

Indiana ASBO

2017 ANNUAL MEETING

An Invitation to Exhibit

May 10-12, 2017

Grand Wayne Convention Center ~ Fort Wayne, 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 Fort Wayne on May 10-12, 2017 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 500 of these corporation decision makers.

HOURS FOR EXHIBITORS

SET-UP Wednesday, May 10 2:00pm - 8:00pm
 Thursday, May 11 7:00am - 9:00am

EXHIBIT HOURS Thursday, May 11 9:45am - 3:00pm

TEAR DOWN Thursday, May 11 3:00pm - 8:00pm
Any Exhibitor dismantling a booth prior to 3:00pm will be refused future exhibition space.

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 The Grand Wayne Convention Center. Electrical request, badge & meal request and other forms will be emailed to you in your booth confirmation packet once your exhibit space contract has been received and space has been assigned.*

The forms to order chairs, tables, skirting, and other miscellaneous items through AAY's Convention and Exhibition Decorators (574) 256.1110 will also be emailed to you along with your booth confirmation packet. These items are **NOT** included in the booth rental fee. Please note the hall is carpeted. These arrangements and charges are the responsibility of each exhibitor.

BOOTH RENTAL

First Booth \$550
Each Additional Booth \$525

DOOR PRIZES

Exhibitors are welcome to award door prizes in their booths. IASBO will not be responsible for contacting winners. Please collect the participants' contact information so you may text or call them when the door prize recipient is chosen on Thursday, May 11th, by 2:45 pm.

HOTEL INFORMATION

Rooms are reserved at both the Fort Wayne Hilton (800-445-8667) and the Courtyard by Marriott T(866-704-6163) Reservations should be made directly with the hotel which is offering a convention rate for IASBO Annual Meeting participants. Mention the IASBO meeting when making your reservations.

RESERVE YOUR EXHIBIT SPACE TODAY!

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

- ⇒ Read thoroughly the 2017 Exhibit Rules and Regulations printed on the inside of this brochure.
- ⇒ Fully complete the enclosed Application/Contract and return it with your check (*we do not accept credit cards*) to:
- ⇒

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

Ella Adamson
(317) 639.3586 x118
eadamson@indiana-asbo.org

<www.indiana-asbo.org>

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



2017 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 2017 Annual Meeting of the Indiana Association of School Business Officials will be held on May 10-12, 2017 at the Grand Wayne Convention Center, 120 W. Jefferson Blvd., Fort Wayne, IN 46802. Exhibits will be open on Thursday, May 11 from 9:45 am to 3:00 pm.

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 emailed 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. Payment cannot be made via credit card.

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 in February-March, 2017, each applicant will receive email notice of space allocation and have five days from the date of notice to reject in writing.

Booth Prices:	1st booth	\$550
	Each add'l booth	\$525

INSTALLATION & DISMANTLING

Exhibitors may begin setting up displays from 2:00 pm to 8:00 pm on Wednesday, May 10, 2017 and from 7:00 am to 9:00 am on Thursday, May 11, 2017. It is the duty and responsibility of each exhibitor to have his booth area ready before the opening of the exhibit area at 9:45 am on Thursday, May 11. Exhibitors may begin dismantling exhibits after 3:00 pm on Thursday, May 11. All exhibits must be removed no later than 8:00 am on Friday, May 12, 2017.

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 3:00 pm on Thursday, May 11, will not be asked to exhibit at the 2018 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. Exhibitors wishing to have hospitality hours must schedule such hours during a time not in conflict with any other Meeting activities. No Exhibitor events shall be scheduled during the evening of May 11th, prior to 9pm.

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 emailed 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 members in attendance roster and receives acknowledgement in the Program and on the IASBO website.

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.

Thank you for your cooperation!

Important Dates for Exhibitors...

