

# 2016 ISBA/IAPSS Conference & Exhibit Show Regulations

**ADMISSION CREDENTIALS** - Exhibitor shall furnish the ISBA with an advance list of their representatives on forms provided by ISBA. On Sun, Oct. 1, 2017, 1:00 p.m. pre-registered representatives may pick up their badges outside Exhibit Hall J. Representatives not registered in advance must register on Mon., Sept. 26 at the Exhibitor Registration Desk. Pre-registration will assure prompt registration. Identification badges are to be worn at all times.

**BOOTH LOCATION** - Last year's Exhibitors have first choice on booth space. Subsequent assignments will be made in the order in which applications are received. When the space requested has been reserved by an earlier application, booth assignment will be made in the order of preference as stated by the Exhibitor.

**BOOTH PRICES**- 1<sup>ST</sup> booth \$600.00 2<sup>nd</sup> booth \$575.00  
each additional booth discounted \$25.00

**BOOTH SPECIFICATIONS/DRAPE & CARPET COLORS** - Rent includes the 10-ft wide by 10-ft deep booth with 8-ft draped backdrop and 30-in. draped side rail dividers, a 44 in. x 9 in. sign, and aisle clean up. Show colors are TBD.

**CARE OF EXHIBIT SPACE** - No part of the Exhibit Hall shall be defaced in any manner, nor shall signs, decals, stickers or other articles be posted, nailed, or otherwise affixed to any pillars, walls, doors, or other parts of the building.

**DOOR PRIZE DRAWING** - Each registrant will receive an Exhibitor sign-up card. The card will have spaces provided for the bona fide signature of an exhibit representative. In order to be eligible for the drawing, the registrant must acquire enough signatures to fill all blanks. The ISBA requests the cooperation of the Exhibitors in this activity to encourage better attendance in the Exhibit Hall.

**EVENT CANCELLATION/POSTPONEMENT** - In the event that the Conference is postponed due to any occurrence not occasioned by the conduct of Exhibit Management or Exhibitor, whether such occurrence be an Act of God or the common enemy or the result of war, riot, civil commotion, or sovereign conduct, or the act or conduct of any person or persons not party or privy to the Lease; or in the event that such occurrence results in cancellation of the conference, the obligations of the parties under this Agreement shall be automatically terminated and all rental payments made under this Lease shall be refunded to Exhibitor, less a pro rata share of expenses actually incurred by Exhibit Management in connection with conference.

**EXHIBITOR-SPONSORED LUNCHEON** - A luncheon is planned on Mon, Oct. 2, from 11:45 a.m. to 1:00 p.m. in the exhibit hall. Two lunch tickets per booth are included in the exhibit fee. Additional tickets may be purchased from ISBA.

**FOOD PRODUCTS** - Only sample-size food or beverages may be given away on show floor. A sample consists of: one ounce or less (single bite size) of food; three ounces or less of beverage. Exhibitors who wish to offer a larger portion must contact Centerplate at (317) 262-3500.

**FREIGHT** - Each Exhibitor shall make arrangements concerning delivery of exhibit materials. Official freight and storage designee for the conference is Excel Decorators, Inc., 8748 S. Kentucky Ave., Indianapolis, IN 46221, (317) 856-1300.

**HOSPITALITY SUITES & PRIVATE PARTIES** - Exhibitor-sponsored hospitality suites and private parties shall not be open during regularly-scheduled hours of meetings, meals, exhibits or other ISBA functions. *Any Exhibitor scheduling such events will not be asked to exhibit at the 2018 Conference.*

**INSTALLATION, EXHIBITION & TEAR DOWN** - The Exhibit Hall will be open for set-up Sun, Oct. 1, from 1:00 until 5:00 p.m. & Mon., Oct. 2 from 7:00 to 8:00 a.m. All exhibits **must be ready to show during the following hours:**

**Monday, October 2<sup>nd</sup>, 2017 8:00 a.m. – 4:30 p.m.**

The exhibit hall will be secured overnight on Sunday, October 1<sup>st</sup>, 2017. Exhibitor must occupy booths at all times during show hours. No display shall be dismantled or removed from the Exhibit Hall until the end of the Exhibit Show at 3:30 p.m. on Oct. 2. Any Exhibitor dismantling or removing a display prior to 3:30 p.m. will

not be asked to exhibit at the 2018 Conference. Carts will not be allowed on the exhibit floor until aisle carpeting has been removed. Tear down will be from 3:30 p.m. until 7:00 p.m. on Mon., Oct. 2<sup>nd</sup> and from 8:00 -10:00 a.m., Tues, Oct. 3<sup>rd</sup>. All displays must be removed by 10:00 a.m., Sept. 27, unless prior written permission is obtained from the ISBA Exhibit Show Manager. Excel Decorators, Inc. will dismantle any exhibit remaining on the floor after the 10:00 a.m., Oct. 3<sup>rd</sup> deadline. The Exhibitor agrees to pay any extra charges incurred for the removal and shipping of displays and to release ISBA and Excel Decorators, Inc. from any liability for loss by theft, damage, or other caused in moving property of the Exhibitor after 10:00 a.m. on Oct. 3<sup>rd</sup>, 2017.

**LIABILITY** - It is expressly understood and agreed by each and every contracting Exhibitor and its agents that neither the ISBA, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of Exhibitors. At all times, such goods and properties remain the sole possession and custody of each Exhibitor.

**NO DIRECT SELLING** - Exhibitor agrees to limit sales activities at the show to an explanation of products or services and a discussion of prices. No on-site exchange of merchandise and/or money.

