

Indiana ASBO

2010 ANNUAL MEETING

An Invitation to Exhibit

May 12-14, 2010 French Lick Springs Hotel - French Lick, Indiana

As a provider to Indiana's schools, this is an opportunity you won't want to miss! The Indiana Association of School Business Officials will gather in French Lick on May 12-14, 2010 allowing you the chance to showcase your products and/or services to school superintendents, administrators, and business officials from across the state. Last year's exhibitors were exposed to over 350 of these corporation decision makers.

HOURS FOR EXHIBITORS

SET-UP	Wednesday, May 12	2:00pm - 8:00pm
	Thursday, May 13	7:00am - 9:00am
EXHIBIT HOURS	Thursday, May 13	9:45am - 3:00pm
TEAR DOWN	Thursday, May 13	3:00pm - 8:00pm

BOOTH SPECIFICATIONS

Each exhibit booth measures 10 feet wide by 10 feet deep with an 8-foot draped backdrop and 36-inch draped side rail dividers. Booth rental includes two tickets per booth for each planned meal function, if requested. Additional meal tickets may be purchased prior to the meeting. Electricity is available for an additional charge from French Lick. *Please refer to the enclosed form for ordering instructions.*

Enclosed you will find forms to order chairs, tables, skirting, carpet, and other miscellaneous items through **AAY's Convention and Exhibition Decorators** [(574) 256.1110]. These items are **NOT** included in the booth rental fee-please note the hall is not carpeted. These arrangements and charges are the responsibility of each exhibitor.

BOOTH RENTAL

First Booth	\$475
Each Additional Booth	\$450

DOOR PRIZES

Exhibitors are welcome to award door prizes in their booths. A microphone will be provided to announce your winners.

HOTEL INFORMATION

The French Lick Springs Hotel is the headquarters hotel for the 2010 Annual Meeting. Reservations should be made directly with the hotel, which is offering a convention rate of \$149 per night for IASBO Annual Meeting participants. Contact them directly at 1.888.936.9360 Hotel information can also be found on our website at www.indiana-asbo.org and click on the Annual Meeting link.

RESERVE YOUR EXHIBIT SPACE TODAY!

To reserve your exhibit booth(s), follow these simple instructions:

- ⇒ Read thoroughly the 2010 Exhibit Rules and Regulations printed on the inside of this brochure.
- ⇒ Fully complete the enclosed Application/Contract and return it with your check to: ***(we do not accept credit cards)***
Indiana ASBO
One N. Capitol Avenue, Suite 1215
Indianapolis, IN 46204-2095
- ⇒ The Application/Contract may be faxed to (317) 639.4360, but to be valid the original contract must be received **within 30 days**, accompanied by complete payment, or the reserved booth space will be released - **no exceptions**.

FOR MORE INFORMATION. . .

If you have any questions regarding exhibiting, or the Annual Meeting itself, please contact:

Denny Costerison
(317) 639.3586 x106
dcosterison@indiana-asbo.org

Carrie Blackwell
(317) 639.3586 x118
cblackwell@indiana-asbo.org

<www.indiana-asbo.org>



Thank you for your interest in and support of the Indiana Association of School Business Officials.

2010 EXHIBIT RULES AND REGULATIONS

PART OF CONTRACT: These rules and regulations constitute a bona fide part of the contract for space. Exhibit Management (Indiana Association of School Business Officials) reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and well being of the exhibit. Exhibit Management's decisions and interpretations shall be accepted as final in all cases.

LOCATION, DATES, & HOURS

The 2010 Annual Meeting of the Indiana Association of School Business Officials will be held on **May 12-14, 2010**, at the **French Lick Springs Hotel, 8670 W. State Road 56, French Lick, IN 47432**. Exhibits will be open on **Thursday, May 13 from 9:45am to 3:00pm**.

EXHIBIT CONTRACT & PAYMENT

Applicants for exhibit space are required to execute and forward to Indiana ASBO the original Application/Contract. To be valid, each Application/Contract must be accompanied by a check for the total fee. Applications may be faxed to IASBO, but to be valid the original contract must be received within 30 days accompanied by complete payment - **no exceptions**. Confirmation will not be mailed until signed contract and full payment are received. If an exhibitor notifies the Association that he/she wishes to cancel the reserved space, a refund of the amount paid will be made only if the space is re-sold to another exhibitor.

SPACE ASSIGNMENT

All booths are 10-feet deep and 10-feet wide and consist of background drapery which is 8-feet high and side rails 36 inches from floor. All columns, aisles, posts, and rods are aluminum. Background and side drapery is flameproof decorator fabric. Signs, furnished by AAY's Convention and Exhibition Decorators, are 7-inches high by 44-inches wide, and include company name. Every effort will be made to assign space in as close compliance as possible with applicant's choice. Following space assignment, each applicant will receive notice of space allocation and have two weeks from the date of notice to reject in writing.

Booth Prices:	1st booth	\$475
	Each add'l booth	\$450

INSTALLATION & DISMANTLING

Exhibitors may begin setting up displays from 2:00pm to 8:00pm on Wednesday, May 12, 2010 and from 7:00am-9:00am on Thursday, May 13, 2010. It is the duty and responsibility of each exhibitor to have his booth area ready before the opening of the exhibit area at 9:45am on Thursday, May 13. Exhibitors may begin dismantling exhibits after 3:00pm on Thursday, May 13. All exhibits must be removed no later than 8:00am on Friday, May 14, 2010.

No installing, dismantling, rearranging, repairing, servicing, removing, or supplementing of exhibits will be permitted during exhibit hours without permission of Exhibit Management. Any exhibitors dismantling their exhibit before 3:00pm on Thursday, May 13, will not be asked to exhibit at the 2011 IASBO Annual Meeting.

