have a **30 minute grace period** to load and unload their vehicles. Parking rates for on-site parking are as posted. **Rates are subject to change without notice.** Additional parking is located in the satellite garage just southeast of the hotel. Check with the front desk.
8. **BOX/PACKAGE HANDLING:** If you plan to mail materials to the Sheraton Suites Chicago O'Hare in advance, please address your material to the address/person listed and include a **business card on outside of box for I.D.** to insure proper receipt of your shipped boxes. Mail to: Sheraton Suites Chicago O'Hare, 6501 N. Mannheim Road, Rosemont, IL 60018, Attn: Erin Ungurait, (For CMSC Trip Seminar, May 17-18, 2024). Your boxes should arrive at the Hotel no earlier than Wednesday, May 15, 2024. C.O.D. boxes or otherwise not fully prepaid will be refused by the Hotel. Boxes delivered before this period will not be accepted by the Hotel. Please contact Erin Ungurait, 847-699-3536, in advance that boxes are being sent including the quantity, size, arrival date, and the shipper at least one working day prior to delivery. If a shipment contains multiple boxes, they should be labeled 1 of 3, 2 of 3, 3 of 3. Individuals should make arrangements with the hotel business office to ship their boxes out of the Hotel. The individual is responsible for packing, sealing and labeling their own boxes. The Hotel will arrange shipping and all associated fees are the responsibility of the individual.
9. **HOUSEKEEPING SERVICE:** Saturday, May 18th —Between the hours of 7:30AM–8:45AM, housekeeping will be on exhibitor floors to see if exhibitor's rooms need to be serviced. If service is not needed, please place the "Do Not Disturb" sign on the door.
10. **SHOW SCHEDULE:**
Friday, May 17 — **Registration:** Trip Seminar Office — Room 706A, 6:00 PM to 9:00 PM
Welcome Reception: Sheraton I Room — 7:30 PM to 10:00 PM. Badges must be worn.
Saturday, May 18 —**Late Registration:** Trip Seminar Office — Room 706A, 8:30 AM to 10:30 AM
Breakfast: Flight, 6:30 AM to 10:00 AM. Badge must be worn. Breakfast voucher must be presented to your server. (Breakfast voucher is not replaceable.)
Trip Seminar: 10:30 AM to 12:30 PM, Exhibitor floor(s).
Lunch: Sheraton Grand Ballroom 12:30 PM to 1:30 PM.
Badge must be worn. Lunch voucher must be presented to your server. (Lunch voucher is not replaceable.)
Trip Seminar: 1:30 PM to 3:30 PM, Exhibitor floor(s).
Beer Party: Sheraton Grand Ballroom, 3:45 PM to 4:30 PM. Badge for admittance.
11. **BADGES/REGISTRATION:** Exhibitors must register. Materials may be picked up on Friday, May 17, from 6:00 PM to 9:00 PM or on Saturday, May 18, from 8:30 AM to 10:30 AM in the Trip Seminar Office, Room 706A. At the above mentioned times, the Trip Seminar packets will be distributed to each representative. Exhibitors and their representatives are required to wear badges during Trip Seminar show hours and at all its sponsored functions.
12. **LIABILITY:** Exhibitor agrees to protect, save, and keep the Chicago Metropolitan Ski Council and its respective Directors, Officers and Representatives forever harmless from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under or through the Exhibitor, and Exhibitor shall indemnify and hold them harmless, against any and all loss, costs, damages, liabilities, causes of action, debts or expenses arising from or by reason of any injury to Exhibitors, their employees, agents, or guests. The Chicago Metropolitan Ski Council Officers and Representatives will not be responsible for the loss of or damage to any goods from any cause whatsoever while in transit to or from or while in the Sheraton Suites Chicago O'Hare.
13. **EXHIBITOR'S AUTHORIZED REPRESENTATIVE:** Each Exhibitor must designate in its Contract one person to be its representative in connection with communications with the Chairperson of the Trip Seminar and the installation and operation of the Exhibit. Exhibitor assumes responsibility for such representative being in attendance during the Exhibition hours.
14. **CANCELLATION FEES AND REFUNDS:** There will be a **\$200 minimum cancellation fee plus any expenses incurred by CMSC prior to 11:59 pm CST April 12th. After 12:00 am CST April 12th, no refunds for cancellation of exhibitor base package fees or additional representatives.**
15. **GOVERNMENT REGULATIONS:** All Exhibitors hereby agree to strictly follow any and all rules and/or regulations promulgated by any and all governmental bodies having jurisdiction in any way over any aspect of the Trip Seminar.