



Dear Exhibitor:

Thank you for being part of the 30th Annual Lambs Farm Holiday Lights Gift & Craft Fair. Note the set-up, move-out and final checklist below. Please have someone in your booth during all show hours, adhere to the contract and work your booth until 5pm on Sunday.

Show Dates: December 3, 4 & 5, 2010
Arlington Park Racecourse
2200 W. Euclid Ave.
Arlington Heights, IL

Move-In: Thursday, December 2, 2010 • 9am-6pm
Friday, December 3, 2010 • 7-10am — **No carts will be allowed on the show floor one hour prior to opening.** No children are allowed on the show floor during move-in.

Show Hours: Friday, December 3 – 11am-9pm
Saturday, December 4 – 9am-7pm
Sunday, December 5 – 10am-5pm

Move-Out: Sunday, December 5, 2010 • 5:15 – 10pm
No children are allowed on the show floor during move-out.

Payments: All balances are to be paid in full by October 22, 2010. Please contact Margaret Iden at 630.469.4611, x100 if you are not paid in full at this time.

Wrist Bands: You can pick-up your wrist bands at the exhibitor Will Call desk at the exhibitor entrance on Thursday, Friday, Saturday and Sunday during set-up and show hours. **You will receive one (1) wrist band for the entire show. Please keep your wrist band on for the entire show.** The wrist band is waterproof.

Parking: Exhibitor parking is located at the East end of the grandstand through the Wilke Road entrance. There will be two (2) complimentary parking passes per exhibitor. You can pick them up during set-up on Thursday, December 2. Additional 3-day parking passes can also be ordered in advance or purchased for \$15 at the event during set-up.

Decorator: Indestructo (Decorator) – 847.375.8510
Note: Tables, chairs and carpeting are **not** included in the booth. You may bring your own or may order them from our decorator. Order form may be found in the exhibitor kit or online at www.HolidayLightsLambsFarm.com. Deadline for discounted rates is November 19, 2010.

Wi-Fi Service: No charge for wireless Internet connection.

Electrical: Arlington Park Racecourse – 847.385.7500.
Deadline for discounted rates is November 11, 2010. Note: Electrical is not included in booth cost. Electrical forms may be found in the exhibitor kit or online at www.HolidayLightsLambsFarm.com

Food Permits: If you are handing out any food samples during the expo you will need to get a Temporary Food Service form. Food Service Forms can be found in the exhibitor kit or online at www.HolidayLightsLambsFarm.com

Overnight Parking/Trailer Parking:

If you need to leave your vehicle overnight, you will be required to complete a waiver form, or your vehicle will be towed. Sleeping in vehicles on Arlington Park property is not permitted.

During the Show:

Due to requirements set-up by the Arlington Heights Fire Department, no one can block traffic in the aisles so all exhibitors must remain in their booths at all times.

Move-In/Move-Out:

You may access the building through the Grandstand Entrance/ Exhibitor Entrance (east end of the facility). Thursday the use of the Clubhouse Entrance (west end of the facility), or the Apron Level Trackside is permitted. No trailers or oversized vehicles are allowed to access the Apron Level Trackside, access is through the East Park Gate. Exhibitors must remove their vehicles immediately after unloading. Breakdown of booth is NOT permitted prior to the show ending.

Transporting materials to your booth by cart is only allowed during designated move-in and move-out times. Use of carts will not be allowed one hour prior to opening of event and during show hours. Carts are not allowed on the passenger elevators or on the marble floors. If product needs to be restocked during show hours it must be carried through exhibitor entrance. You may only use low adhesive, blue painters tape at this facility. If needed, you may purchase a roll during move-in.

Show Program:

The Show Program will be distributed to all attendees as they enter the show.

Door Prizes:

If you would like to donate any items to be used as door prizes, please bring them to the Information Table located at the bottom of the grand staircase.

See you at the show!

For more information contact Toni Spalding at 630.469.4611, x103
or E-mail Toni@TowerShow.com