

CHICAGOLAND GEMS & MINERALS ASSOCIATION

Guidelines for Demonstrators

1. Read these guidelines before filling out the application form on the reverse side.
2. Keep one copy of this guideline / application form for your reference for the show.

Registration & Badges: The demonstrator must check in at the registration area before setting up. He/she will be given the demonstration location and badges. A demonstrator badge authorizes free admission to the show. There will be a maximum of two (2) badges per demonstration. The name for each badge must be printed on the application form.

Installation & Removal: Demonstrations may be set up on Friday between 3 PM and 7 PM or on Saturday morning before 9:30 AM. Demonstrators will be provided with an 8 foot table. Additional space may be available, depending on the number of demonstrators. Demonstrators needing electricity must provide their own extension cords. Overnight coverings are the responsibility of the demonstrator. We ask that all demonstrations remain intact until after the show closes on Sunday at 5 PM. Each demonstrator must have his demonstration removed by 7:00 PM on Sunday. Demonstrators who need to close earlier need to have the permission of the demonstration chairman. If you are only able to demonstrate for a single day, you need to notify the chairman in advance.

Restrictions: Demonstration spaces may only be used for the demonstration described in the application and only by the demonstrator submitting the application, unless approved by the demonstration chairman. All demonstrators are allowed to sell the items they are demonstrating, provided that at least half of the space is devoted to demonstrating. State taxes are the sole responsibility of the demonstrator. **No commercially made items are allowed.** The Chicagoland Gems & Minerals Association reserves the right to reject any demonstrator, who for any obvious reason demonstrates objectionable behavior, and also to prohibit any demonstration which, in the opinion of the Show Committee, may hinder the general character and atmosphere of the show. This restriction includes, but is not limited to, materials and printed matter of a political or unauthorized commercial nature. In the event of such rejection, the CGMA, its members, officers or authorized agents will not be liable for any demonstrator expenses incurred.

Taxes: The Illinois Department of Revenue requires that anyone selling items of any type obtains a Sales Tax ID number and remits taxes collected on a yearly basis. You, not CGMA, are responsible for your tax liability, if any. For information contact the Department of Revenue at 217-785-3707 or tax.illinois.gov.

Security & Liability: The CGMA will furnish around the clock security in the exhibit buildings and will take all reasonable and expected precautions to protect the property of each demonstrator. However, it is mutually agreed that the CGMA, its members, officers, authorized agents, and the DuPage County Fairgrounds, shall not be liable to any demonstrator for the loss, damage, or destruction of his exhibit or personal property or injury to his person. All such claims are expressly waived by the demonstrators. As a security measure each demonstrator will not leave extremely valuable materials exposed and unattended.

Donation: The CGMA does not charge demonstrators for their space. Your club will receive \$15 for your two day demonstration. We ask that each demonstrator donates items worth at least \$10 to our silent auction, to help offset show expenses.

Deadline for Application: This completed application must be received by **May 1st** to insure your space. Mail the completed form to the demonstration chairman at the address on the application form. Please complete a separate application for each demonstration, if more than one in a family.