

2025 IBEA ANNUAL FALL CONFERENCE

EXHIBIT INFORMATION PACKET

On behalf of the IBEA, Illinois Business Education Association Board of Directors, we invite you to participate as an exhibitor or sponsor at the 2025 IBEA Annual Fall Conference. This year's conference will be held **Wednesday, November 5 to Friday, November 7, 2025**, at the President Abraham Lincoln Springfield—a DoubleTree by Hilton Hotel in Springfield, Illinois. This conference provides an effective means for you to demonstrate products and services while making personal contacts with approximately 200 secondary, post-secondary, and college teachers.

This year we are offering two options for exhibitors:

- I. IBEA Exhibitor Booth rental ONLY space.**
- II. IBEA Sponsorship – Become a yearly sponsor of not only the conference but of IBEA. You will receive:**
 - a. Expanded booth area in the exhibit hall**
 - b. Exclusive sponsor presentation session(s) on Wednesday evening**
 - c. Two full conference registrations, including all meals**
 - d. Two tickets to the Board of Directors Dinner on Wednesday 4:00p-5:30p (offsite)**
 - e. Recognition as an IBEA Sponsor throughout the conference**
 - f. Advertising on IBEA publications, website, social media at the conference and throughout the year.**

Exhibit Times

The Exhibit Hall—located near the meal function area—will be open Thursday from 9:00 a.m. - 9:30 a.m. and 11:30 a.m. – 5:00 p.m. There will be times when sessions are not scheduled and are totally devoted to exhibitors.

As an exhibitor, you are an extremely important part of our conference. We hope you will make plans now to join us at this year's conference. We look forward to working with you! To reserve your booth space(s), please return the enclosed forms and your check (*made payable to IBEA*) to Allison Ferguson, IBEA Exhibits, 514 Ridge Lane, Eureka, IL 61530. You can also pay with a credit card via the IBEA website, www.ibea.org.

If you have any questions, please contact Allison Ferguson at Allison.ferguson@district140.org.

Sincerely,

Allison Ferguson

Allison Ferguson

PABEA Representative

Enclosures

2025 IBEA ANNUAL FALL CONFERENCE
GENERAL INFORMATION FOR EXHIBITORS/SPONSORS

Place:	President Abraham Lincoln Springfield—a DoubleTree by Hilton Hotel 701 East Adams Street Springfield, IL 62701 Phone: 217-544-8800
Sponsorship:	<u>\$2000 paid in full by October 1, 2025.</u> Please make your check payable to IBEA . You may also pay by credit card via the IBEA website, www.ibea.org !
Exhibit Only:	<u>\$350.</u> You may submit a \$50 to reserve your spot anytime prior to September 30. From October 1, 2025 – November 1, 2025, booths rent for <u>\$450.</u> Please make your check payable to IBEA . You may also pay by credit card via the IBEA website, www.ibea.org !
Exhibitor Set-Up:	Exhibitor set-up will be open 12:00 p.m. to 7:00 p.m. on Wednesday, November 5, 2025, and 6:30 a.m. on Thursday, November 6, 2025.
Exhibit Hours: Subject to Change	Thursday: 9:00 a.m.-9:30 a.m. & 11:30 a.m.-5:00 p.m. Special Exhibit Time (no sessions scheduled) 9:00 a.m.-9:30 a.m. Special Exhibit Time (no sessions scheduled) 1:50 p.m.-2:20 p.m. Special Exhibit Time (no sessions scheduled) 4:40 p.m.-5:00 p.m. Exhibits will be closed during Opening Session Brunch from 9:30 a.m.-11:30 p.m.
Equipment Supplied:	One 6-foot draped display table and two upholstered chairs. Drapery colors will be white. The hotel will oversee this area.
Extra Equipment:	If you need additional furniture, such as extra tables and chairs, electrical service, etc., please indicate on the enclosed 2025 IBEA Application for Booth Space . You will be responsible for arranging payment with the hotel/hotel suppliers for these additional items. You may bring your own power strips, if needed.
Forms:	2025 IBEA Application for Booth Space 2025 Door Prize Confirmation Form 2025 Sales Tax Exemption Form
Labor Rules & Regulations:	All labor is subject to prevailing union jurisdiction, rules, rates, and other regulations.
Care of Property:	No nails, scotch tape, screws, or bracing wire may be used in erecting displays without the consent of the hotel management. All property must be replaced in its original condition by the exhibitor at the exhibitor's expense.
Contact:	If you have any questions, please contact Allison Ferguson at Allison.ferguson@district140.org .

