

# THE **BUSINESS** EVENT

*Empowering and Connecting Small Business*

## Exhibitor Participation Form

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State, Zip \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Email \_\_\_\_\_

## Check Applicable Industry

Communications \_\_\_ Insurance \_\_\_ Health Care \_\_\_

Retirement Services \_\_\_ Finance \_\_\_ Legal \_\_\_

Marketing \_\_\_ Real Estate \_\_\_ Non-profit \_\_\_ Technology \_\_\_

Chamber of Commerce/or Trade Organization \_\_\_

Government Agency \_\_\_

Other (please describe)

**Payment:** To be tendered no later than 10 business days after submitting registration. In the case of late registrations, payment must be made by October 27<sup>th</sup>, 2014. Checks made payable to **SBAC** and sent to: 20 S. Clark, Ste. 500, Chicago, IL 60603.

Online payment, [click here.](#)

**WHEN:  
OCTOBER 30TH,  
2014**

**WHERE:  
BLOCK THIRTY  
SEVEN, 108 N.  
STATE STREET,  
CHICAGO, IL 60602**

**TIME: 10AM – 3PM**

**VIP RECEPTION:  
3:30PM**

**[CLICK HERE FOR  
DIRECTIONS!](#)**

**EXHIBITOR FEE  
\$350**



### **Insurance Requirements:**

Please provide certificates of insurance listing General Liability and Workers' Compensation no later than a week prior to the event. Venue must be added as an additional insured on policy.

"Additional Insured: It is understood and agreed that 108 N State Street, CIM Group LLC, and their officers, directors, agents, servants, employees, divisions, subsidiaries, partners, members, managers, shareholders, affiliated companies and mortgagees/lenders are included as additional insureds under this policy, with respect to legal liability or claims caused by, arising out of, or relating to the acts or omissions, work or work product, of the named insured or of others performed on behalf of the named insured."

Endorsement pages accompanying the certificate are also required.

Certificate holder: CIM Group, LLC  
108 N. State Street  
Suite 390  
Chicago, IL 60602

### **Exhibitor Information:**

- Standard single spaces include a 6' skirted table (total space size 10x10) and 2 chairs.
- Power outlets (limited availability). Please advise need with application.
- Set-up schedule: October 29<sup>th</sup> from 5-8pm; October 30<sup>th</sup> from 7-9:30am.
- The expo floor will open at 10am. Materials cannot be carried in once the expo floor is open to the public.
- Exhibitors can park in the Block Thirty Seven garage entrance on Dearborn Street between Washington and Randolph. Event to take place on third floor.
- One Free parking pass per company.
- Upon arrival, please check-in at Registration table for booth assignment, parking pass, and reception tickets.

**Exhibitor/Sponsor Cancellation Policy:** No refunds for cancellations by exhibitors or sponsors. If an exhibitor or sponsor cancels at any time, for any reason, the exhibitor or sponsor will be responsible for the fee.

**Please e-mail application and proof of insurance to Blanca Campos at [Blanca@sbacil.org](mailto:Blanca@sbacil.org).**