



EXHIBITOR'S SERVICE MANUAL



www.OdeumExpo.com

Welcome

WELCOME TO THE ODEUM EXPO CENTER

The Odeum Expo Center is pleased to have been selected to host the **26th Chicago Drum Show, 2016**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Having a premier location, spacious facilities, and a proven commitment to service are what make the Odeum Expo Center one of the most flexible and convenient meeting destinations in the metropolitan Chicago area. Surrounded by major hotels, restaurants, and shopping malls, the Odeum is located in the hub of eastern DuPage County's busiest transportation corridor and just five miles from O'Hare International Airport, within easy access by major expressways from downtown Chicago and all areas around Chicagoland.

The physical capabilities of the Odeum are surpassed only by the level of care and customer service that exhibitors find here. The complex houses a 5000-seat arena, space for 500+ tradeshow booths, and meeting rooms to accommodate from 10 to 5000 people. Clients can enjoy the full-service amenities of a large, clear-span facility, as well as personal attention derived from a business that is family owned and operated; and, management staff and suppliers that are well equipped to handle the unique demands of any event, from the initial planning all the way to a successful conclusion.

Included in this Exhibitor's Service Manual are vital facts and information about this event, as well as forms for ordering various services and equipment. Please review, complete, and submit your order forms as early as possible to take advantage of discount pricing.

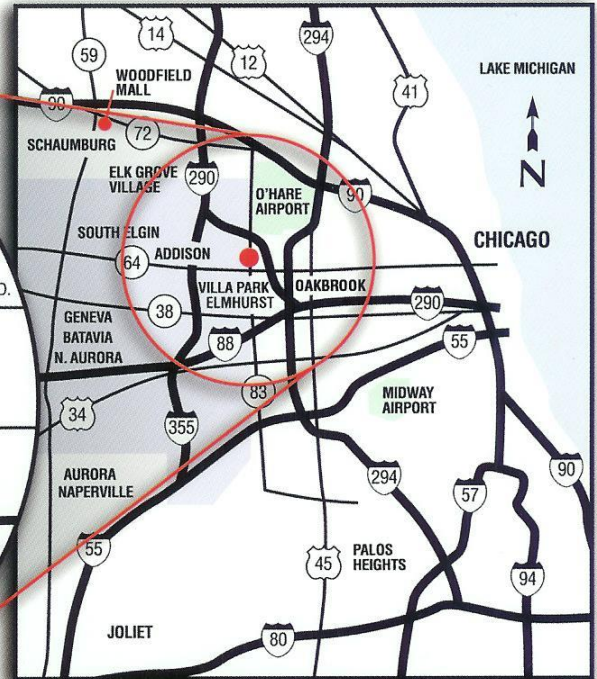
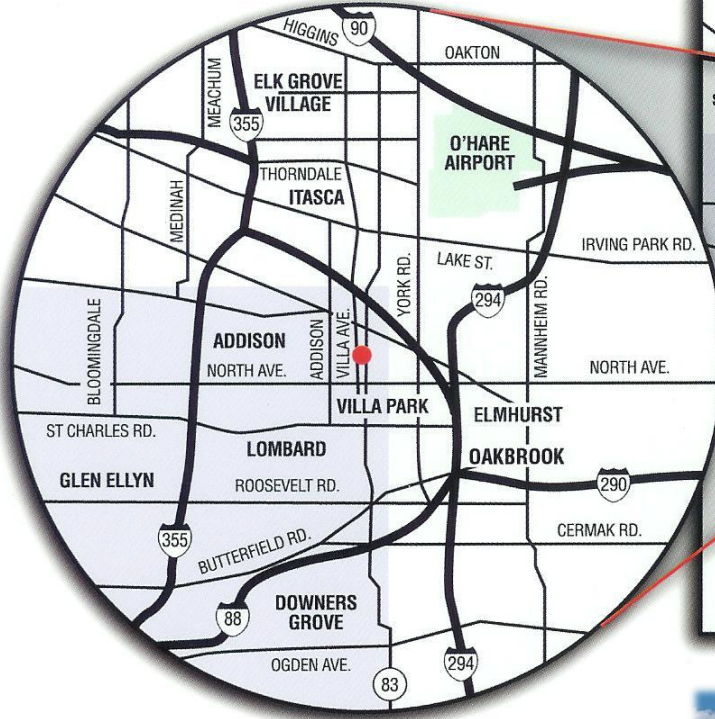
If you have any additional questions, please do not hesitate to call. Or visit our office on the second floor during your event days and we will assist you with any last-minute requirements,

We look forward to working with you and your company toward a successful show!

