

ISVMA 142ND ANNUAL CONVENTION EXHIBITORS



HILTON CHICAGO/OAK BROOK HILLS
RESORT & CONFERENCE CENTER
OAK BROOK, IL

2024
NOVEMBER 8-9

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TO: INDUSTRY PARTNERS OF THE ISVMA

**FROM: ALICIA DAVIS-WADE, MA, CAE
ASSISTANT EXECUTIVE DIRECTOR
PHONE: (217) 546-8381, FAX: (217) 546-5633
ALICIA.DAVIS-WADE@ISVMA.ORG**

**RE: 2024 ISVMA ANNUAL
CONVENTION AND TRADE SHOW**

On behalf of the ISVMA and all attendees of the 2024 ISVMA Convention, we invite you to help us provide a high-quality, diverse trade show for the veterinarians, certified veterinary technicians (CVTs), practice personnel and business owners who attend our meeting.

The ISVMA Convention is Illinois' premier meeting for continuing education, annually supporting our veterinary professionals' licensing requirements. Topics in business practices, companion animal, food animal, equine, exotics and a day-long track specifically for CVTs make up our event.

The ISVMA values its relationships with our industry partners. We know you are a critical component to a successful Convention. It's our pleasure to provide you access to ISVMA members at our trade show and allow an opportunity for our attendees to get to know you.

Please contact us about this opportunity to invest in the success of ISVMA, because we are committed to your success as well.



VENUE & HOST HOTEL

NOVEMBER 8-9, 2024

HILTON CHICAGO/OAK BROOK HILLS RESORT & CONFERENCE CENTER
3500 MIDWEST ROAD, OAK BROOK, IL 60523

Group rates available through Friday, October 11, 2024. Single/double room rate: \$139 per night, plus 11 percent tax.

Nestled in the beautiful suburb of Oak Brook, close to the cityscape of downtown Chicago, stands the Midwest's premier golf resort and conference center. Stay in inviting accommodations overlooking the lush fairways of Willow Crest Golf Club, experience farm-to-table dining at its finest or head over to the Monarch Spa for a rejuvenating massage. The convenient location also puts you within easy reach of popular attractions and fun things to do in and around the Windy City, with sprawling shopping centers, renowned restaurants and various museums located minutes away from the resort.

Complimentary parking for registered hotel guests is available.

To reserve a room using the special ISVMA group room rate, contact the Hilton Chicago/Oak Brook Hills Resort & Conference Center at (630) 850-5555 and mention that you are with the ISVMA Convention. Make your reservation by Friday, October 11, 2024, to receive the group rate.

EARLY BIRD REGISTRATION BENEFITS

- Registrations submitted and paid by Friday, May 31, 2024, receive added benefits!
 - A discounted price is offered only to those who apply and pay in full by the early bird date.
 - Company name appears in the Convention registration brochure reaching 6,000+ potential registrants.

TRADE SHOW BENEFITS

- Company name listed in Convention program book with company description and contact information
- Company name listed on ISVMA's website pre- and post-Convention.
- Attendee list forwarded by email to all paid exhibitors two weeks prior to event and by Friday, December 1, 2024.
- Opportunity to purchase a stuffer for attendee bags
- Excellent networking opportunities
- Venue allows easy access to trade show from session rooms



TENTATIVE SCHEDULE

NOVEMBER 8-9, 2024

THURSDAY, NOVEMBER 7

1:00 p.m.-6:00 p.m..... Installation & Exhibitor Move-In
1:00 p.m.-6:00 p.m..... Registration Desk Hours for Exhibitors

FRIDAY, NOVEMBER 8

6:00 a.m.-9:00 a.m..... Installation & Exhibitor Move-In
6:00 a.m.-9:00 a.m.....Registration Desk Hours for Exhibitors
8:00 a.m.-4:30 p.m.....Convention Sessions
9:50 a.m.-10:30 a.m.....Break in Exhibit Hall (non-conflicting floor hours)
8:30 a.m.- 6:00 p.m.....Exhibit Hall Hours
11:30 a.m.-1:00 p.m.....Lunch in Exhibit Hall (non-conflicting floor hours)
1:50 p.m.-2:30 p.m.....Refreshment Break in Exhibit Hall (non-conflicting floor hours)
4:30 p.m.-5:30 p.m.....President's Reception in the Exhibit Hall

