

2019 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
Exhibitor Set-Up:	Exhibitor set-up will be open 4:00 p.m. to 7:00 p.m. on Wednesday, November 6, 2019 , and 6:30 a.m. on Thursday, November 7, 2019.
Exhibit Hours: Subject to Change	Thursday: 7:30 a.m.-11:30 a.m. & 1:45-4:30 p.m. 8:30-9:00 a.m. Special Exhibit Time (no sessions scheduled) 10:00-10:30 a.m. Special Exhibit Time (no sessions scheduled) 2:45-3:30 p.m. Special Exhibit Time (no sessions scheduled) Exhibits will be closed during General Session from 11:30 a.m.-1:45 p.m.
Booths:	8 feet wide by 6 feet deep. All booths rent for \$250 each through September 30, 2019. From October 1-October 15, 2019, booths rent for \$300 each.
Meals	Exhibitors will receive <i>one</i> complimentary Thursday lunch meal for each <i>paid</i> booth. If an exhibitor would like to purchase additional lunch tickets for other exhibitors in the booth, the cost is \$30 each. Please indicate on the booth application form if you would like the complimentary Thursday lunch and the number of additional lunch meal tickets. You are welcome to join us for Thursday breakfast at a cost of \$22 per person. Please include the payment for additional meals with your booth fee.
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 2019 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:	2019 IBEA Application for Booth Space 2019 Door Prize Confirmation Form 2019 Sales Tax Exemption Form
Registration:	Each person representing a company is invited to register for the conference at the registration desk at no cost to the exhibitor—except for additional meals. Badges will be distributed in the exhibit area, or they will be available at the registration desk. This badge is required for admission into the exhibit area and entitles the exhibitor to participate in the conference meetings.
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 Tamra at (217) 454 -4454; tamra.davis@att.net .