Odeum Expo Center
1033 North Villa Avenue
Villa Park, Illinois 60181
630-941-9292
630-832-9183 fax
www.OdeumExpo.com

ODEUM
Expo Center

M A P / D I R E C T I O N S



1033 N. Villa Avenue • Villa Park, Illinois 60181
 (630) 941-9292 • Fax (630) 832-9183
www.odeumexpo.com

NORTH

- 294 South to 290 West. Take Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.
- 355 South to North Ave. Take North Ave. East to Villa Ave. Villa Ave. north 3/4 mile.

SOUTH

- 294 North to 290 West. Take Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.
- 355 North to North Ave. Take North Ave. East to Villa Ave. Villa Ave. north 3/4 mile.

EAST

- 290 West to Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.

WEST

- 290 East to Rt.83 South [Exit 10A] to North Ave. West on North Ave. to Villa Ave. Villa Ave. north 3/4 mile.

DISTANCE FROM:

- O'Hare International Airport 5 miles
- Midway Airport 16 miles
- Downtown Chicago 15 miles
- Oakbrook 2 miles
- Woodfield Mall 7 miles
- Rockford 72 miles
- Milwaukee, WI 86 miles
- Hammond, IN 38 miles

Set The Date and Leave The Rest to Us.



Show Information

26TH CHICAGO DRUM SHOW, 2016 **May 20th-22nd, 2016**

Deadline Date to Receive Discount Rates:
MAY 6TH, 2016

SHOW COLORS

Back 8' Drape: Black (only spaces 1-54, 69-116, 132-157)
Side 3' Drape: none (unless ordered separately)
Booth Includes: **Spaces 1-54, 69-116, 132-157** = 8' Rear Drape
Spaces 55-68, 117-131, 132-157 = 10-amp electric
Booth Carpet: None (unless ordered separately).
Floor is light blue epoxy-coated concrete

EXHIBITION MOVE-IN

Friday, May 20th, 2016 12:00pm-8:00pm

SHOW HOURS

Saturday, May 21st, 2016 10:00am-5:00pm
Sunday, May 22nd, 2016 10:00am-5:00pm

EXHIBITOR MOVE-OUT

Sunday, May 22nd, 2016 5:00pm-10:00pm

SHOW MANAGEMENT INFORMATION

Rob Cook
Rebeats
219 Prospect PO Box 6
Alma, MI 48801
Phone: 989-463-4757
Email: rob@rebeats.com



Public Safety Requirements

EXHIBIT BOOTHS-

All draperies, backdrops, decorations, platforms, booth partitions, and coverings for tables and counters shall be of materials that are rendered flame-retardant, satisfactory to the Villa Park Fire Department.

OBSTRUCTIONS-

All booth equipment, easels, signs, furniture and carpeting must be confined to the measured limits of the booth. Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Emergency equipment such as extinguishers, exit signs, sprinkler valves, alarms, and hose connections shall not be obstructed by any items of exhibit. No storage allowed behind booth backwall.

ELECTRICAL-

All electrical wiring, hook-ups, lights, and other apparatus must meet Village code. If an extension cord and/or surge protector is used on display equipment, it should be of a 3-wire (grounded) UL type approved, of adequate size, and in operable condition.

ADHESIVES & FASTENERS-

No pins, tacks, or adhesives of any kind are permitted on any Odeum wall, door, or column. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Odeum. Any tape applied to the floor must be approved by building management.

COMBUSTIBLES-

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily.

EXPLOSIVES-

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks, or Class B or Class A explosives of any type without the approval of the Villa Park Fire Department.

DISPLAY OF MOTOR VEHICLES-

Any automobile, motorcycle, truck, boat, or other equipment burning Class 1 fuel shall comply with the following requirements:

- The fuel supply for 4-piston and under engines shall be none.
- The fuel supply in larger than 4-piston engines shall be a maximum of 1/8 of a gallon.
- Gas cap must be locked and/or taped shut.
- All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
- Any battery or power source for the engine shall be disconnected.
- No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Villa Park Fire Department.

Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

Public Safety Requirements

(continued)

PERMITS-

A permit shall be required for the following:

- Display and operation of any heater, barbeque, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request)
- Use of any compressed gases.

SAFETY-

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. The Odeum cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed Convention Services Form and the necessary ladders and tools will be provided.

SPECIAL NOTICES-

All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor at the exhibitor's expense. All materials and equipment furnished to the exhibitor by the Odeum will remain Odeum property and will be removed by the Odeum after close of show.