SATURDAY, NOVEMBER 9

8:00 a.m.-4:30 p.m.....Convention Sessions
8:00 a.m.-2:30 p.m.....Exhibit Hall Hours
9:50 a.m.-10:30 a.m.....Break in Exhibit Hall (non-conflicting floor hours)
11:30 a.m.-1:00 p.m.....Lunch in Exhibit Hall (non-conflicting floor hours)
1:15 p.m.....Exhibitor Meeting in Exhibit Hall
1:50 p.m.-2:30 p.m.....Break in Exhibit Hall (non-conflicting floor hours)
2:45 p.m.-5:00 p.m.....Exhibitor Tear Down and Move-Out (no early tear downs)

EXHIBITORS MEETING

Each year, we like to meet with you, our exhibitors, to discuss your suggestions for next year's meeting. This year, we plan to meet with you on Saturday, November 9, at 1:15 p.m. Please bring suggestions that you think will make our show better for your company.



BOOTH INFORMATION

NOVEMBER 8-9, 2024

BOOTH FEES

Tiered pricing

Booth spaces are now available. Refer to floor layout on page 6. Legend identifies premium spaces (paid first-come, first-served).

No discounts for double booth space purchases.

Early Bird Rates (before Friday, May 31, 2024)

\$1,200 – Booth space

Standard Rates (after Friday, May 31, 2024)

\$1,400 – Booth space

BOOTH APPLICATION

Applications received without payment will not be processed.

BOOTH SPACE RENTAL PACKAGE

- 10' x 8' booth space
- 8' back drape, 3' draped side divider
- 6' skirted table
- Standard sign (7" x 44") with company name/logo
- Two chairs
- Two complimentary registrations to staff your booth

EXHIBITOR PERSONNEL REGISTRATION

Each booth includes registration for two personnel, which allows participation in educational sessions as well as meals and breaks served in the exhibit hall.

Booth personnel must be registered and have a Convention name badge. Individuals will not be allowed on the trade show floor without a name badge – no exceptions. Exhibitors will be required to wear name badges to participate in educational sessions.

Additional booth personnel may register but will be assessed a fee of \$145 per person, per day. Payment permits attendance and participation in educational sessions, and meals served in the exhibit hall. Substitutions are allowed.

The exhibitor personnel registration form is on page 11 of this prospectus. Friday, October 20 is the pre-registration deadline for booth personnel. Personnel will be required to register on-site after this deadline.

BOOTH ASSIGNMENT

- Booth space will be assigned on a first-come, first-served basis or as a benefit of sponsorship.
- Three choices for placement are requested to assist in assignment. Every effort will be made to honor those choices as well as requests for placement away from, or near, another exhibitor.
- Management reserves the right to make final determination of all space assignments in the best interests of the Illinois State Veterinary Medical Association (ISVMA). Management retains the right to refuse display space to any company whose goods and/or services are not, in the opinion of the management, compatible with the general character and objectives of the ISVMA Convention and the ISVMA.

