

FREQUENTLY ASKED QUESTIONS, EXHIBITING AT THE CHICAGO DRUM SHOW

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:

Reserve by October 31: You’re guaranteed the same spot you had at the previous show if you reserve by October 31.

Reserve by January 31: All exhibitors reserving space by January 31 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 11 to be processed for express check-in.

HOW DO I PAY?

1. You can paypal to 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, expiration date, CVV code, and the billing address street number & zip code. You can email credit card info to rob@rebeats.com, fax to 989 463 6545, or phone to 989 463 4757 and leave the information on the Rebeats answering machine.

WILL I RECEIVE AN INVOICE/RECEIPT?

Invoices and receipts are only issued on request, but we are happy to do that for you- just ask.

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. Because the dimensions of the building and placement of egress doors, some corner spaces are 10x15.

WHAT IS INCLUDED?

The basic booth price of \$200.00 covers just the 10x10 space and two exhibitor credentials. The corners of the space will be marked and a small sign will identify the spot. 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 that you need to help you set up and/or staff your booth. (In the past we have had situations where exhibitors to get in friends before the show opened.

CHAIRS ARE NOT LISTED ON THE REGISTRATION SHEET?

There is no charge for exhibitor chairs; just get however many you need from the utility closets in the corner of each exhibit hall.

IS A TABLE INCLUDED?

Tables are no longer included with the exhibit spaces like they were for many years. We have always had to pay for table rentals, and through the 2011 show included one table with the price of a booth. The booth price has not increased in over 5 years.

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.

WHEN CAN EXHIBITORS GET IN TO SET UP?

SETUP DAY BEFORE SHOW: It changes year to year; check the “first exhibitor letter” for information on the current show. We usually shoot for about 3 P.M. and allow exhibitors until 8 P.M. before we close the hall for the evening.

SHOW DAYS: Exhibitor and VIP visitors’ access starts at 8 A.M., the show opens to the public at 10 A.M..

HOW DO I SHIP STUFF TO THE SHOW?

Through UPS; go to the show site www.chicagodrumshow.com or the Rebeats site and follow the links to “shipping to the show.” It is important that you follow the instructions there and do NOT ship directly to the Kane County Fairgrounds.

HOW DO I HAVE STUFF SHIPPED BACK FROM THE SHOW?

Also through UPS; if you know you are going to have materials to ship back, you should make advance arrangements with UPS. The UPS agent will arrange to meet you when you are ready to ship at the end of the show.