LIABILITY-

The Odeum is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of the Odeum or MG Concessions. Each exhibitor hereby expressly releases Odeum and MG Concessions from such liabilities and agrees to indemnify Odeum and MG Concessions against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

SMOKING-

Illinois State Law prohibits smoking within a public facility; therefore, no smoking is permitted within the Odeum. Ask facility staff for designated smoking areas outside the building for your event.

FOOD SERVICE-

No food or beverage may be brought into the Odeum from outside the facility. All food and beverage sampled or consumed on the premises must be provided by MG Concessions, or special arrangements must be made with MG Concessions prior to your event date.

Hotel & Rental Car Information

All hotels listed should offer free shuttle service to/from the Odeum Expo Center.
Please verify this with the hotel property upon making your reservation,
and alert the Odeum if this policy has changed.

.8 miles	Courtyard by Marriott	370 N. Route 83, Elmhurst	(630) 941-9444
1.2 miles	Howard Johnson	600 E. Lake Street, Addison	(630) 834-8800
2.8 miles	Spring Hill Suites	410 W. Lake Street, Elmhurst	(630) 782-6300
3.3 miles	Clarion Inn	933 S. Riverside Drive, Elmhurst	(630) 279-0700
3.9 miles	Comfort Suites	530 W. North Avenue, Lombard	(630) 268-1300
3.9 miles	Fairfield Inn & Suites	645 W. North Avenue, Lombard	(630) 629-1500
5.1 miles	Hilton Garden Inn	551 N. Swift Road, Addison	(630) 691-0500
5.3 miles	Courtyard by Marriott	900 N. Wood Dale Rd. Wood Dale	(630) 766-7775
5.4 miles	Hilton Suites	10 Drury Lane, Oakbrook Terrace	(630) 941-0100
5.6 miles	Staybridge Suites	200 Royce Blvd, Oakbrook Terrace	(630) 953-9393
6.1 miles	Holiday Inn	860 W. Irving Park Road, Itasca	(630) 773-2340
7.1 miles	*Holiday Inn Express	200 S. Mannheim Road, Hillside	(708) 544-2700
7.5 miles	Holiday Inn	1000 Busse Road, Elk Grove	(847) 434-1142

1.7 miles	Enterprise Rent A Car	501 W. North Avenue, Villa Park	(630) 833-4700
1.9 miles	Hertz	625 S. Route 83, Elmhurst	(630) 782-0194
5 miles	Budget	890 N. York Street, Elmhurst	(630) 782-9460
7.2 miles	Avis	1101 E. Roosevelt Road, Lombard	(630) 620-9113

*offers free shuttle from O'Hare Airport to hotel & Odeum



Exhibit Booth Fee Includes:
8' Rear Black Pipe & Drape ONLY - Booths 1-54, 69-116
10-Amp Electric ONLY - Booths 55-68 & 117-131
BOTH Rear Drape & 10-Amp Electric - Booths 132-157



26TH CHICAGO DRUM SHOW, 2016

ODEUM EXHIBITOR RENTAL ORDER FORM CONVENTION SERVICES

QUANTITY	ITEM	SHOW PRICE	TOTAL
	8' x 30" Table, Bare	\$ 12.00	
	8' x 30" Table, Covered in Vinyl & Skirted in Linen	\$ 38.00	
	8' x 30" Table, Covered & Skirted in Linen	\$ 42.00	
	8' x 30" (42"ht) Table, Covered in Vinyl & Skirted in Linen	\$ 46.00	
	8' x 30" (42"ht) Table, Covered & Skirted in Linen	\$ 50.00	
	5' Round Table, Bare	\$ 20.00	
	Folding Chairs	\$ 1.25	
	Padded Chairs	\$ 2.50	
	Carpeting for 10' x 10' booth	\$ 90.00	
	Easels	\$ 15.00	
	8' Drape (per lineal foot)	\$ 3.50 / lineal foot	
	3' Drape (per lineal foot)	\$ 3.00 / lineal foot	
	Gridwall, Clothing Racks, & Accessories	Use attached order forms	
	Additional Electrical (all prices quoted are per single run)*		
	0 – 20 Amps or 2200 watts (duplex outlet)	\$ 70.00	
	208-v Single Phase to 30 Amps	\$100.00	
	208-v Single Phase 60 – 100 Amps	\$175.00	
	208-v 3 Phase to 30 Amps	\$195.00	
	208-v 3 Phase to 60 – 100 Amps	\$295.00	
	(All other electrical requirements quoted upon receipt of specs)		
	Internet Hard Line Hookup (time & charges billed at a later date)	\$250.00**	
	Fork Lift per Hour, Operator Included (<i>Minimum 2 hours</i>)	\$110.00 / per hour	
	46' High Lift per Hour Operator Included (<i>Minimum 2 hours</i>)	\$125.00 / per hour	
	General Odeum Labor per hour	\$22.00 / hour	
	Wireless Internet Service	INCLUDED	
		TOTAL DUE:	\$

**Does Not Include Security Deposit for Calls/Usage

Advance payment is required in full by check or money order for all orders BEFORE any service is provided. Make checks payable to the Odeum. **Visa & MasterCard are accepted but there is a 3% Administrative Fee added to your order total. All orders must be received 14 days prior to first show date, or late order pricing is in effect.**

All late orders for electrical services and carpeting will be charge at **DOUBLE** the published prices. Late orders for other furnishings and services will be charged at **50% OVER** the published prices. All late orders are subject to availability.

