



CHICAGO BOTANIC GARDEN
ANTIQUES & GARDEN FAIR
APRIL 16 – 18, 2010

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SHOW HOURS: Friday, Saturday & Sunday 10am to 5pm

PREVIEW: The Preview is open Thursday from 6pm to 10pm with upper tier ticket buyers arriving at 4:30. If you wish to buy tickets for additional employees, clients, or family you may purchase these for \$150 by using the enclosed DISCOUNT PREVIEW TICKET ORDER FORM. Business attire is expected for all exhibitors and their staff during the Preview. No jeans or t-shirts, please.

EXHIBITOR SCHEDULE:

LOAD IN: Wednesday 8am-6pm.

OTHER LOAD IN OPTIONS: Tuesday 9am-6pm, fee \$300 and must be reserved by April 5th. Thursday 8am-Noon, no fee but advance notice required. Forklift is not available on Thursday. All booths must be completed by 2pm on Thursday. The show floor remains open to exhibitors.

SHOW FLOOR OPEN TO EXHIBITORS: Tuesday 9am-6pm, Wednesday 8am-6pm, Thursday 8am-10pm, Friday & Saturday 8am-5pm, Sunday 8am-11pm.

PACK OUT: Sunday 5:15 pm to 11pm. You must sign up in advance for Monday Pack-Out Option 8am-11am. Porter help and forklift are NOT available on Monday. Trucks must arrive by 10am.

VEHICLES: We recommend you do not bring a vehicle larger than a 24' box truck. Trucks with trailers are very difficult to maneuver in the Garden and do not fit in many of the close loading areas. It is very important that you move your vehicle as soon as it is unloaded so that other dealers can get a loading space. Limited space around the Esplanade Tent and Rose Garden Tent will restrict access to 16' box trucks and smaller. Larger vehicles for both the Esplanade Tent and the Rose Garden Tent will load from the West Portico Circle. The **speed limit** at the Garden is **15 miles per hour**, watch carefully for pedestrians.

PORTERS: We will have limited porter staff. Porters are experienced with general freight and are not familiar with antiques or other fragile products. See Stella Staff (wearing yellow safety vests) in the loading area to obtain porter help. Do not take porters out of turn. If you choose to use their help, it is your responsibility to supervise the safe loading and unloading of your merchandise. A modest tip is customary. We recommend you bring your own staff if possible. **Show porters can only work with a dealer to unload or load merchandise, which typically is about 20 minutes to an hour. They are not permitted to set up your booth.** If you need more help than this, you need to hire someone. One local option is Labor Ready, 847-662-6331. When ordering help from Labor Ready please be sure they have your name and booth number so we can direct them to you quickly.

FORKLIFT: Please complete the Quick Form if you expect to need the forklift. Also note that the forklift has access limitations. In most areas it can only lift crated merchandise off the truck and from there you may use pallet jacks. All items that need a forklift should be crated or secured on pallets.

BADGES: To ensure your safety and security you must wear your badges to enter the show area during set up hours, show hours and breakdown. Helper badges are available if there is a legitimate need. Helpers are permitted to set up only (not shop or pick) during set up. Truckers must have a vehicle pass and badges to enter the show area.



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EQUIPMENT:

Esplanade Tent, Rose Garden Tent:

Each booth includes 9' high plywood walls covered in set paper of your color choice, 500 watts of electricity, a fascia with halogen lights, 2 chairs and a booth sign. The floor is carpeted in grey. The walls extend 8' on the sides unless there is a drawing enclosed in this packet with your wall configuration. If you have a corner booth and/or a drawing enclosed in this packet please return the form with your approval or changes ASAP.

We have supplied a minimal lighting package but we recommend you bring or order additional lights and tracks. If you are installing your own lights you can use the 500 watt plug included in your booth, found at the bottom back of your booth (you can request placement at the top of your booth by writing it on the enclosed Quick Form). Do not use power supplied to the track on the fascia. Nothing can be hung from the fascia; it is only designed to hold the track and track lights installed by the electric company. Your lighting should not extend past the truss line as this can be unsightly.

