

CHICAGOLAND



SAFETY, HEALTH & ENVIRONMENTAL CONFERENCE
Training EHS Professionals Since 1988

For Safety, Health, Environmental and Industrial Hygiene Professionals

www.chisafetyconf.org

Conference Expo September 18, 2024



American Society of Safety Professionals

- Northeastern Illinois
- Three Rivers
- Greater Chicago



Alliance of Hazardous Materials Professionals

- Chicago Chapter



Occupational Safety & Health Administration



American Industrial Hygiene Association

- Chicago Section



Location:
NIU-Naperville Center
1120 E. Diehl Road
Naperville, IL 60563
630-577-9101

Northern Illinois University
College of Engineering and Engineering Technology

A. Conference Sponsorship

The *Chicagoland Safety, Health & Environmental Conference* (CSHEC) is sponsored by the Northeastern Illinois Chapter - ASSP; the Three Rivers Chapter – ASSP; the Greater Chicago Chapter-ASSP; Chicago Local Section of the AIHA; the Chicago chapter of the Alliance of Hazardous Materials Professionals and in cooperation with the Occupational Safety & Health Administration; and Northern Illinois University – College of Engineering and Engineering Technology & National Safety Education Center.

B. Site

Conference Location:

Northern Illinois University
CSHEC
Naperville Campus
1120 E. Diehl Road
Naperville, Ill 60563-9347

Registration Address:

Northern Illinois University
Outreach Registration
DeKalb, IL 60115-2854
(815) 753-6900 Fax
DO NOT send to National ASSP

C. Exposition Hours (*Note: Exposition is One Day - Wednesday, 9/18/24*)

Business Expo Set-Up Hours:	7:30 am – 9:30 am
Business Expo Date & Hours:	10:00 am – 4:30 pm
Business Expo Break-Down:	4:30 pm – 5:00 pm (No breakdown prior to 4:30)

All displays must be set-up by 9:30 am on Wednesday, September 18th!

THERE IS NO BOOTH SETUP PRIOR TO 7:30AM ON WEDNESDAY.

All exhibitors must register and check in prior to set up, please see registration procedure.

No Exhibitor WALK-INS will be allowed to participate!

THERE WILL BE A MANDATORY EXHIBITORS MEETING AT 9:30 AM INSIDE THE EXHIBIT HALL.

D. Exhibitor Registration Form - Payment must be received at the time of registration

The Exhibitor Registration must be received by mail, fax or online at www.chisafetyconf.org with full payment and information on product/services to be displayed by September 1, 2024.

How to register and pay:

- If you wish to pay by credit card, register online at www.chisafetyconf.org/exhibit/ and submit payment information.
- If you wish to pay by check or corporate check, please mail payment and your exhibitor registration form, to Northern Illinois University, Outreach Registration, DeKalb, IL 60115.
- If you wish to pay by purchase order, please fax the P.O., organization's W-9, and registration form to 815-753-6900. You may scan and email to outreachregistration@niu.edu.

Once payment is received by NIU Outreach Services-Registration in DeKalb, the Terms and Conditions outlined in this packet shall constitute a binding contract. Each Exhibitor will receive confirmation of registration from the **NIU Registrar's Office**. **If you do not receive a confirmation, contact outreachregistration@niu.edu prior to September 18th to confirm.**

E. Booth Attendee Registration

As an Exhibitor, you are limited to two individuals at your booth (2 meal tickets are included). If you are registering your company for a booth, but will not be the attendee, please be sure that all booth attendees are given and read the vendor requirement information.

Additional booth attendees (over 2), including name badges and meal tickets, may be purchased during the registration process at a cost of \$50 each. Please complete the Additional Registrants section on the Exhibitor Registration Form if you wish to include additional individuals assisting with your exhibitor booth.

F. Name Badges

Name badges are required for anyone entering the Expo. Two badges are included with each paid exhibitor registration.

G. Eligibility

A primary purpose of the CSHEC Expo is to promote your products for the safety, health and environmental industries. Exhibitors are encouraged to display a broad spectrum of their EHS product lines with particular emphasis on new features and advanced technology.