PRIOR ARRANGEMENTS MUST BE MADE THROUGH THE ODEUM FOR ANYTHING BEING DELIVERED TO THE BUILDING PRIOR TO MOVE-IN DATE!!!

All items are to remain the property of the Odeum, Inc. Items delivered to exhibitor's booth are the responsibility of the exhibitor until close of show.

*Electrical rates quoted for all connections include only the bringing of service to the booth in the most convenient manner and **DO NOT** include connecting the equipment or special wiring. Power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily. If power is required before, or after, prior arrangements must be made.

Prices will be quoted upon request for special equipment not listed. (*Prices Subject To Change Without Notice*)

NAME OF EXHIBITOR _____ PHONE _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ BOOTH # _____

AUTHORIZED REPRESENTATIVE _____

AUTHORIZED SIGNATURE _____

Mail with payment to:

ODEUM EXPO CENTER, 1033 N. VILLA AVE., VILLA PARK, IL 60181
 PHONE: (630) 941-9292 FAX: (630) 832-9183

(Please make a copy to retain for your records)

Visa/MC # _____ Expiration Date _____ 3-Digit C V V# _____ Name on Card: _____ Signature: _____ NOTE: A 3% Admin Fee will be added to your total order.
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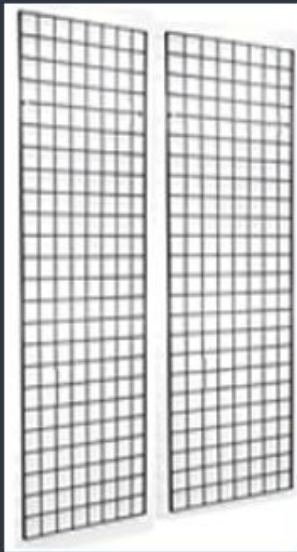
ODEUM

Expo Center

GRIDWALL RENTAL FORM



**Black Gridwall &
Black Gridwall
Accessories**



ITEM	QTY NEEDED	PRICE	SUBTOTAL	
2' x 6' Black Panels	X	\$25 EACH	=	\$
2' x 8' Black Panels	X	\$30 EACH	=	\$
2' x 1' Black Shelves (Slanted Shelf w/Lip)	X	\$10 EACH	=	\$
T-Legs	X	\$15 A PAIR	=	\$
6" Hooks	X	\$1 EACH	=	\$
TOTAL				\$

Advance payment is required in full by check or money order for all orders BEFORE any item is provided. Make checks payable to the Odeum. Visa & MasterCard are accepted but there is a 3% Administrative Fee added to your order total. All orders must be received 14 days prior to first show date, or late order pricing is in effect where items are then subject to availability and may incur additional delivery charges. Late orders will be charged at RATES **50% OVER** the published prices.

All items are to remain the property of the Odeum, Inc. Items delivered to exhibitor's booth are the responsibility of the exhibitor until close of show & must be returned in conditioned received or additional charges may apply.

(Prices Subject To Change Without Notice. All Items Subject to Availability)

EXHIBITOR: _____ BOOTH # _____

SHOW SITE CONTACT: _____ SHOW SITE PHONE: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

AUTHORIZED BY (print): _____ SIGNATURE: _____

**Mail or Fax with payment
BY MAY 6, 2016, to:**

**Odeum Expo Center
1033 N. Villa Ave, Villa Park IL 60181**

PHONE: 630-941-9292 FAX: 630-832-9183

Please make a copy and retain for your records

Visa/MC # _____

Expiration Date _____ 3-Digit C V V# _____

Name on Card: _____

Signature: _____

NOTE: A 3% Admin Fee will be added to your total order.