2025 IBEA APPLICATION FOR BOOTH SPACE

Application for booth space should be made on this form. It is mutually understood that the information contained in the *Exhibit Information Packet* and *General Information for Exhibitors* becomes part of the agreement when application is made to exhibit at the conference.

- I am enclosing the full amount for an **Exhibitor Booth space**. I understand that if I cancel before **October 1, 2025**, the amount will be refunded in full minus a \$50 deposit. If canceled after **October 1, 2025**, no refunds will be given.
- I am enclosing a deposit of \$50 for an **Exhibitor Booth space**. **The final payment must be made before October 1, 2025 or the booth space rental is increased to \$450 and is due on or before November 1, 2025.**
- I am enclosing the full amount for an **IBEA Sponsorship**. I understand that this amount is non-refundable.

YOU MAY PAY WITH CREDIT CARD...SEE BELOW

Please fill in the following information:

Company Name:		
Street Address:		
City:	State:	Zip Code:
Phone:	E-mail:	
Billing Address:		
Type of Product/Service:		
I need electrical service (electrical outlet): <input type="checkbox"/> Yes <input type="checkbox"/> No		
I need additional furniture or electrical service (other than an electrical outlet):		
Please list:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) of representative(s) attending the conference as name badges are prepared prior to the conference.		
1.	2.	

Authorized Signature

Title

Date

Any fees should accompany this application form.

Please return this form and your check (*made payable to IBEA*) to: **Allison Ferguson, IBEA Exhibits, 514 Ridge Lane, Eureka, IL 61530**

OR YOU MAY PAY VIA CREDIT CARD ON THE WWW.IBEA.ORG WEBSITE.

2025 DOOR PRIZE CONFIRMATION FORM

To encourage attendee participation in the exhibit area, an IBEA representative will be giving away various door prizes during scheduled exhibit times. If your company would like to donate a door prize for this purpose, please let us know on or before October 15, 2025 both the **donated prize** so it can be listed with your company name in the program and the **approximate value** of the item.

An IBEA representative will visit your booth to collect the door prizes during the Wednesday evening or Thursday morning set up. It is important that we know prior to the program being printed what you plan to bring as your donated prize as we want to recognize you and your company.

During the giveaways, winners need not be present to win. This door prize event will happen very similarly to past years, based on the feedback we received from past exhibitors. Each person who visits your booth will collect signatures from exhibitors. He or she must enter his/her form for the door prize drawing, and the winners will be texted and announced.

Yes, my company will provide a donated gift (or gifts) for door prizes.
If yes, please indicate the type and approximate value of gift(s) to be donated:

No, my company does not wish to participate in the door prize program this year.

* * * *

Company Name:

(as it will appear in the program booklet)

Please return completed 2025 DOOR PRIZE CONFIRMATION FORM to:

Allison Ferguson, IBEA Exhibits, 514 Ridge Lane, Eureka, IL 61530.

2025 SALES TAX EXEMPTION FORM

IBEA and the President Abraham Lincoln Springfield—a DoubleTree by Hilton Hotel are not liable for collecting and paying for any sales tax on items sold by commercial exhibitors during the IBEA Annual Fall Conference to be held November 5-7, 2025 in Springfield, Illinois.

Name of Company

Signature of Exhibitor

Date

Please sign, date, and return this statement prior to the conference to:

Allison Ferguson, IBEA Exhibits, 514 Ridge Lane, Eureka, IL 61530.