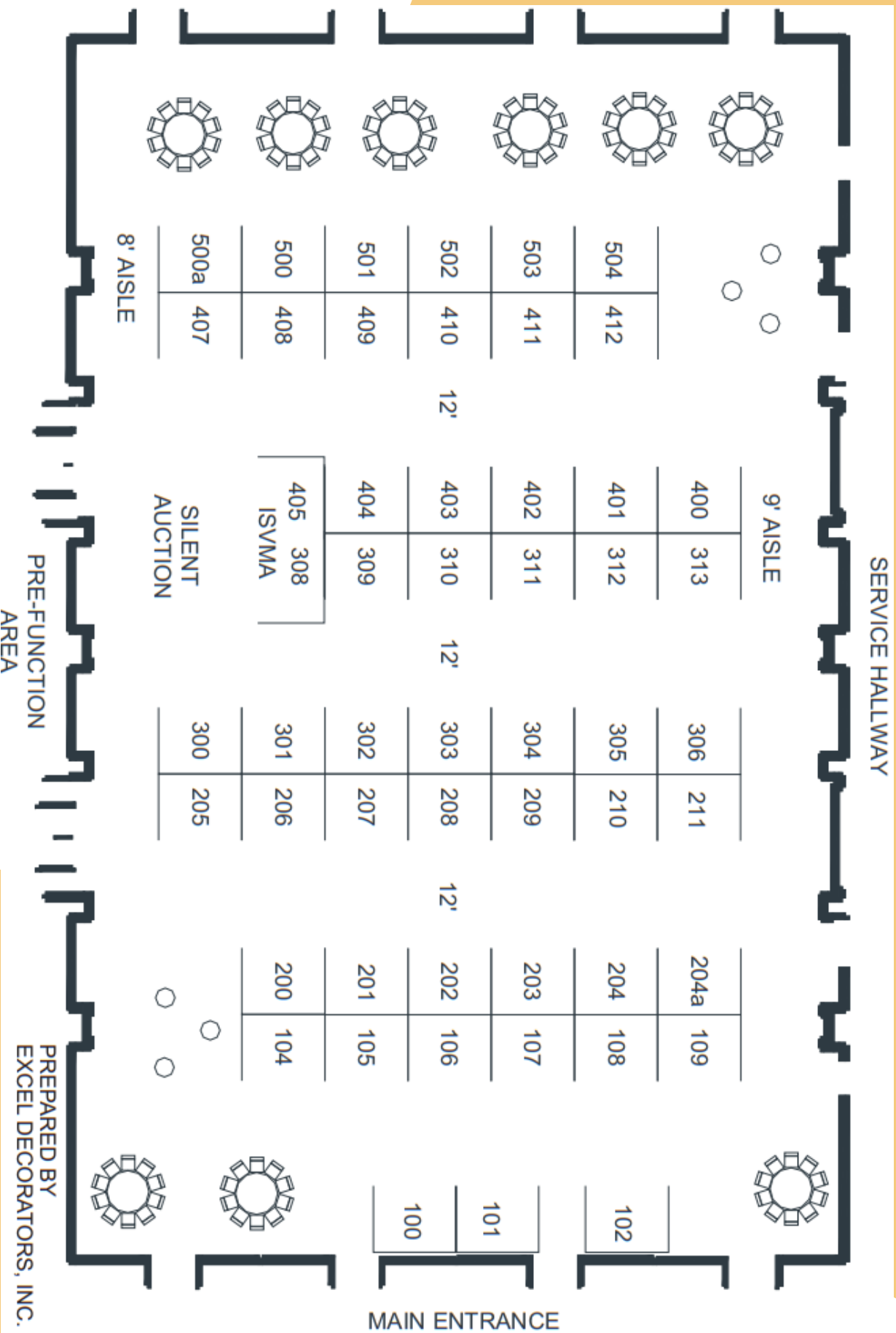
FLOOR PLAN CHANGES

The exhibitor agrees that the ISVMA Annual Convention shall have the right to make such changes in the floor plan arrangement of booths for said exhibition as it shall deem necessary.

EXHIBIT HALL FLOOR PLAN

NOVEMBER 8-9, 2024

*FLOOR PLAN SUBJECT TO CHANGE



PREPARED BY
EXCEL DECORATORS, INC.

ADVERTISING & MARKETING OPPORTUNITIES

NOVEMBER 8-9, 2024

MORE WAYS TO BE SEEN

TRADE SHOW STUFFER

Include your company-branded item in each registrant's tote bag (e.g., one 8.5" x 11" flat brochure, a keychain, a letter opener, etc.). Fee may be invoiced. Your company is responsible for cost of the item and shipping to:

Illinois State Veterinary Medical Association
1121 Chatham Road
Springfield, IL 62704

Request: 500 items.

Cost to purchase: \$250

Participation deadline:
Friday, October 11, 2024

CONVENTION PROGRAM BOOK ADVERTISING

Include a full-page, full-color vertical display ad in our Convention program book. Fee may be invoiced.

Technical specifications:

- File format: JPG, PNG or SVG
- File resolution: high-res (300 dpi or higher)
- Ad dimension: 7.5" wide x 10" high
- Design restrictions: full-color option, no bleed

Cost to purchase: \$500

Participation deadline:
Friday, September 6, 2024

CANCELLATION POLICY

(Must be received in writing)

- 100% refund (less \$150 processing fee) prior to Wednesday, July 31, 2024.
- 75% refund from Thursday, August 1 to Saturday, August 31, 2024.
- 50% refund from Sunday, September 1 to Sunday, September 22, 2024.
- No refund after Monday, September 23, 2024.