Material Handling

26th Chicago Drum Show, 2016

Advance Shipments to the Odeum Allowed **AFTER May 16th, 2016**

Move-In: **May 20th, 2016, 12:00pm-8:00pm**

Move-Out: **May 22nd, 2016, 5:00pm-10:00pm**

Post-Show Pick-ups **MUST** Be Scheduled for **May 23rd, 2016**

Exhibitors may hand-carry or use personal dollies/carts to load-in/load-out their materials into/from the Odeum Expo Center on the designated Move-In/Move-Out dates during the designated times. Shipments of materials before and after the event dates **MUST** be arranged within the designated timeframe as indicated above. Shipments outside of the above timeframe **MUST** be pre-arranged with the Odeum, which may result in additional charges.

Shipments of materials to the Odeum arriving before move-in date, will be placed in exhibitor's booth on move-in date, once exhibitor is present to accept shipment.

MONEY SAVING SHIPPING TIPS-

In general, to keep your material handling costs down, be sure to ship your materials all together.

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Include NAME OF EXPO, COMPANY NAME, and BOOTH NUMBER on all packages.
- When shipping direct to/from the Odeum Expo Center, confirm in advance that your carrier can guarantee delivery/pick-up of your freight to/from the facility during move-in/move-out dates. When possible, schedule shipments to arrive/depart during normal business hours, 9am-5:30pm (CST), Monday-Friday.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3, and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates, and phone numbers for tracking purposes.
- Please be aware that small package handlers may split shipments resulting in the Odeum receiving multiple shipments, which results in multiple charges.

MATERIAL HANDLING DOCUMENTATION-

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. Billed weight is based on incoming weight, which is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or certified weight ticket (cwt). Separate shipments will not be combined. Shipments arriving without a specified weight will be assigned an approximate weight by the Odeum...this weight will prevail.

UPS & FedEx SHIPMENTS-

The Odeum will not be responsible in any way for the condition, count or content of UPS and FedEx deliveries to the facility. The UPS or FedEx document signed by an Odeum representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

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Expo Center

Material Handling (continued)

26th Chicago Drum Show, 2016

Advance Shipments to the Odeum Allowed **ON or AFTER May 16th, 2016**

Move-In: **May 20th, 2016, 12:00pm-8:00pm**

Move-Out: **May 22nd, 2016, 5:00pm-10:00pm**

Post-Show Pick-ups **MUST Be Scheduled for May 23rd, 2016**

WHEN TO SHIP-

Shipments directly to the Odeum Expo Center should be timed to arrive **on or after May 16th** only. If you need to ship prior to this date, please contact our office...additional charges may apply.

WHERE TO SHIP-

Address all **DIRECT TO FACILITY** shipments to:

Exhibitor's Name:

Booth #:

Chicago Drum Show

c/o Odeum Expo Center

1033 North Villa Avenue

Villa Park, IL 60181

NOTE

**USE ATTACHED
SHIPPING LABELS
IN THIS MANUAL
TO CLEARLY MARK
YOUR MATERIALS**

LIMITS OF LIABILITY-

The Odeum Expo Center will not be responsible for

- A. the condition, count or content of exhibit displays and materials. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the facility, to and from the booth, and for the duration of the show.
- B. damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C. the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
- D. any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

EMPTY CRATES & LARGE CONTAINERS-

Exhibitors with crates or large containers **that need to be returned to pack up booth materials** at the end of the show must affix **EMPTY CONTAINER LABELS** on the crates or containers as soon as they are empty. Empty Labels are part of this Exhibitor Service Manual, so make enough copies for you to label your materials accordingly. Affixing the labels is the sole responsibility of the exhibitor. The Odeum assumes no responsibility for removal of containers with improper information on labels, or valuables stored in containers with Empty Labels on them. Empty Labeled crates and containers will be removed from the show floor and stored until close of show.

POST-SHOW RESPONSIBILITY OF EXHIBITOR-

If materials need to be shipped from the Odeum after the show, is the responsibility of the exhibitor to ready their materials for shipment and pre-arrange for pick-up on the designated date as indicated above during normal business hours (M-F 9am-5:30pm CST). **ALL** shipping supplies (packing material, tape, bindings, shipping forms & labels, etc.) should be provided by exhibitor.

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Expo Center



26th Chicago Drum Show
May 20th-22nd, 2016

Material Handling Order Form

Submit this order form if you will be shipping materials **DIRECTLY to the Odeum Expo Center**. Use the rates and calculate below your material handling charges which **MUST BE PRE-PAID** or your materials will not be accepted at the facilities and processed for delivery to your booth. All material handling fees will be the sole responsibility of each vendor.