Nichols Hall, Burnstein Hall, Searle & Runnells Court Tents:

Each booth includes 9' high plywood walls covered in set paper of your color choice, 500 watts of electricity, a fascia with halogen lights, 2 chairs and a booth sign. The floor is attractive tile. The walls extend 8' on the sides unless there is a drawing enclosed in this packet with your wall configuration. If you have a corner booth and/or a drawing enclosed in this packet please return the form with your approval or changes ASAP.

We have supplied a minimal lighting package but we recommend you bring or order additional lights and tracks. If you are installing your own lights you can use the 500 watt plug included in your booth, found at the bottom back of your booth (you can request placement at the top of your booth by writing it on the enclosed Quick Form). Do not use power supplied to the track on the fascia. Nothing can be hung from the fascia; it is only designed to hold the track and track lights installed by the electric company. Your lighting should not extend past the fascia line as this can be unsightly.

For booths above that include lighting, the following fixtures will be installed in each booth:

- 120 square foot booths and smaller get two (2) 120 watt halogen lights per booth
- 125 square foot to 200 square foot booths get four (4) 120 watt halogen lights per booth
- 205 square foot to 300 or more square foot booths get five (5) 120 watt halogen lights per booth

East and West Courtyards, East, West & South Greenhouse Galleries, Joutras Gallery:

These booths do not include equipment. The floors and walls are attractive brick and tiles which offer a nice natural background for garden booths. Two chairs will be provided. Walls, tables, electricity and lighting may be ordered for an additional fee.



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GUESTS: If we have an email-address on file for you, you will receive an email complimentary pass with your name and booth number. The first 8 email or hard copy comp pass will be compliments of the Chicago Botanic Garden and Stella Show Mgmt. Co. Any additional comps over the first 8 will be billed at \$8 each only for those turned in for admission. Hard copy passes can be ordered on the Quick Form. Please mail or email these passes to your guests or leave them at the will call table in the ticket sales tent prior to their arrival. The will call table is open at least one hour prior to opening on Friday. No one will be allowed to enter the show areas without a badge or a ticket.

CUSTOMER PICK-UPS: We will give each exhibitor a supply of merchandise pick-up slips and directions to the pick up area. We will have more information for you at set up, but please read the enclosed sheet to familiarize yourself with our system. With the enormous volume of customer pickups we have at this venue, we must have each dealer's complete understanding of the system or else customers can be delayed unnecessarily.

ACCOMMODATIONS: Call Horizons Unlimited Travel Group, 1-800-982-6436 or go directly to www.huttravel.com, for all hotel and travel arrangements. We have a show rate at the nearby Renaissance of \$87 and the Courtyard by Marriot of \$76.

EXHIBITOR PARKING: Each and every limited space is needed for customers on Friday, Saturday and Sunday. Parking spots can turn over almost 10 times in the course of a day! The customers turned away can be your biggest buyer or your neighbor's. This is a small inconvenience at the beginning and ending of each day that is worth it to keep the customers happy. Look for a parking update when you arrive for set up. (We appreciate that a number of you are Garden members but your parking decal does not allow you to park in the visitor lots on show days. Thank you for your cooperation.)

TUES & WED: Your vehicle must be moved out of the loading area as soon as it is unloaded. Check on set up day in which lot you may park your vehicle after unloading.

THURS. : Parking Lot 2.

FRI., SAT. & SUN. : Offsite, information in next packet. There will be a shuttle for dealers.

MERCHANDISE IDENTIFICATION: All items in your booth must be priced. We believe that educating the customer and creating confidence in potential buyers is crucial to the success of our industry. Join your fellow dealers in tagging all the merchandise in your booth with not only price tags (that's the law in most states) but with other critical information as well. These tags are meant to be helpful to you but, of course, you are welcome to use your own. Antiques dealers should include country of origin, material, and approximate age on every item. We will have price tags available at the show office.



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RECEIPTS: Customers are entitled to receipts with your name, phone number, description of merchandise and price. In addition, this helps them find you for future purchases.

SALES TAX: If you plan on doing just one or two shows in Illinois during the course of the year, you can file a Special Event Collection Report for the payment of sales tax. This form is enclosed for non-Illinois exhibitors. If you are a resident or do more than 2 shows per year you must obtain an Illinois Sales Tax number. You may obtain an Illinois Sales Tax application on our website at www.stellashows.com. If you already have a sales tax number, please bring your Illinois Sales Tax Certificate with you to the show. You are responsible to collect and remit the sales tax. The sales tax is 9%.