- ◊ **NOW until filled** Submit application for exhibit space to the IASBO office (*see rules and regulations for complete details*).
- ◊ **FEBRUARY and ongoing** Receive confirmation of exhibit space; confirmation packet will include booth assignment plus all meal, badge, electrical, golf outing and furniture order forms.
- ◊ **by April 14** 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 2017 Annual Meeting SCHEDULE OF EVENTS

Wednesday, May 10

8:00am & 1:30pm	Golf Outing Start Times..... • The Chestnut Hills Golf Club
8:00am - 5:00pm	Registration • Grand Wayne Convention Center
8:30am - 11:30am	Preconference Workshops/Certification Courses • Grand Wayne Convention Center
11:30am - 1:00pm	Lunch provided for workshop registrants only..... • Grand Wayne Convention Center
1:30pm- 4:30pm	Preconference Workshops • Grand Wayne Convention Center
2:00pm - 8:00pm	Exhibitor Registration and Set-up • Grand Wayne Convention Center
5:30pm - 7:30pm	Opening Mixer • Grand Wayne Convention Center

Thursday, May 11

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

Friday, May 12

7:00am - 8:00am	Breakfast • Grand Wayne Convention Center
8:15am - 9:15am	Clinic Sessions • Grand Wayne Convention Center
9:30am - 10:30am	Clinic Sessions • Grand Wayne Convention Center
10:30am -11:00am	Hotel Checkout..... • Grand Wayne Convention Center
11:00am -12:00pm	Clinic Sessions • Grand Wayne Convention Center
12:00pm - 1:00pm	Closing Luncheon • Grand Wayne Convention Center
1:00pm - 2:00pm	Legislative Super Session..... • Grand Wayne Convention Center



Application/Contract for Exhibit Space



INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS
Fort Wayne, IN • May 11, 2017

Please type or print legibly

The undersigned hereby applies to the Indiana Association of School Business Officials for exhibit space at its 2017 Annual Meeting. Exhibitor agrees to abide by the regulations included with this contract, and the signature affixed indicates acceptance of these conditions. It is imperative that the requested information be typed or printed legibly.

Exhibit Space Choice List preferred booth number(s) below (see brochure for diagram)

Total number of booths requested _____
1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____

2017 Exhibit Space Rental: 1st Booth = \$550 Each Additional Booth=\$525

Exhibit Contact Information All Exhibit information will be sent via email to the following:

Representative _____ Telephone (____) _____
Email _____

Program Booklet Information Please list the following information to be included in the program booklet.

Company _____
Address _____ Telephone (____) _____
City, State, Zip _____
Contact Person _____ Email _____
Products/Services (15 words or less) _____

Exhibitor has read and understands that all regulations, contract terms, and booth specifications are a part of this contract. This contract is accepted and submitted on behalf of the Exhibitor by:

Signature _____ Title _____ Date _____

SUBMIT COMPLETED ORIGINAL CONTRACT AND PAYMENT TO:
Indiana ASBO • One N Capitol Avenue, Suite 1215 • Indianapolis, IN 46204
317. 639.3586 ext. 106 • fax: 317. 639.4360 • dcosterison@indiana-asbo.org

Applications may be faxed to IASBO, but to be valid the original contract must be received within 30 days accompanied with complete payment – no exceptions!

FOR IASBO USE ONLY	
Date Received _____ Payment Received _____	Booth Number(s) _____ Approval _____



INDIANA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Annual Meeting Exhibits Thursday, May 11, 2017

Grand Wayne Convention Center • Fort Wayne, IN



720	628	529	528	429		426	327	326	227	226	127	126	816	913
719	626	527	526	427		424	325	324	225	224	125	124	815	912
718	624	525	524	425		422	323	322	223	222	123	122	814	911
	622	523	522	423		420	321	320	221	220	121	120	813	910
	620	521	520	421		418	319	318	219	218	119	118	812	909
717	618	519	518	419		416	317	316	217	216	117	116	811	908
716	616	517	516	417		414	315	314	215	214	115	114	810	907
	614	515	514	415		412	313	312	213	212	113	112	809	906
	612	513	512	413		410	311	310	211	210	111	110	808	905
	610	511	510	411		408	309	308	209	208	109	108	807	904
715	608	509	508	409		406	307	306	207	206	107	106	806	903
714	606	507	506	407		404	305	304	205	204	105	104	805	902
713	604	505	504	405		402	303	302	203	202	103	102	804	901
712	602	503	502	403		400	301	300	201	200	101	100	803	900
711	600	501	500	401										
710														
	709	708	707	706	705	704	703	702		701	700	800	801	802

REGISTRATION