Description	Material Handling Rate
Loose Boxes (non-pallet shipment) per delivery (up to 10 boxes per delivery)	\$35.00
Standard Pallet (4'x4'x5' ht) LOAD-IN ONLY per pallet	\$50.00
Standard Pallet (4'x4'x5' ht) LOAD-IN <u>AND</u> LOAD-OUT per pallet	\$75.00
LARGE CONTAINERS, "Specialized Containers" or any other questionable shipping method, contact the Odeum with weight & size BEFORE shipping.	Call for Rates

CALCULATE MATERIAL HANDLING CHARGES:

Carrier(s)	Tracking # or Shipped From	Date of Arrival	Weight of each (Boxes, Pallets, Other)	# of Pieces	Rate	Cost
					X	= \$
					X	= \$
					X	= \$
					X	= \$
Payment Method MUST accompany order form to process order. Orders received without full payment (check, money order or credit card) will not be processed. Order by 5-6-16					TOTAL	\$

NAME OF EXHIBITOR: _____ BOOTH # _____
 SHOW SITE CONTACT NAME: _____ SHOW SITE PHONE: _____
 ADDRESS _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ FAX: _____
 EMAIL: _____
 AUTHORIZED BY (print): _____ AUTHORIZED SIGNATURE: _____

Mail or Fax with payment **BY MAY 6th, 2016**, to:
Odeum Expo Center, 1033 N. Villa Ave, Villa Park IL 60181
PHONE: 630-941-9292 FAX: 630-832-9183
(Please make a copy and retain for your records)

Visa/MC # _____ Expiration Date _____ 3-Digit C V V# _____ Name on Card (print): _____ Signature: _____ <p style="text-align: center;">NOTE: A 3% Administrative Fee will be added to your total order.</p>
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DIRECT TO SHOW SITE

EXHIBIT MATERIAL



RUSH TO: Odeum Expo Center
1033 North Villa Avenue
Villa Park IL 60181



Exhibitor Name _____

Booth # _____

Exhibitor Move-In begins:
May 20th, 2016

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



RUSH TO: Odeum Expo Center
1033 North Villa Avenue
Villa Park IL 60181



Exhibitor Name _____

Booth # _____

Exhibitor Move-In begins:
May 20th, 2016

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dotted lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important Note: Hazardous materials will not be accepted at show site.

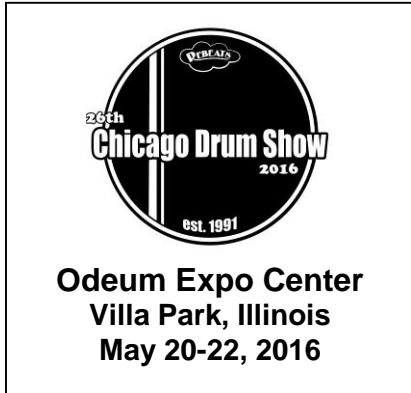
EMPTY CONTAINER

EXHIBIT MATERIAL



EMPTY CONTAINER

Please **SAVE & RETURN** to Booth # indicated at end of show



Exhibitor Name _____

Booth # _____

**Exhibitor Move-Out begins 5:00PM:
May 22nd, 2016**

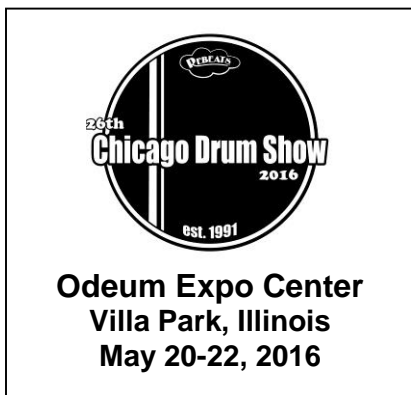
EMPTY CONTAINER

EXHIBIT MATERIAL



EMPTY CONTAINER

Please **SAVE & RETURN** to Booth # indicated at end of show



Exhibitor Name _____

Booth # _____

**Exhibitor Move-Out begins 4:00PM:
May 22nd, 2016**

- These EMPTY CONTAINER labels are provided for your convenience to assist Odeum staff in returning needed containers to your booth at end of show.
- Please cut along dotted lines and affix one or more labels to each container you need at end of show. Containers without this label easily visible to staff will be discarded.
- Please make additional copies of these labels as needed.

DID YOU FORGET SOMETHING?

We know that sometimes things are forgotten, as you get ready for your event. These resources are nearby the Odeum Expo Center to help you in that time of need.

