

# **FREQUENTLY ASKED QUESTIONS, EXHIBITING AT THE CHICAGO DRUM SHOW: 2017**

**DO I NEED TO FILL OUT AN EXHIBITOR REGISTRATION FORM?** Yes.

## **WHY?**

1. We need to be able to document to the State of Illinois who was there so they know we handled the sales tax documentation correctly.

2. It helps us organize stuff like how everybody wants to be listed in the show program and what “extras” you want for your space.

**DO I NEED TO PAY ILLINOIS SALES TAX?** If you sell items at the show, yes. It is very easy; simply use the tax form linked to the drum show site or ask any Rebeats staffer for a copy. (If you already have an Illinois tax license or do not plan to sell at the show, simply check the appropriate box on the registration form.)

## **WHAT IS THE DEADLINE FOR RESERVING A BOOTH?**

There really is no deadline for reserving an exhibit space; we may even have space available for walk-in exhibitors at the show.

There *are* advantages in reserving a spot early aside from being assured of a space:

Reserve by January 15: All exhibitors reserving space by January 15 will be listed in the print ads in DRUM! and MODERN DRUMMER as well as the show poster.

Reserve by April 15: All exhibitors reserving space by April 15 will be listed in the printed show program distributed at the show.

## **WHEN SHOULD I PAY?**

You need to pay before you set up your booth. You can pay when you check in at the show, or pay in advance. There is an express check-in line for pre-paid exhibitors, so it gets you in quicker to prepay. Payment must be received by Rebeats by Friday, May 12, 2017 to be processed for express check-in at the 2017 show.

## **HOW DO I PAY?**

1. You can paypal to [rob@rebeats.com](mailto:rob@rebeats.com).
2. You can bring a check or money order to the show, or mail in advance to Rebeats at P.O. Box 6, Alma, MI 48801.
3. You can pay by Visa, MC, or Amex. We need the card number, expira-

tion date, CVV code, and the billing address street number & zip code. You can email credit card info to [rob@rebeats.com](mailto:rob@rebeats.com) or phone to 989 463 4757 and leave the information on the Rebeats answering machine.

### **WILL I RECEIVE AN INVOICE/RECEIPT?**

Yes.

### **HOW BIG IS THE BOOTH?**

Most booth spaces are 10 feet by 10 feet. You can, of course, get multiple spaces if you want a 10x20, 10x30, 20x20, etc.

### **CAN I SHARE MY SPACE?**

Yes. Most shows do not allow this, but Rebeats does. We are willing to list both exhibitors sharing the space in the show program. We DO ask that one exhibitor be considered the “lead” exhibitor and the lead exhibitor will assume responsibility for all booth charges and show compliance issues.

### **WHAT IS INCLUDED?**

The booth space includes access to electricity and a pipe and drape backdrop with a base price of 300.00. The basic booth price covers just the 10x10 space and two exhibitor credentials. A small sign will identify your space. Credentials are issued when you check in.

### **EXTRA EXHIBITOR PASSES?**

Extra exhibitor credentials are available for \$25.00 each. They should be purchased and used only by personnel working your booth.

### **CHAIRS ARE NOT LISTED ON THE REGISTRATION SHEET?**

There is no charge for exhibitor chairs; ask any Rebeats drum show staffer to point out where you can pick up chairs.

### **IS A TABLE INCLUDED?**

Tables are not included with the basic booth fee, they are optional, at \$12.00 per table. Exhibitors are welcome to bring their own tables. Table drapes are also available for rent for \$10.00. These will be distributed at exhibitor check-in where each exhibitor will need to sign for the drape and will assume responsibility for it until it is returned and a Rebeats drum show staffer signs off on it.

## **IS ELECTRICITY INCLUDED?**

Rebeats has negotiated a bulk purchase of electrical drops so that every exhibitor will have access to electricity. Your access point will be pointed out to you at exhibitor check-in.

## **CAN I BRING MY OWN LIGHTING?**

Yes, within reason. Rebeats reserves the right to deem your lighting unacceptable if it appears to pose a risk to attendees or staff or requires excessive current to operate, such as heavy stage lighting.