IMPORTANT PRINTING DEADLINE

Friday, September 6, 2024

On Friday, September 6, 2024, all display ad artwork, logos and company descriptions for the Convention program book must be received by the ISVMA. A booth application received after this date may not have its company included in the Convention program book that will be provided virtually to all registered attendees.

SPONSORSHIP OPPORTUNITIES

There are several sponsorship opportunities available for this year's conference. If you would like to support the ISVMA and have your company recognized for your contribution, call the ISVMA office at 217-546-8381 or email info@isvma.org.

You can sponsor anything from breaks to lunch to tote bags to speakers. If you prefer, you can be a cash sponsor. Your support is welcomed and very much appreciated!



EXHIBITOR'S INFO

NOVEMBER 8-9, 2024



INSTALLATION & MOVE IN

Thursday, November 7, 2024, 1-6 p.m.

Children under the age of 18 are not allowed in the exhibit hall during installation and dismantling of exhibits. Move-in ends at 6 p.m. on Thursday to allow time to clean and clear the exhibit hall before the opening of the tradeshow.

DISMANTLING & TEAR DOWN - TENTATIVE

Saturday, November 9, 2024, 2:45-5 p.m.

Exhibitors must not tear down or pack prior to the close of the trade show on Saturday, November 9 at 2:45 p.m. All displays must be removed by 5 p.m. Shipping arrangements should be completed with the official Convention decorator. Materials remaining in the exhibit hall after 5 p.m. on Saturday, November 9 will be removed at the exhibitor's expense.

SHOW DECORATORS



Excel Decorators/Valley Expo
3600 Winchester Rd.
Springfield, IL 62707
(217) 528-4024
www.exceldecorators.com

DECORATING SERVICES

All services customarily required by exhibitors are available through Excel Decorators, Inc. (Excel). Order forms for services will be available through Excel and forwarded in the exhibitor service kit. The service kit with form will be online through Excel's website six weeks prior to the event. Acceptance of exhibit space by an exhibitor will constitute agreement to use only Excel Decorators, Inc. Exhibitors may not use an independent contractor.

ELECTRICAL & INTERNET ACCESS

Electric and Internet services are provided to confirmed exhibitors by the Chicago Hilton/Oak Brook Hills Resort & Conference Center. There will be a nominal fee for these services.

FLOORING/CARPET

The exhibit hall is carpeted. Excel Decorators offers additional carpet rental, if desired.

DRAYAGE/SHIPPING

It is the exhibitor's responsibility to pre-arrange shipping/drayage with Excel. The exhibitor service kit will include shipping information and rates. Questions should be directed to Excel. Direct shipment of booth to the Chicago Hilton/Oak Brook Hills Resort & Conference Center will not be accepted and may be returned. Storage is not available on-site for exhibitors to ship directly to the Chicago Hilton/Oak Brook Hills Resort & Conference Center. ISVMA will not accept any responsibility for items shipped directly to the Chicago Hilton/Oak Brook Hills Resort & Conference Center.

RULES & REGS FOR EXHIBITORS

NOVEMBER 8-9, 2024

These rules and regulations governing the ISVMA Annual Convention and Trade Show are part of the exhibit contract. The interpretation and enforcement of the rules and regulations by Convention management are final. All matters not specifically covered by these rules and regulations are subject to the decision of Convention management. Convention management is defined as the ISVMA executive director and ISVMA staff.

Use of Exhibit Space

All demonstrations and distributions of circulars and promotional material must be confined to the limits of the exhibitor's booth. No exhibitor shall assign, sublet or share the space assigned without the prior consent of ISVMA. Exhibitors must feature products and services of their regular course of business, unless otherwise approved by ISVMA. Exhibits that include the operation of musical equipment, radios, sound/motion picture equipment, public address systems or any sound-making device must be operated so that the volume will not annoy or disturb adjacent exhibitors and their patrons, and must be approved by ISVMA, with said approval to be at the sole discretion of ISVMA. Exhibitors are required to have their exhibit space neat and orderly at all times. Judgments concerning these matters are the sole discretion of ISVMA. Installation, operation and removal of exhibits shall be done without causing undue interference with other exhibitors, visitors or other individuals entitled to be in the exhibit area. Judgments concerning these matters are the sole discretion of the ISVMA.