H. Sales

Not a Sales Facility: This exhibit is not to be operated as a sales facility for exhibitors or patrons. Exhibitors shall not actively solicit visitors for sales or orders but may furnish visitors with a price list for their products or services and indicate on such list that visitors may purchase Exhibitors' products or services after the expo.

However, in order to stimulate interest in the safety, health and environmental industry in general, Exhibitors shall be permitted to take unsolicited orders for the sale of their products or services at the show as long as no cash is received, or credit extended, or product exchanged at the time the order is taken.

I. Space Equipment

Standard booth equipment will be supplied to all Exhibitors. Standard equipment includes **one (1) 6' x 30" covered and skirted table, two chairs and a trash can**. Exhibits shall not obstruct the view of adjoining exhibits nor be operated in any manner objectionable to other exhibitors. All lighting within the exhibit must be arranged and operated so as not to be distracting to adjacent exhibits. Sound devices operated in an objectionable manner in the opinion of the CSHE Steering Committee Chair shall be prohibited. All booths will be confined to a maximum height of 8'.

J. Space Assignment

ALL BOOTHS WILL BE ASSIGNED BY THE CSHE STEERING COMMITTEE CHAIR ONE WEEK PRIOR TO THE CONFERENCE. Information regarding location will be available at the conference registration

booth. Please make sure to provide any exhibitor booth request on your registration form; e.g. electricity needs, or direct competitors you would prefer not to be located near.

K. Decoration Materials

All materials used for decorative purposes shall be non-flammable and are subject to approval by the CSHE Steering Committee Chair. Crepe paper, corrugated paper, cardboard or other combustible materials shall be prohibited. Explosive and flammable materials which conflict with NIU or the Fire Department rules shall not be permitted.

L. Breaks and Lunch

In an effort to maximize foot traffic to the expo, breaks and lunch will be served inside the Exhibit Hall. Tables will also be available in the hall for attendees to use while taking breaks and eating lunch.

During 11:00am to 11:30am the doors of the hall will be closed so that vendors may enjoy their lunch without disruption from attendees. At 11:30am the doors will reopen, and conference attendees allowed back in.

M. Lead Generation

The CSHE Steering Committee recognizes the importance of lead generation for its expo vendors, but also respects the confidentiality of conference attendee's private information. All vendors with a paid registered booth will receive a list of conference attendees who have agreed to share their information with vendors.

All registered conference attendees will be given a name tag that includes the attendees name, title and company name. It is the responsibility of each vendor to capture this information as they see fit for future lead generation. Vendors and attendees have the opportunity to network through the conference app. Booth attendees must download the app in order to use the networking function with attendees.

N. Cancellation/Reduction by Exhibitor

- Notification of cancellation or reduction of booth space must be received in writing by NIU Outreach Services Registration office in DeKalb, IL.
- Cancellations/reductions received on or before Wednesday, August 21, 2024 are entitled to a refund minus a processing fee of 25% for unused booth space.
- Cancellations/reductions received after August 21, 2024 are not entitled to a refund and the exhibitor shall remain liable for unused booth space.

In the case of the Exhibitor not occupying booth space by 9:30 am, the Steering Committee Chair may authorize Conference Sponsors to occupy or reassign the booth space in such a manner as it may deem best for the show without, in any way, releasing the Exhibitor from any liability.

O. Registration Procedure and Location

ALL exhibitors must complete the EXHIBITOR REGISTRATION FORM and must register online with a credit card. If paying with a purchase order, fax registration form, PO, and W9 to 815-753-6900

and mail registration form and check to Northern Illinois University, Outreach Registration, DeKalb, IL 60115.

All exhibitors must be registered and check in prior to 9:30 am! Expo check-in on Wednesday, September 18th will be located in the NIU Naperville main lobby area from 7:30 am – 9:30 am.