## **IS THERE WIFI?**

Yes. Rebeats has negotiated bulk access to the Odeum's secure high-speed broadband WiFi. The WiFi password will be on your receipt when you check in.

## **WHAT IS THE FLOORING?**

The floor of the exhibit area is polished concrete. Exhibitors are welcome to bring carpet or other floor covering, but are cautioned to use appropriate materials to secure it. Do NOT use commercial carpet double-stick tape that leaves a residue on the floor! Floor covering can be rented from the Odeum Expo Center; see the *Odeum Exhibitor Manual and Procedures Manual* for details.

## **HOW BIG ARE THE TABLES?**

The tables are 8 feet long and 30 inches wide, about 30 inches high. You can extend the height of the table easily by using four pieces of PVC tubing, one on each leg. We can supply these table height extensions if contacted prior to the show. Heavy items should not be placed on height-extended tables.

## **WHAT IS THE TABLE DRAPE?**

The table drape is simply a piece of black Duvetyne (heavy utility fabric) large enough to cover the table top and extend over the edges about a foot all the way around.

## **WHAT IS PIPE AND DRAPE?**

One section of pipe and drape consists of two bases, two 8-foot upright aluminum pipes that attach to the bases, an aluminum cross-piece, and four panels of fabric; a lightweight "banjo" cloth.

You can hang lightweight signage on the pipe and drape cross-piece, but it really is not to be considered a structural support for heavier booth materials.

### **IS THERE ANOTHER WAY TO HANG MY BANNER?**

You can supply your own sign supports to hang the banner or sign from, but the facility does not allow nails or tape to be used on the walls.

### **CAN I ARRANGE FOR PIPE AND DRAPE SIDEWALLS?**

We ask that exhibitors not have booth sidewalls higher than five feet tall. Taller signage or drape presents a visibility problem for your neighbors.

### **WHEN CAN EXHIBITORS GET IN TO SET UP?**

Exhibitor (and VIP) access begins at 12 Noon on Friday, and the hall closes at 8 P.M.. For Saturday and Sunday, Exhibitor and VIP visitors' access starts at 8 A.M., the show opens to the public at 10 A.M.. Please note that exhibitors loading in during times that the show is open to the public (10 A.M. to 5 P.M. Saturday and Sunday) will need to access the hall through the front entrance. Side and back doors will be sealed and are for emergency use only.

### **HOW DO I SHIP STUFF TO THE SHOW?**

You can ship directly to the Odeum Expo Center. For details, see the *Odeum Exhibitor Information and Procedures Manual*.

### **IS THERE A VOLUME POLICY?**

Yes. We all understand that percussion instruments sometimes must be played loudly in order to properly demonstrate them. Each exhibitor is expected to be a good neighbor and not ruin the show experience for attendees and other exhibitors by allowing jamming, practicing, showing off. Offenders will be warned. Repeat offenders will have their credentials cut in half. Exhibitors with cut credentials who persist in this inappropriate behavior will be asked to leave.

## **DO I HAVE TO STAY UNTIL THE END OF THE SHOW?**

We feel it is fair for show attendees who who pay full price admission to expect to see all of the exhibitors who have registered to participate in the show, even if they arrive late on Sunday. Side and rear doors of the hall will not be available for load-out until 5:00 P.M. Sunday. Any exhibitor who loads out prior to the close of the show on Sunday (5:00 P.M.) will have to do so through the front entrance of the Odeum. Any exhibitor who loads out early will give up their right of first refusal on the same space for 2018; the space will be considered abandoned.

## **HOW DO I HAVE STUFF SHIPPED BACK FROM THE SHOW?**

See the *Odeum Exhibitor Information and Procedures Manual*. Also UPS will have a presence at the show. Ask any Rebeats drum show staffer where the UPS representatives are.

**Rob Cook's Chicago Drum Show is a Rebeats production.  
Rob Cook can be reached at 989-463-4757, [rob@rebeats.com](mailto:rob@rebeats.com)**