**NO HELIUM BALLOONS** - Helium balloons are prohibited.

**NO SMOKING** - City County Smoking Ordinance prohibits smoking in public places. Anyone who wishes to smoke must step outside the building to do so.

**PAYMENT FOR BOOTH** - Applications to rent exhibit space are submitted online but to be valid, payment representing total amount due must be received before set-up - no exceptions. Confirmation will not be emailed until contract with full payment is received. The ISBA reserves the right to rent any unpaid booth after the 30-day deadline.

**REFUNDS** - If an exhibitor notifies ISBA to cancel the reserved space, a refund of the payment will be made only if the space is re-sold. The ISBA may cancel any exhibit space for non-compliance with the terms, conditions and regulations of this contract. The ISBA reserves the right to not assign exhibit space to the Exhibitor and, thereby, terminate any obligation of the Exhibitor and the ISBA under this contract, in which case, the ISBA will so notify the Exhibitor and refund any payments made by the Exhibitor under this contract.

**REGISTRATION & BADGES** - Ten name badges are permitted per each exhibiting firm and will be furnished by ISBA. There is no conference registration fee required for any Exhibitor-authorized booth attendant.

**RELOCATION OF EXHIBITS** - The ISBA reserves the right to alter locations of Exhibitors or of booths as shown on the official floor plan at its sole discretion, if deemed advisable in the best interests of the show, or to separate competitors.

**USE OF SPACE** - Exhibitor shall not sublet, divide or share exhibit space with any person not identified in the Exhibit Space Contract without written permission of the ISBA. Distribution of advertising materials is limited to the area of each exhibit space. Exhibitor shall not obstruct the aisles adjacent to exhibit space. No booth structure or sign will be allowed which obscures adjoining exhibits or which projects more than three feet outward from the backdrop. Exhibits not conforming to these specifications, or which, in design, operation, or otherwise are objectionable in the opinion of the Exhibit Management, will be prohibited.



**ISBA**

# 2017 ISBA/IAPSS 68th Annual Fall Conference

**October 2-3, 2017**  
Indiana Convention Center



## Exhibitor Program

### Sunday, October 1, 2017

1:00 p.m.-5:00 p.m.  
1:00 p.m.-4:00 p.m.

Set up exhibits  
Exhibit registration open

Hall J & K  
Hall J & K Foyer

### Monday, October 2, 2017– Exhibit Show Today Only!

**7:00 a.m. - 8:00 a.m.**

**Exhibit installation**

**Hall J & K**

**7:00 a.m.- 8:00 a.m.**

**Exhibit registration**

**Hall J & K Foyer**

8:00 a.m.-5:30 p.m.

Conference registration open

**Hall J & K Foyer**

7:30 a.m.-9:00 a.m.

ISBA Delegate Assembly

7:30 a.m.-9:00 a.m.

IAPSS Legislative Resolutions

**8:00 a.m.-9:00 a.m.**

**Continental Breakfast**

**Hall J & K**

**8:00 a.m.-3:30 p.m.**

**Exhibit Hall open**

**Hall J & K**

9:15 a.m.-10:30 a.m.

Opening Keynote Speaker

**10:30 a.m.-10:45 a.m.**

**Refreshment Break**

**Hall J & K**

10:45 a.m.-11:45 a.m.

Clinic Sessions

Hall J & K

**11:45 a.m.-1:00 p.m.**

**Exhibitor Sponsored Luncheon**

**Hall J & K**

**3:15 p.m.**

**Door Prize Drawing**

**Hall J & K**

3:30 p.m.-4:30 p.m.

Clinic Sessions

Hall J & K

**3:30 p.m.**

**Exhibit hall closes –  
Dismantle Exhibits**

**Hall J & K**

**\*Note: All breakfast items, refreshments, etc. will be located in the Exhibit Hall on Monday, as to increase the traffic for our valued exhibitors.**



**ISBA/IAPSS Annual Fall Conference  
Sponsorship Opportunities  
October 2-3, 2017  
Indiana Convention Center**



**All sponsors will be listed in the Fall Conference Program along with receiving a booth selection in the Sponsorship Row at the front of the hall.**

Sponsorship Opportunities	Sponsorship Support
Annual Fall Conference Bags (6 sponsors)	\$750 (First-come, First-served)
<u>Annual Fall Conference Manuals</u> Sponsor's logo only on outside back cover	\$1,000
Sponsor's logo only on inside back cover	\$500
Sponsor's logo only on inside cover	\$1,000
<u>Annual Fall Conference Program</u> Sponsor's logo only on outside back cover	\$1,000
Sponsor's logo only on inside back cover	\$500
Sponsor's logo only on inside front cover	\$1,000
<b>Sponsorship Support</b>	
<b>Monday, October 2nd, 2017</b>	
Beverages/Breakfast during Registration in Hall J & K -Sponsor Signage Displayed	\$500
Monday Morning Break (food and/or beverage break) -Sponsor Signage Displayed	\$500
Opening Keynote Speaker ( <i>partial</i> sponsorships available, \$1,000 minimum)	\$5,000
Free Time to Visit Exhibits (beverages in exhibit hall) -Sponsor Signage Displayed	\$500 (minimum)
<b>Sponsorship Support</b>	
<b>Tuesday, October 3rd, 2017</b>	
Tuesday Morning Break (Continental Breakfast) -Sponsor Signage Displayed	\$500
Tuesday Morning Break (food and/or beverage break) -Sponsor Signage Displayed	\$500
Awards Luncheon -Sponsor Signage Displayed	\$500