



MIDWEST

SEPTEMBER 9-10, 2026 | SCHAUMBURG, IL

EXHIBITOR RESOURCE MANUAL

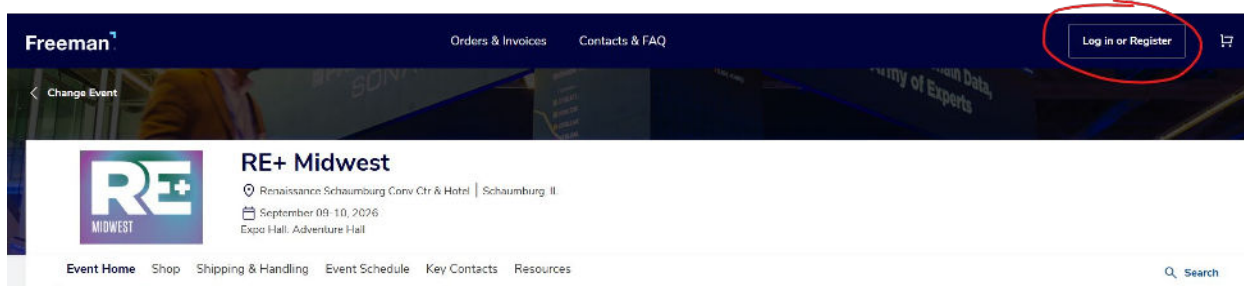


General Contractor

Freeman Services, (888) 508-5054

[Freeman Online Service Kit](#)

Note: After you click on the link to the Freeman Online Service Kit above you will need to Log in or Register in the top right-hand corner as shown below to view the online kit.



Required Forms

Below is a list of forms with critical information that exhibitors must submit. Some of the forms are required for all exhibitors; these forms will have a “required for all” note beside them. The deadline to submit these forms is **Tuesday, August 11** (unless otherwise noted).

- [Onsite Contact and Exhibitor Liability Form](#) (required for all)
- [EAC Notification Form](#) (required only if hiring EAC/ third party)
- [Booth Diagram & Hanging Sign Form](#) (required only if you have a booth over 400 Sq. Ft. or a hanging sign.)

Certificate of Insurance Due Tuesday, August 11

Liability Insurance

RE+ Midwest requires **All Exhibitors** to carry commercial general liability insurance and to submit a copy of insurance (COI) to show management through the Onsite Contact and Exhibitor Liability Insurance Form listed above.

If an exhibitor is using an **Exhibitor Appointed Contractor (EAC)**, the EAC must also carry commercial general liability insurance and submit a separate certificate of insurance. The coverage requirements are the same; however, two separate COIs are required, one from the exhibitor and one from the EAC.

Exhibitors hiring an EAC must also complete and submit the EAC Notification form listed above.

A **sample certificate of insurance** is available [here](#).

Purchasing Liability Insurance

If you do not have a preferred insurance vendor, we have made arrangements with [TotalEvent](#) to make an inexpensive policy available to exhibitors who need it. If you choose to purchase your policy with [TotalEvent](#), you are still required to submit a copy via the [Onsite Contact and Exhibitor Liability Insurance Form](#). This policy has all the coverage you need to meet the obligations in your space contract. Please buy your insurance using the same name you gave us on your exhibit space contract. Note that this insurance option is included solely as a convenience and is not an endorsement. Workers comp insurance is not included in the TotalEvent policy, but you are encouraged to carry it.

EAC Notification Form

Exhibitor Appointed Contractors (EACs) are independent contractors hired by exhibiting companies. They can include booth builders, supervisors, or designers, independent display companies, delivery personnel or technicians, etc. All EACs must register online by **Tuesday, August 11**, to be approved as an official EAC at RE+ Midwest.

If you're hiring anyone other than Freeman to handle your labor, you must also submit a notice of intent and a copy of their insurance [via this link](#).

Exhibit Area Load-in Information *IMPORTANT*

- Please reach out to the RE+ team at sales@re-plus.com if your shipment meets any of the following: crates that are larger than 4'x4'x8', crates that contain machinery and/or heavy equipment, or a shipping container prior to **Tuesday, August 25**.
- If you are loading in a vehicle or machinery, make sure to fill out the [Freeman Mobile Unit & Vehicle Spotting Form](#) or [Freight Questionnaire](#) prior to **Tuesday, August 25**.

Expo Hall Location

Adventure Hall

Booth Package | Shipping | Expo Hours Information

Please view the [Freeman Quickfacts](#)

Registration & Badge Pick Up

Registration and Badge Pick Up is located at the Royal Palm Ballroom Foyer and **opens at 7am the day of the show and if possible, exhibitor badge pick up will be open during exhibitor move-in from 2pm to 5pm.**

You receive 2 complimentary full conference registrations that include access to the networking event and 5 Customer Invitations (Expo Hall Only Passes) per 100 sq ft., with your booth. To redeem your passes, you will need to sign on to your exhibitor resource portal. If you have any issues or questions, please reach out to sales@re-plus.com.