STORAGE: There is limited storage for each exhibit area. Please stack your boxes and label them with your booth number to avoid potential problems or mix ups. As always, we recommend you do not leave tools, electronics or valuables in storage areas. It is recommended that you use the storage area for your packing materials, as your vehicle will not be permitted into the loading area until your booth is packed. Exhibitors in Nichols and Burnstein Halls, Courtyards, Searle & Runnels Courts, and Galleries will use McGinley Pavilion for storage. For Esplanade and Rose Tents there will be storage tents attached to the large tent. We recommend that you bring pallets or crates to lift items off the floor as a precaution against severe wet weather. ***Please dispose of any garbage in the containers provided so that trash does not blow around the beautiful grounds of the Garden.*** Please leave the storage areas clean and free of debris, especially of packing materials & packing peanuts.

RESTOCKING: All restocking of merchandise (with a vehicle) should be done in the morning between the hours of 8:00 am and 9:30 am. We understand that parking off-site makes this difficult but we'll do our best to help you coordinate this. It is imperative that we save all on-site parking for customers.

PLANTS & FLOWERS: You are expected to decorate your booths with plants and flowers, which may be for sale along with your wonderful merchandise.

The nurseries listed below are close by and have good material at reasonable prices.

LD Trading, Northbrook, 847-412-4665, wholesale only, cut flowers, resale number required

Chalet Nursery & Garden Shop, Wilmette, 847-256-0561, indoor & outdoor plants

Anton's Fruit Ranch, Glencoe, 847-831-9580, floral, fresh cut, tropical, indoor plants, deli, gourmet foods

Reds Garden Center, Northbrook, 847-272-1209, ferns, indoor plants

Kenicott Brothers, Waukegan, 847-244-3110, fresh flowers and greens

Pasquesi, Lake Bluff, 847-615-2700, orchids, indoor plants, succulents

NO PETS: Pets are not allowed on site under any circumstances. Noted below are two local kennels and two pet friendly hotels, if you find you must travel with your dog. We hope you find this helpful.

Kennels:

Kings Kennels 847-945-9592

American Pet Motels 847-634-9444

Pet Friendly Hotels:

Residence Inn Deerfield 847-940-4644

Northbrook Red Roof Inn 847-205-1755



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SECURITY: Please remember this is an open booth exposition and you are responsible for securing your own merchandise. The best security is for you or your representative to be in your booth during all exhibitor hours. You are also responsible for supervising the porters when they are transporting your merchandise from your vehicle to your booth. They are experienced only in handling general freight and must be supervised by you in the proper handling of your valuable antiques.

FIRE DEPARTMENT & BUILDING REGULATIONS:

- All merchandise, tables and chairs must remain within the confines of your booth. We are required to maintain clear aisles throughout the show.
- Do not nail, screw or attach anything to any building surface or window. If you are unsure of something please ask a Stella Staff member identified with a gold nametag.
- Your allotted booth space is indicated on the enclosed bill. That is the space you may use to exhibit. You may not spread into the aisles in any direction. This show is much too crowded. If you have a “double corner” or “endcap” booth we suggest stepping in your side walls 1’- 4’ in order to utilize the outside walls of your booth for anything with depth over 4 inches.
- Smoking is NOT permitted.
- Table covers must be fire retardant.
- Your booth must be left in the same condition it was in when you arrived. Leave wallpaper up.
- Use trash receptacles and/or ask us for trash bags and clean up all packing materials, coffee cups, food garbage, etc. **Please do not leave packing materials, packing peanuts and other garbage to blow around the tents or grounds of this beautiful Garden.**

BREAKDOWN: Sunday evening 5:30pm to 11:00pm. All booths must be kept intact during all contracted and publicly advertised show hours. More details will be in the next packet.

MONDAY BREAKDOWN: We can sign up a maximum of 25 dealers for Monday pack out in order not to slow down the dismantling of the walls and tents. If you choose this option you should completely pack your booth on Sunday night, remove everything from the walls, move your merchandise to the center of your booth away from the walls and the truss, and arrive at 8am on Monday and be completely finished loading your vehicle by 11am. You must have your own porter help. There is no forklift available on Monday. Please sign up in advance for Monday pack out on the enclosed Quick Order Form.