*Please note – pre-paid name badges are required to enter the expo area on Wednesday. **Each individual participating in your booth must register at the exhibitor registration booth noted above.***

P. Insurance and Liability

The Exhibitor shall be fully responsible for and hereby releases the Conference Sponsors from any claims, liabilities, losses, damages or expenses relating to or arising from an injury to any person, or any loss of or damage to property where such injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the Expo. The Exhibitor shall protect, indemnify, hold harmless and defend the Conference Sponsors, its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation arising in any manner, directly or indirectly, from Exhibitor's participation in the Expo; provided that the foregoing indemnification shall not apply to injury, loss or damage caused by or resulting from the sole negligence of the Conference Sponsors, its officers, directors, agents or employees. It is the Exhibitor's sole responsibility to obtain, at his own expense, any or all licenses and permits to comply with all federal, state and local laws and City of Naperville ordinances for any activities conducted in association with or as part of the Expo.

The Conference Sponsors will provide the services of the NIU Security Unit during the periods of installation, expo and dismantling and Exhibitor agrees that the provision of such service constitutes adequate discharge of all obligations of the Conference Sponsors, their officers, directors, agents, contractors and employees, to supervise and protect Exhibitor's property within the Expo. The Conference Sponsors will not insure Exhibitor's property or assume responsibility of liability for any theft, damage or loss by any cause of property of the Exhibitor, his agents or employees, not for any injury that may occur to the Exhibitor, his agents or employees. Each Exhibitor is responsible for obtaining, for its protection and entirely at its expense, such property insurance for its exhibit and display material the Exhibitor deems appropriate. Any policy providing such property insurance must contain an express waiver by the Exhibitor's insurance company of any subrogation as to any claims against the Conference Sponsors, their officers, directors, agents or employees.

The Conference Sponsors will not be responsible for any lost or stolen items.

Small equipment and marketing items should be set out only during show hours to avoid the possibility of being lost or stolen.

Q. Electricity

Electricity shall be provided at no additional cost if requested. Please indicate on Exhibitor Registration Form your electrical needs. The CSHE Steering Committee Chair reserves the right to place exhibitors next to the nearest electrical outlet as possible. Only approved power strips and approved extension cords will be allowed and must be provided by the exhibitor.

R. Business Center

The NIU Business Center is available to receive faxes or to run limited copies. The Conference Sponsors are not responsible for any costs incurred. All charges will be the responsibility of the individual requesting the service and must be paid at the time of service.

S. Exhibitor Prize/Raffle for Conference Participants

In order to attract attention to their products and/or services each exhibitor is permitted to conduct a prize/raffle drawing for conference participants as they see fit. Exhibitors are responsible for collecting participant information for the drawing, notifying winners, and delivering prize(s) to the winner. There will be no general drawing organized or held by the Conference Sponsors after the expo.

T. Advertising/Marketing Opportunity for Exhibitors

The CSHE Steering Committee Chair will provide various avenues of advertising and marketing for the expo vendors. Advertising and marketing for each expo vendor will consist of their logo and website:

- On the conference website
- Table signage throughout each day of the conference
- Scrolling vendor logo slide show

New for 2024, all vendor logos, website address, company profile, along with a “Request More Information” button will be available through the conference app.

Each expo vendor must provide a JPEG, BMP, GIF, PDF, or TIFF file of their logo to Eric Hedman hedmane@naperville.il.us **September 6, 2024** that will be used to prepare the final advertising and marketing. Vendors may also provide their own advertising artwork, suitable to fit a 5” x 7” frame. **Vendors are encouraged to email their logo artwork as soon as possible.**

U. Lobby Booth Expo Vendors

Each expo vendor choosing to have a booth in the lobby will have addition advertising opportunities. Lobby vendors may select up to three (3) specific conference sessions where the vendor’s logo will appear on the session’s app page. The lobby vendor will also have a push notification delivered during that session along with recognition at the start of the session.

Session choices are limited to three (3) lobby vendors per session. Session choices can be made after June 1, 2024 and are on a “first come, first serve” basis. Sessions choices must be sent to Eric Hedman at hedmane@naperville.il.us and should include session day, title, and lobby vendor name.