ADMISSION TO EXHIBIT AREA

Admission to the exhibit area for all persons (exhibitors, registrants, and guests) is by official Association badge. Exhibitors shall furnish IASBO with an advance list of their representatives on forms provided by IASBO.

LIMITATION FOR DISPLAYS

Exhibitors shall not display any product, sign, partition, person, apparatus, shelving, or other construction which will substantially interfere with the light or view of other exhibitors.

SALE OR DISTRIBUTION OF MERCHANDISE

Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space during the IASBO Annual Meeting but shall not make or solicit sales or orders which result in the on-site exchange of merchandise and/or money.

HOTEL RESERVATIONS, HOSPITALITY SUITES

All hotel reservations for members and exhibitors shall be made by the individual. French Lick Springs Hotel [(888) 936-9360] is the headquarters hotel for the 2010 Annual Meeting. Exhibitors wishing to have hospitality hours must schedule such hours during a time not in conflict with any other Meeting activities.

DEFAULT OCCUPANCY

Any exhibitor failing to occupy space contracted for at the first session when exhibits are open forfeits the right to use such space. The Association shall have the right to use each space as it sees fit to eliminate empty space in the exhibit area.

RELOCATION OF EXHIBITS

The Exhibit Management will provide display space as indicated on this agreement and official floor plan insofar as possible, but reserves the right to make any changes necessary in case of emergency and in the interest of any exhibitor.

EXHIBIT CONTRACTORS

The exhibitor contractor, AAY's Convention and Exhibition Decorators, 16776 Edison Road, South Bend, Indiana, 46544 (574/256-1110), will furnish such services as are required by the individual exhibitors, and will maintain a service desk in the exhibitor area to be of assistance during installation and dismantlement. Exhibitor information service kits to include all applicable supplemental rental order forms and shipping instruction forms will be mailed to each exhibitor. Each exhibitor should make his own arrangements concerning delivery of exhibit materials.

SERVICES PROVIDED EXHIBITORS

Each exhibitor receives full and complete registration to the Meeting, including a maximum of two tickets for each meal function, if requested. Additional meal tickets may be purchased prior to the Meeting. Each exhibiting firm receives one copy of the IASBO Membership Directory containing the names, addresses, and telephone numbers of all members of the Association.

GENERAL REGULATIONS

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. Combustible materials, gasoline, kerosene, acetylene, and all other flammable or explosive substances are forbidden. Gasoline-powered vehicles or equipment on display shall have the gas tanks empty or nearly empty, filler caps shall be locked, and batteries shall be disconnected.

NON-LIABILITY

It is expressly understood and agreed by each and every contracting exhibitor and his agents that neither the Indiana Association of School Business Officials, 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 in the sole possession and custody of each exhibitor.

Important Dates for Exhibitors...

- ◇ NOW until filled . . .submit application for exhibit space to the IASBO office (*see rules and regulations for complete details*).
- ◇ MARCH and ongoing . . .receive confirmation of exhibit space; confirmation packet will include booth assignment, name badge and meal registration form, golf outing registration form, and furniture order form from AAY's Decorators.
- ◇ by MAY 1 . . .return name badge and meal registration form to IASBO; failure to return this form in a timely manner will result in registration delays on the day of the show.

IASBO 2010 Annual Meeting SCHEDULE OF EVENTS

Wednesday, May 12

8:00am & 1:30pm	Golf Outing Start Times.....	• The Donald Ross Course at French Lick
8:00am - 5:00pm	Registration	• French Lick Springs Hotel
8:30am - 11:30am	Preconference Workshops/Certification Courses.....	• French Lick Springs Hotel
11:30am - 1:00pm	Lunch provided for workshop registrants only.....	• French Lick Springs Hotel
1:30pm- 4:30pm	Preconference Workshops.....	• French Lick Springs Hotel
2:00pm - 8:00pm	Exhibitor Registration and Set-up.....	• French Lick Sports Center
5:30pm - 7:30pm	Opening Mixer	• French Lick Springs Hotel

Thursday, May 13

7:00am - 8:00am	Breakfast	• French Lick Springs Hotel
7:00am - 8:15am	Registration	• French Lick Springs Hotel
7:00am - 9:00am	Exhibitor Registration and Set-up.....	• French Lick Sports Center
8:15am - 9:30am	Opening Session.....	• French Lick Springs Hotel
9:45am - 3:00pm	Exhibits Open.....	• French Lick Sports Center
10:00am - 11:00am	Treasurer/Deputy Treasurer Round Tables	• French Lick Springs Hotel
12:00pm - 1:00pm	Lunch.....	• French Lick Springs Hotel
3:15pm - 4:15pm	Clinic Sessions.....	• French Lick Springs Hotel
4:30pm - 5:30pm	Clinic Sessions.....	• French Lick Springs Hotel
6:30pm - 7:00pm	Reception	• French Lick Springs Hotel
7:00pm - 8:30pm	Awards Banquet.....	• French Lick Springs Hotel

Friday, May 14

7:00am - 8:00am	Breakfast	• French Lick Springs Hotel
8:15am - 9:15am	Clinic Sessions.....	• French Lick Springs Hotel
9:30am - 10:30am	Clinic Sessions.....	• French Lick Springs Hotel
10:30am - 11:00am	Hotel Checkout.....	• French Lick Springs Hotel
11:00am - 12:00pm	Clinic Sessions.....	• French Lick Springs Hotel
12:00pm - 1:00pm	Closing Luncheon.....	• French Lick Springs Hotel