1.1 miles	Target	50 E. North Ave, Villa Park, IL	(630) 833-7411
1.7 miles	Ace Hardware	46 S. Villa Ave, Villa Park	(630) 279-5100
1.9 miles	Walgreens	10 E. St. Charles Rd, Villa Park	(630) 832-6030
1.8 miles	Post Office	175 S. Lincoln Ave, Addison	(630) 543-4071
1.9 miles	Office Depot	511 E. Roosevelt Road, Lombard	(630) 691-1448
1.9 miles	Kohls	303 S. Route 83, Elmhurst, IL	(630) 516-1200
2.0 miles	Office Max	1500 16 th Street, Oakbrook, IL	(630) 368-9080
2.0 miles	Ace Hardware	30 W Lake St Addison, IL	(630) 543-8882
2.7 miles	Walmart	900 S. Route 83, Elmhurst, IL	(630) 530-2550
3.8 miles	UPS CC Center	102 S. Lombard, Addison	(800) 742-5877
5.0 miles	FedEx/Kinkos	1315 W. 22 nd Street, #101, Oak Brook	(630) 572-1820

VENDOR VENDOR

We are continually striving to improve facilities and services at the ODEUM. We value your patronage and your opinion. Please take a moment to complete this survey. Feel free to add any comments that you may have. Thank you in advance for your cooperation.

Turn this survey in at the concession stand to receive a FREE 500ml soft drink.

Ease and Efficiency Of Load-In	Excellent	Good	Fair	Poor
Facility Set Up	Excellent	Good	Fair	Poor
Facility Cleanliness	Excellent	Good	Fair	Poor
Show Staff Services	Excellent	Good	Fair	Poor
Administrative Staff Services	Excellent	Good	Fair	Poor
Food/Beverage Staff Service	Excellent	Good	Fair	Poor
Security Staff Services	Excellent	Good	Fair	Poor
Parking Staff Services	Excellent	Good	Fair	Poor
Usher Staff Services	Excellent	Good	Fair	Poor
Restrooms	Excellent	Good	Fair	Poor
Ease and Efficiency of Move-Out	Excellent	Good	Fair	Poor
Over All Rating of The Odeum	Excellent	Good	Fair	Poor

(Optional) Vendor Name: _____

Suggestions To Improve: _____

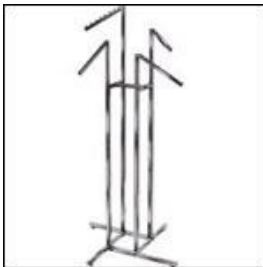
Additional Comments: _____



ODEUM APPAREL RACKS RENTAL FORM

Expo Center

ITEM	QTY NEEDED		PRICE	SUBTOTAL
2-Arm Rack		X	\$50 EACH	= \$
4-Arm Rack		X	\$60 EACH	= \$
Spiral Rack		X	\$65 EACH	= \$
36" Round Rack		X	\$75 EACH	= \$
H-Rack		X	\$80 EACH	= \$
TOTAL				\$



Advance payment is required in full by check or money order for all orders BEFORE any item is provided. Make checks payable to the Odeum. Visa & MasterCard are accepted but there is a 3% Administrative Fee added to your order total. All orders must be received 14 days prior to first show date, or late order pricing is in effect where items are then subject to availability and may incur additional delivery charges. Late orders will be charged at RATES **50% OVER** the published prices.

All items are to remain the property of the Odeum, Inc. Items delivered to exhibitor's booth are the responsibility of the exhibitor until close of show & must be returned in conditioned received or additional charges may apply.

(Prices Subject To Change Without Notice. All Items Subject To Availability.)

EXHIBITOR: _____ BOOTH # _____

SHOW SITE CONTACT: _____ SHOW SITE PHONE: _____

ADDRESS _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

AUTHORIZED BY (print): _____ SIGNATURE: _____

**Mail or Fax with payment
BY MAY 6TH, 2016, to:**

**Odeum Expo Center
1033 N. Villa Ave, Villa Park IL 60181
PHONE: 630-941-9292 FAX: 630-832-9183
*Please make a copy and retain for your records***

Visa/MC # _____ Expiration Date _____ 3-Digit C V V# _____ Name on Card: _____ Signature: _____ <p style="text-align: center; margin-top: 5px;">NOTE: A 3% Admin Fee will be added to your total order.</p>
--

The Chicago Drum Show is moving!

After 20+ years at the Kane County Fairgrounds, the Chicago Drum Show will move in 2016 to the Odeum Expo Center in Villa Park, Illinois.



26th Annual Chicago Drum Show

May 21-22, 2016
Odeum Expo Center
1033 North Villa Ave
Villa Park, IL 60181
www.odeumexpo.com

Why the move?

