



The American Legion Department of Illinois
106th Annual Department Convention
Bank of Springfield “BOS” Center
1 Convention Center Plaza, Springfield, IL 62701
July 9 – 12, 2025

Contract and Requirements for Exhibitors by and Between The American Legion Department of Illinois for The Annual Department Convention

1. The standard booth size is 10x10. There is a **\$200.00** charge for the rental of a single booth, **\$100.00** for each additional booth. Payment is due with the return of an original signed copy of this contract. Please attach your money order or check, payable to the American Legion Department of Illinois, or enter credit card information and forward directly to the American Legion Department of Illinois, 2720 E. Lincoln St. Bloomington, Illinois 61704.
2. Each booth has an 8’ high back drape with 3’ high side rails. Also, each booth will be provided with one (1) 30”x 8’ skirted table, two (2) chairs and one (1) trash can. All other items such as: electrical, audio-visual, internet, additional tables and other items will be at the expense of the exhibitor.
3. Show dates are **Thursday through Saturday, July 10, 2025, to July 12, 2025.** Exhibitors may move-in on **July 9, 2025 between 8:00 AM and 7:00 PM or July 10, 2025 between 8:00 AM and 12:00 PM.** Exhibitors who need to depart prior to the conclusion of the show, need to set up ahead of scheduled time, or who desire to move in after the show has begun, will be handled on a case-by-case basis. The hours for exhibit booth operation are:

Wednesday, July 9, 2025 (set up)	8:00 AM – 7:00 PM
Thursday, July 10, 2025 (set-up)	8:00 AM – Noon
Thursday, July 10, 2025	Noon – 5:00 PM
Friday, July 11, 2025	8:00 AM – 4:00 PM
Saturday, July 12, 2025	8:00 AM – 12:00 PM

4. Exhibitors should be aware letters patent; trademark, service mark and name filings cover the names and emblems of The American Legion, the American Legion Auxiliary and the Sons of the American Legion. Moreover, Title 18, United States Code, Section 705, makes it a federal crime to misuse the emblems or names of the American Legion or auxiliaries. The American Legion and its auxiliaries are such organizations. Any merchandise bearing the names or emblems without the express written consent of The American Legion, the American Legion Auxiliary or the Sons of the American Legion is a violation of the foregoing and will cause The American Legion and its auxiliaries to exercise all their legal options including contacting the US Attorney’s Office for enforcement of the criminal law and/or suits for injunctions and/or damages.
5. Exhibitor agrees and understands The American Legion, the American Legion Auxiliary, the Sons of The American Legion, and the host facility are not responsible for any loss or damage to exhibitor’s

merchandise or harm to exhibitor and/or exhibitor's agents, officers, directors, employees or volunteers.

6. _____ hereby expressly and as additional consideration for the privilege of granting and allowing exhibitor to maintain a booth at The American Legion Department of Illinois Convention for itself, its heir, successors, assigns, representatives, officers directors, and employees, hereby conclusively releases The American Legion, the American Legion Auxiliary, the Sons of the American Legion and the Host facility from any and all liability in any way arising or pertaining to exhibition at The American Legion of Illinois Department Convention, the convention itself, the use of the booth, the use of the host facility, or anything else in any way related to this agreement. As further additional consideration, exhibitor hereby warrants and agrees to indemnify and hold harmless The American Legion, the American Legion Auxiliary, The Sons of the American Legion, women, directors, officers, employees, agents, assigns and the host facility.

7. The American Legion reserves the right to determine suitability of all exhibits and products therein. The exhibitor specifically agrees that the decision of The American Legion shall be final and based upon its sole and unfettered discretion. Please provide a description of activities and/ or items that will be sold during the course of The American Legion Department of Illinois Convention:

8. Subject to the terms of this contract, if the exhibitor should cancel their booth the exhibitor agrees to pay a charge based upon the percentages set forth below as liquidated damages and not as a penalty to compensate The American Legion for its efforts and expenses related to this contract and its cancellation as follows:

<u>Cancellation within opening of exhibits</u>	<u>Payment</u>
Date of signed contract – 90 days	10% of the total contracted cost
89 days – 30 days	25% of the total contracted cost
29 days – opening of exhibits	100% of the total contracted cost

The appropriate percentage of total contracted cost shall be withheld from the rental charge per booth as set forth in paragraph 1 of this contract.

9. For all questions concerning additional services such as furniture rental, booth carpeting, electricity, audio/visual support, additional tables and shipment of materials please contact Christy Rich at the American Legion Department of Illinois (309) 663-0361 crich@illegion.org

11. Please submit your **ORIGINAL SIGNED** contract, with the appropriate payment, to the following individual and address:

Christy Rich, Executive Administrative Assistant
The American Legion Department of Illinois
2720 E. Lincoln St.
Bloomington, Illinois 61704
309-663-0361
crich@illegion.org

PLEASE TYPE OR PRINT LEGIBLY

Name of Exhibit for Signage Purposes _____

How many booths requested _____

Special requests (electric, phone or internet) _____
See #2 clause (\$75.00 charge for electrical)

Company Name _____

Contact Name _____

Address: _____

Telephone number _____

Cell number _____

Fax Number _____

E-Mail Address _____

CASH / CHECK / CREDIT CARD
(Circle one)

Check number _____ **Check Amount** _____

Credit Card # _____ - _____ - _____ - _____

Expiration date _____ / _____ **3 digit CVC** _____