Liability

The exhibitor hereby agrees to and does indemnify and hold harmless and defend ISVMA, Chicago Hilton/Oak Brook Hills Resort & Conference Center, Oak Brook, Illinois, their officers, agents and employees from and against damage, cost or expense of any kind whatsoever (including but not limited to cost, interest and attorney's fees), which ISVMA or the Chicago Hilton/Oak Brook Hills Resort & Conference Center may incur, suffer, but put to, pay, or be required to pay incident to or arising directly or indirectly from any intentional negligent actor omission by an exhibitor or any of its employees, servants or agents, subject to the provisions herein. The exhibitor further agrees that ISVMA, its officers, agents and employees shall not be responsible in any way for (i) damage, loss, or destruction of property of exhibitors or (ii) injury to exhibitor or its representatives, agents, employees, licensees or invitees. The exhibitor agrees to and does indemnify, hold harmless and defend ISVMA, its officers, agents and employees from any claims arising out of damage, loss or destruction under (i) or (ii) herein.

Inability to Hold Show

If, because of war, fire, strike, exhibit facility construction or renovation project, government regulation, public catastrophe, act of God or the public enemy, or other cause beyond the control of ISVMA, the Convention or any part thereof is prevented from being held or is cancelled by ISVMA, or the exhibit space becomes unavailable, ISVMA shall determine and refund the exhibitor its proportionate share of the balance of the aggregate exhibit fees received that remains after deducting expenses incurred by ISVMA and reasonable compensation to ISVMA, but in no case shall the amount of refund to the exhibitor exceed the amount of exhibit fee paid. ISVMA shall not have other further liability to exhibitor. The exhibitor may consider obtaining appropriate insurance coverage at its cost and expense for this contingency. ISVMA does not furnish same directly or indirectly.

Repairs and Damages

Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls or standard booth equipment, or for damage caused in any manner. Exhibitors may not apply paint, lacquer, adhesive or any coating to the building walls and floor or to standard booth equipment.

Public Aisles

Public aisles may not be used by exhibitor under any circumstances as mandated by the local fire code. Business on the trade show floor must be conducted within the booth.

Security

Security will be provided for no additional fee. The duty of the guards will be to protect the general exhibit area against fire or other catastrophes. Neither the ISVMA nor the Chicago Hilton/Oak Brook Hills Resort & Conference Center assumes any responsibility for exhibitors' personal property or theft of such.

Accessibility

Exhibitor will ensure that its display is accessible to visitors who use wheelchairs or who have other disabilities.

Animals

Animals in the exhibit hall will require prior authorization. Exhibitors must submit a written request to Convention management. This includes animals used for demonstration purposes.

Food Service

The ISVMA's agreement with the Chicago Hilton/Oak Brook Hills Resort & Conference Center prohibits food or beverage from outside sources being brought into the exhibit booths unless contracted with catering. The exhibitor understands and accepts these terms as contracted obligations with the caterer, and ISVMA Convention.

Fire and Safety

All display materials must be flameproof and subject to inspection by the local fire department. No flammable fluids or substances may be used or shown in booths. If inspection indicated that an exhibitor has neglected to comply with these regulations or otherwise incurs fire hazards, the right is reserved to cancel all, or such part of an exhibit as may be irregular. Exhibitors shall comply with all local fire regulations.

Insurance

The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of the contract for exhibit space comprehensive general liability insurance against claims for bodily damage or death and property damage occurring in or upon resulting from the premises leased. The exhibitor shall, at its sole cost and expense, procure and maintain throughout the term of this contract workers' compensation and occupational disease insurance in full compliance with all federal and state laws covering all exhibitor's employees engaged in the performance or any work for the exhibitor. All property of the exhibitor is understood to remain under its custody and control in transit to, within and in transit from the confines of the exhibit hall.