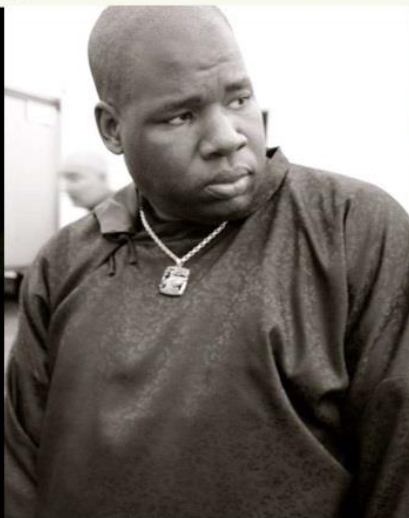
- More room that allows continued growth.
- Better layout: all exhibitors in one huge hall with separate rooms for clinics and presentations
- More exhibitor-friendly venue that is equipped to receive exhibitor freight. (They even have fork lifts!)
- Reliable WiFi access with in-house tech.
- Venue provides an EMT during show hours plus 24-hour security.
- Better partnering opportunities; in 2016 we will partner with the guitar show!
-
- More convenient location: Five miles from O'Hare Airport; only a 15-minute drive! Twice as close to downtown Chicago.

2016 CLINICIANS

Rebeats is very proud to announce that we have already confirmed three world-class artists to present Clinics and Master Classes in our new digs! We are *really* excited about this group of artists. Please take the time to visit YouTube to get to know a little about these folks; all three have some incredible YouTube features! We will be sharing more about Benny, John, and Kim at the show site soon after this year's show.



Benny Greb

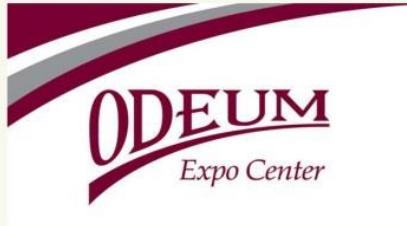


John Blackwell

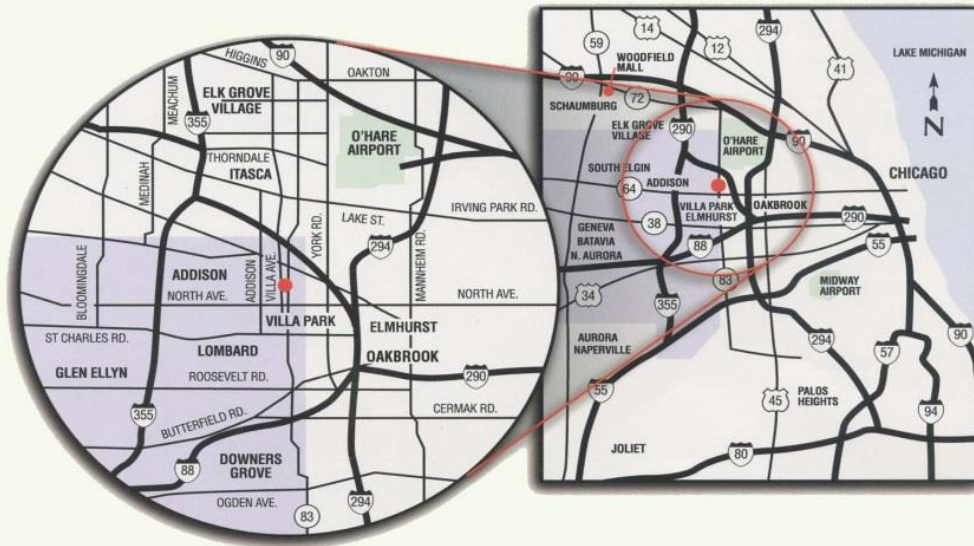


Kim Thompson

2016 will be at the Odeum!



www.odeumexpo.com



The Odeum is well known to Chicagoans. It is Dupage County's Largest Sports and Expo Center, with 130,000 sq feet of unique indoor event space. It is only 5 miles SW of O'Hare Airport with access to all the major tollways, and only 15 miles from downtown Chicago. (Compare to our previous location 40 miles from the airport and 45 miles to downtown!)

This move involves some partnerships that bring new dynamics and dimensions to the Chicago Drum Show! The Odeum has an active social media presence that will partner with the show to bring unprecedented attention to our event. Additionally, we are proud to announce that our good neighbors of the last few years will also be moving to the Odeum in 2016: The guitar show!



For many years the 4 Amigos Guitar Shows have been America's oldest, biggest, and best consumer guitar events. The Chicago edition has been held near the Chicago Drum Show for the last few years and always on the same weekend. Together we will make the Odeum *the* place to be for every drummer *and* guitarist!

Discount Admission!

Admission to either show is \$15.00 per day. Anyone who enters either show can get into the other show for only \$10.00!

Shared Exhibitor Access!

Any exhibitor of either show will have free access to the other show!

Shared Advertising!

Our advertising will partner with the guitar show advertising to raise awareness of this combined event.

