



2026 IBEA ANNUAL FALL CONFERENCE

'Igniting Change with Technology'

EXHIBIT INFORMATION PACKET



On behalf of the IBEA, Illinois Business Education Association Board of Directors, we invite you to participate as an exhibitor at the 2026 IBEA Annual Fall Conference –Igniting Change in Technology. This year's conference will be held **Wednesday, November 4 to Friday, November 6, 2026**, 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 contact with approximately 200 secondary, post-secondary, and collegiate teachers.

This year we are offering three options for exhibitors:

- I. IBEA Gold Business Partner** – Recognized as a yearly partner for IBEA and the conference.
 - a. Special exhibit booth area in exhibit hallway with one conference registration including meals.*
 - b. Sponsorship and/or present at a session or special event at Fall Conference.*
 - c. Yearly advertising on IBEA publications, website, social media, print and more!*

- II. IBEA Business Membership** – Become a yearly business member.
 - a. Preferred booth area in the exhibit hallway and one conference registration, including all meals*
 - b. Participation at business roundtable at the conference and much more!*

- III. IBEA Exhibitor Booth** -- rental ONLY space.

Exhibit Times

The Exhibit Hall—located within the hallway, surrounding all conference breakout session rooms—will be open Thursday from 8:00 a.m. – 5:00 p.m. There will be times when sessions are not scheduled and are totally devoted to exhibitors. Door prizes can be awarded to conference attendees by earning tickets at exhibitor booths.

As an exhibitor, you are an extremely important part of our conference. We hope you will make plans now to join us at the 2026 IBEA Fall 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 April Suter, IBEA Exhibits, 3588 E. Tator Holler Road, Avon, IL 61415. You can also pay with a credit card via the IBEA website, www.ibea.org.

If you have any questions, please contact April Suter at aprilsuter.ibea@gmail.com .

Sincerely,

April Suter

,
April Suter, IBEA Exhibits

Enclosures





2026 IBEA ANNUAL FALL CONFERENCE

GENERAL INFORMATION FOR EXHIBITORS



Place:	President Abraham Lincoln Springfield—a DoubleTree by Hilton Hotel 701 East Adams Street; Springfield, IL 62701 Phone: 217-544-8800
Gold Business Partner: <u>\$1,000</u> paid in full by October 1, 2026. Benefits include exhibit booth; a Fall Conference registration; sponsorship and/or present a session or event at conference; webinar hosting; logo on website, social posts, print, and more! **More info about a Gold Business Partnership: IBEA Business Partnership Book	
Business Member: <u>\$500</u> paid in full by October 1, 2026. Benefits include exhibit booth, a Fall Conference registration, roundtable at the Fall Conference, podcasts, PD for IBEA members, and more! **More info about a Business Membership: IBEA Business Partnership Book	
Exhibit Only: <u>\$350</u>. You may submit a \$50 to reserve your spot anytime prior to September 30, 2026. From October 1, 2026 – November 1, 2026, booths rent for <u>\$450</u> .	
Exhibit Payments:	Please make your check payable to IBEA , send to April Suter, IBEA Exhibits, 3588 E. Tator Holler Road, Avon, IL 61415 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. in Exhibitor Hallway. Wednesday, November 4, 2025, and 6:30 a.m. on Thursday, November 5, 2025.
Exhibit Hours: <i>Subject to Change</i>	Thursday, 8:00 a.m.-5:00 p.m.: A Reserved Special Exhibit Time will be held without any sessions scheduled. Exhibits will be closed during Opening Session Brunch.
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 2026 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:	2026 IBEA Application for Booth Space 2026 Door Prize Confirmation Form 2026 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 April Suter -- aprilsuter.ibea@gmail.com .



2026 IBEA APPLICATION FOR EXHIBIT 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, 2026**, the amount will be refunded in full minus a \$50 deposit. If canceled after **October 1, 2026**, 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, 2026, or the booth space rental is increased to \$450 and is due on or before November 1, 2026.**
- I am enclosing the full amount for an **IBEA Gold Business Partnership**. I understand that this amount is non-refundable. (\$1,000)
- I am enclosing the full amount for an **IBEA Business Membership**. I understand that this amount is non-refundable. (\$500)

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:

April Suter, IBEA Exhibits, 3588 E. Tator Holler Road, Avon, IL 61415

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



2026 DOOR PRIZE CONFIRMATION FORM



To encourage attendee participation in the exhibit area, an IBEA representative will be giving away exhibitor door prizes during the Fall Conference Friday's business meeting and closing ceremony. If your company would like to donate a door prize for this purpose, please let us know on or before **October 15, 2026** 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.

Based on the feedback we received from past exhibitors, we will have a ticket-based door prize drawing. As an exhibitor you can award each person who visits your booth the number of tickets you feel is appropriate for the contact and conversation made. At our closing ceremony on Friday, we will conduct the door prize drawing, and the winners will be announced. Winners will have to be present to win.

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 2026 DOOR PRIZE CONFIRMATION FORM to:

April Suter, IBEA Exhibits, 3588 E. Tator Holler Road, IL 61415 or email: aprilsuter.ibea@gmail.com



2026 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 4-6, 2026 in Springfield, Illinois.

Name of Company

Signature of Exhibitor

Date

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

April Suter, IBEA Exhibits, 3588 E. Tator Holler Road, IL 61415 or email: aprilsuter.ibea@gmail.com