EXHIBIT BOOTH APPLICATION

Illinois State Veterinary Medical Association
1121 Chatham Road, Springfield, IL 62704
Phone: (217) 546-8381/FAX: (217)546-5633
alicia.davis-wade@isvma.org

NOVEMBER 8-9, 2024

CHICAGO HILTON/OAK BROOK HILLS RESORT & CONFERENCE CENTER
3500 MIDWEST ROAD, OAK BROOK, IL 60523

COMPANY NAME (AS IT WILL APPEAR IN CONVENTION MATERIALS):

TIERED PRICING FOR BOOTH

NO DISCOUNTS FOR DOUBLE BOOTH SPACE PURCHASES.
EARLY BIRD PRICING AVAILABLE! TAKE ADVANTAGE AND SAVE.

CORPORATE CONTACT PERSON (FOR BILLING PURPOSES)

BOOTH SIZE: 10' X 8'

NAME: _____

BOOTH FEES: BEFORE MAY 31, 2024 AFTER MAY 31, 2024
\$1,200 - BOOTH SPACE \$1,400 - BOOTH SPACE

TITLE: _____

BOOTH SELECTION

EMAIL: _____

FIRST CHOICE: _____ SECOND CHOICE: _____

PHONE: _____ FAX: _____

THIRD CHOICE: _____

MAILING ADDRESS: _____

EVERY EFFORT WILL BE MADE TO ASSIGN SPACE IN THE ORDER OF YOUR CHOICE, PROVIDING THE SPACE IS STILL AVAILABLE. IN ASSIGNING SPACE, CARE IS TAKEN TO NOT PLACE COMPETING SUPPLIERS NEARBY WHEN POSSIBLE. IN ORDER TO ASSIST US IN ASSIGNING BOOTH SPACE, PLEASE LIST THOSE COMPETITORS YOU WOULD PREFER NOT TO BE NEAR:

CITY/STATE/ZIP: _____

1. _____
2. _____
3. _____

REGIONAL AND/OR ON-SITE CONTACT PERSON (TO RECEIVE INFORMATION ON BOOTH ASSIGNMENT, PERSONNEL REGISTRATION, EXHIBITOR'S MANUAL, PARTICIPATION DEADLINES AND REMINDERS)

NAME: _____

IMPORTANT PRINTING DEADLINE: FRIDAY, SEPTEMBER 6, 2024

TITLE: _____

ALL DISPLAY AD ARTWORK, LOGOS AND COMPANY DESCRIPTIONS FOR THE CONVENTION PROGRAM MUST BE RECEIVED BY THE ISVMA FOR INCLUSION. A BOOTH APPLICATION RECEIVED AFTER THIS DATE MAY NOT HAVE ITS COMPANY INCLUDED IN THE CONVENTION PROGRAM DISTRIBUTED TO REGISTERED ATTENDEES.

EMAIL: _____

PHONE: _____ FAX: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

METHOD OF PAYMENT

BY CHECK

PAYABLE TO ISVMA; FORWARD COMPLETED FORM BY MAIL TO: ISVMA, 1121 CHATHAM ROAD, SPRINGFIELD, IL 62704.

PAYMENT IN THE AMOUNT OF \$ _____ ENCLOSED WITH APPLICATION.

BY CREDIT CARD

FORWARD COMPLETED FORM BY FAX TO NUMBER ABOVE, OR EMAIL TO: ALICIA.DAVIS-WADE@ISVMA.ORG OR BY MAIL TO: ISVMA, 1121 CHATHAM ROAD, SPRINGFIELD, IL 62704

___ VISA ___ MASTERCARD ___ DISCOVER ___ AMEX

REMIT THE AMOUNT OF \$ _____ TO MY CREDIT CARD PAYABLE UPON RECEIPT.

CARDHOLDER'S NAME: _____

ACCOUNT NUMBER: _____

EXP. DATE: _____ V-CODE: _____

CANCELLATION POLICY (MUST BE RECEIVED IN WRITING)

- FULL REFUND (LESS \$150 PROCESSING FEE) PRIOR TO THURS., AUG. 1, 2024
- 50 PERCENT REFUND FROM SEPT. 1-22, 2024
- NO REFUND AFTER MON., SEPT. 23, 2024.