***Chicagoland Safety, Health &
Environmental Conference***
Expo Fee Schedule

EXHIBITOR	2024 Fee Schedule		Shipping of materials prior to expo may be done September 16th or 17 th only. Send materials to: NIU-Naperville Campus 1120 E. Diehl Rd. Naperville, IL 60563 Attn: CSHEC Expo Site phone (630) 577-9101
Exhibitor booth, 9'x 6', 2-booth attendees (lunch & refreshments included) (36 available)	\$700	Conference website, onsite and app advertising & marketing included	
Extra Exhibitor Badge (per person, includes lunch & refreshments)	\$50		
Lobby Booth, 2-booth attendees (lunch & refreshments included) (10 available)	\$825	Conference website, onsite, app advertising & marketing, and session recognition	

Chicagoland Safety, Health & Environmental Conference

NIU Program #19828

Exhibitor Registration Form – Register by 9/1/2024!!!

There will be limited space for the Conference Expo, so early registration is advised. Please indicate below any possible direct competitors that you prefer not to display near. Spaces will be assigned by the Conference Committee Chair one week prior to the Conference & Exposition, so please don't call ahead for your assigned booth location.

1) First Name: _____ Last Name: _____

2) First Name: _____ Last Name: _____

Title(s): _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

Email Address: _____ Web-Site: _____

Type of Business: _____

Direct Competitors: _____

Additional Registrants (\$50.00 per additional registrant):

3) First Name: _____ Last Name: _____

4) First Name: _____ Last Name: _____

Electrical Needs: Yes No If yes, please indicated needs. _____

Electrical power cords & strips are the registrant's responsibility. Only approved power cords or power strips are to be used.

Exhibit space is limited to 9' w x 6' d. Please indicate if table top display or floor display: Table Floor Display

No. of Spaces Desired:

Amount Enclosed:

_____ 9'X 6' spaces (\$700 each)

_____ Lobby Display (10 available to first registrants, \$825 each)

Additional Badges (\$50.00 per person covers booth attendance and lunch):

No. of People _____ X \$50.00 = _____

Total Amount Enclosed _____

Payment Type: Personal Check Company Check Cashier's Check

Credit Cards: Visa MasterCard Discover AMEX Card number: _____

Exp Date: _____ Name on card: _____ Signature: _____

Please Send Registration Form and Payment to: University Outreach – Registration, Northern Illinois University, DeKalb, IL 60115-2854 or Fax to 815-753-6900; Phone 800-345-9472; & Email outreachregistration@niu.edu

Chicagoland Safety, Health & Environmental Conference
Exhibitor Reminder – Please keep for your file!

Address:

NIU-Naperville, 1120 East Diehl Road, Naperville, IL 60563

Front Desk Phone: 630-577-9101

Boxes to be sent:

- Use the address above with: **Attention: CSHEC Expo**

Ship for arrival on September 16th or 17th – NIU will not accept deliveries prior to this date.

- NIU is not responsible for any return shipping.

Set-up: 7:30 am – 9:30 am on Wednesday, September 18, 2024

Vendor Meeting: September 18, 2024, 9:30 am – Mandatory

Loading Dock: East side of building

Parking: Plentiful on the east, west and south sides of the building.

Hotels: www.chisafetyconf.org or

The NIU site:

http://www.niunaperville.niu.edu/outreach/outreachcenters/niu_naperville/hotels.shtml

Exhibit Times: Wednesday, September 18, 2024: 10:00 am – 4:30 pm.

No set up prior 7:30am 9/18/2024

Tear Down: Wednesday, September 18, 2024: 4:30 pm – 5:00 pm

No breakdown prior to 4:30pm 9/18/2024

To Do:

- 1) Submit your company logo or artwork electronically (in JPEG, BMP, PDF, GIF or TIFF) to hedmane@naperville.il.us by September 6, 2019.
- 2) Send any questions to exhibitors@chisafetyconf.org or hedmane@naperville.il.us.
- 3) Provide a list of any competitor(s) that you prefer to not be located near inside the Exhibit Hall or any special requests for the Steering Committee Chair's consideration.
- 4) Register for Session Sponsorship on June 1, 2024.