Any additional staff working at the event must purchase a pass. [Register Now](#)

Housing & Transportation

Do not delay reserving your hotel. The hotel room block is on a first-come, first-served basis, and room availability is limited. [Hotel & Transportation Information](#)

Exhibitor Marketing Toolkit

Your best leads will come from those intentionally seeking out your services and products. We have taken the work out of it for you! The [Exhibitor Marketing Toolkit](#) includes various sizes of pre-designed banners, pre-written social media posts, and a customer invitation letter.

Official Vendors

The Vendors Below Are Exclusive For RE+ Midwest

- **General Contractor:** [Freeman](#)
- **Lead Retrieval:** [Streampoint](#)
- **Audio Visual:** [Shepard AV](#)
- **Internet:** [Encore](#)
- **Booth Catering:** Renaissance Schaumburg Convention Center
- **Electrical:** Source One Events [Source One Events](#)

Use Of Space

Linear Booths

- The maximum height of the display in the rear half of the booth is 10 ft. (3.05m). However, the drape will be 8ft. high.
- Maximum height of display in the front half of the booth is 4 ft. (1.22m)
- Display materials should be arranged in such a manner as not to obstruct sight lines of neighboring exhibitors.
- No company logos, branding, or signage may face an adjoining booth, including booths on either side or behind.
- Hanging signs and trusses are prohibited.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Pipe and Drape

Drape is not intended as a display fixture. Therefore, products and signs should not be attached or affixed.

Island Booths:

An Island Booth is any size booth exposed to aisles on all four sides and is a minimum of 400 sq. ft. (37.21sqm).

- Maximum height of structure is 16 ft. (4.88m) if you have a hanging sign. If you opt for no hanging sign, you may include a tower-like structure in your design up to 20 ft. (6.1m). You may have one tower per 1,000 sq. ft. (92.96sqm) of booth space. The footprint of the tower may not be larger than 10 ft. (3.05m) wide x 10 ft. (3.05m) tall.
- Exhibit fixtures, components, and identification signs are permitted to a maximum height of 24 ft. (7.32m).
- Maximum height dimension of hanging sign is 6 ft. (1.83m)
- 2 ft. (0.61m) break is required between booth structure and bottom of hanging sign
- Hanging sign must be raised higher than 18 ft. (5.49m) and no higher than 24 ft. (7.32m)
- Solid walls must feature a 6 ft. (1.83m) break every 30 ft. (9.14m) to allow for clean lines of sight to nearby booths.
- Hanging signs are allowed. All hanging signs must be submitted to show management for approval by Tuesday, August 11.
- To maintain a professional appearance, the backsides of all walls must be finished (no exposed framing or structure) in a neutral color when visible from an aisle.
- All machinery and other large products must be set back from the aisles by 6 inches (0.15m) for safety reasons.

Alcohol & Raffle Policy

Exhibitors are welcome to offer beer and wine at their booths by working directly with our exclusive on-site caterer. However, the raffling or giveaway of alcohol or alcoholic

beverages, including branded liquor bottles or any outside alcohol brought into the venue and on to the show floor, is strictly prohibited.

This policy is enforced on site. Violations will result in immediate confiscation of the items by venue security. This policy is in place to comply with federal, state, and local laws governing alcohol distribution, as well as our exclusive catering agreements at each venue.

Booth Personnel

Booth personnel must maintain a professional appearance. All staff hired for the event (defined as any booth personnel who are not full-time employees of the exhibiting company) must wear professional business attire. This includes, and is not limited to, ANY gender used by exhibitors to promote their products at RE+ by using overtly sexual or suggestive methods. Partial nudity, the aggressive display of cleavage and the navel, and shorts/skirts higher than 4" above the knee are not allowed. If for any reason an exhibit and/or its contents are deemed objectionable to RE+ show management, the exhibitor will be asked to alter the attire of its staff.

RE+ further recommends that you encourage your booth personnel to:

- **Avoid making overt statements or using offensive humor** that could disparage or diminish the dignity of any individual or group.
- **Use inclusive and non-sexist language**, such as choosing gender-neutral terms (e.g. "sales representative" or "salesperson" instead of "salesman")
- **Ensure all marketing materials are free of biased or discriminatory content**, including
 - Replacing gendered pronouns with inclusive alternatives (e.g., "they," "he or she," or rephrasing the sentence entirely).
 - Removing sexist language, discriminatory jokes, or visual aids that depict people in stereotypical roles.
 - Presenting all individuals without bias related to sex, race, age, or any other group identity.

All booth personnel must wear a conference badge at all times.