I am authorized by my company to contract for exhibit space at the ISVMA Annual Convention to be held Nov. 8-9, 2024, in Oak Brook, IL. By signing and dating this contract, the exhibitor agrees to the terms of payment specified on this contract and the rules and regulations outlined on page 9. Registration is not complete until payment is received in full.

AUTHORIZED SIGNATURE

DATE

EXHIBIT BOOTH PERSONNEL

COMPANY NAME : _____

FIRST REGISTRANT (INCLUDED WITH BOOTH FEE)

FULL NAME (AS IT WILL APPEAR ON NAME BADGE, LIST TITLE/CREDENTIALS):

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE: _____ FAX: _____

ARE YOU INTERESTED IN EARNING CE CREDITS? Y ___ N ___

WHAT TITLE/POSITION DO YOU HOLD?

DVM ___ CVT ___ INDUSTRY PROFESSIONAL ___

WHICH DAYS WILL YOU ATTEND? FRIDAY ___ SATURDAY ___

PLEASE SPECIFY IF ANY DIETARY RESTRICTIONS:

SECOND REGISTRANT (INCLUDED WITH BOOTH FEE)

FULL NAME (AS IT WILL APPEAR ON NAME BADGE, LIST TITLE/CREDENTIALS):

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE: _____ FAX: _____

ARE YOU INTERESTED IN EARNING CE CREDITS? Y ___ N ___

WHAT TITLE/POSITION DO YOU HOLD?

DVM ___ CVT ___ INDUSTRY PROFESSIONAL ___

WHICH DAYS WILL YOU ATTEND? FRIDAY ___ SATURDAY ___

PLEASE SPECIFY IF ANY DIETARY RESTRICTIONS:

METHOD OF PAYMENT

BY CHECK

PAYABLE TO ISVMA; FORWARD COMPLETED FORM BY MAIL TO: ISVMA, 1121 CHATHAM ROAD, SPRINGFIELD, IL 62704.

BY CREDIT CARD

FORWARD COMPLETED FORM BY FAX TO (217) 546-5633, OR EMAIL TO: ALICIA.DAVIS-WADE@ISVMA.ORG OR BY MAIL TO: ISVMA, 1121 CHATHAM ROAD, SPRINGFIELD, IL 62704.

___ VISA ___ MASTERCARD ___ DISCOVER ___ AMEX

ADDITIONAL REGISTRANT (\$145 PER PERSON, PER DAY)

FULL NAME (AS IT WILL APPEAR ON NAME BADGE, LIST TITLE/CREDENTIALS):

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE: _____ FAX: _____

ARE YOU INTERESTED IN EARNING CE CREDITS? Y ___ N ___

WHAT TITLE/POSITION DO YOU HOLD?

DVM ___ CVT ___ INDUSTRY PROFESSIONAL ___

WHICH DAYS WILL YOU ATTEND? FRIDAY ___ SATURDAY ___

PLEASE SPECIFY IF ANY DIETARY RESTRICTIONS:

ARE YOU SPLITTING A SHIFT WITH A CO-WORKER? Y ___ N ___

IF YES, NAME OF CO-WORKER: _____

ADDITIONAL REGISTRANT (\$145 PER PERSON, PER DAY)

FULL NAME (AS IT WILL APPEAR ON NAME BADGE, LIST TITLE/CREDENTIALS):

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

PHONE: _____ FAX: _____

ARE YOU INTERESTED IN EARNING CE CREDITS? Y ___ N ___

WHAT TITLE/POSITION DO YOU HOLD?

DVM ___ CVT ___ INDUSTRY PROFESSIONAL ___

WHICH DAYS WILL YOU ATTEND? FRIDAY ___ SATURDAY ___

PLEASE SPECIFY IF ANY DIETARY RESTRICTIONS:

ARE YOU SPLITTING A SHIFT WITH A CO-WORKER? Y ___ N ___

IF YES, NAME OF CO-WORKER: _____

REGISTRATION IS NOT COMPLETE AND WILL NOT BE PROCESSED UNTIL PAYMENT IN FULL IS RECEIVED.

CARDHOLDER'S NAME: _____

ACCOUNT NUMBER: _____

EXPIRATION DATE: _____

V-CODE _____



**1131 Chatham Road
Springfield, IL 62704
217-546-8381**