

2023 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, 2023.</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, 2023 – November 1, 2023, 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 1, 2023 , and 6:30 a.m. on Thursday, November 2, 2023 .
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 2023 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:	2023 IBEA Application for Booth Space 2023 Door Prize Confirmation Form 2023 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 Dr. Gary Hutchinson at ibea@ibea.org