

Indiana Green Expo 2008



EXHIBIT BOOTH CONTRACT

Setup: Monday, January 14, 2008
Trade Show: Monday & Tuesday, January 14-15, 2008

Please type or print neatly: (as you would like it on signage, promotional materials and show program)

❶ Company Name: _____
 Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ FAX: _____
 Email: _____ Website: _____
 Member: INLA IPRA MRTF (check all that apply)

❷ If billing address is different from above, please complete

Contact Person: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____

❸ Exhibit Space: Number of Booths: _____

Booth Pricing	Reserved before April 30, 2007		Reserved after April 30, 2007	
	INLA/MRTF/IPRA members	Nonmembers	INLA/MRTF/IPRA members	Nonmembers
1 booth	\$525	\$635	\$575	\$685
2 booths	\$500 each	\$610 each	\$550 each	\$660 each
3 booths	\$475 each	\$585 each	\$525 each	\$635 each
4 booths or more	\$465 each	\$575 each	\$515 each	\$625 each
End cap (10 x 20)	\$1250 each	\$1300 each	\$1350 each	\$1400 each
Corner Booth	\$650	\$700	\$750	\$800

EARLY BIRD SPECIAL

- Sign-up by April 30, 2007 and receive:
- Complimentary 6' undraped table, 2 chairs and waste-basket (\$131.75 + tax after 4/30)
 - General listing in all pre-conference mailings
 - Complimentary registration list of all 2008 attendees post meeting and upon request (a \$250 value)
 - Two General Session admissions to all educational programming (excluding paid seminars)

Booth price includes the 10' x 10' booth space, drapery consisting of a draped back wall 8' high and side rails measuring 36" high and 10' long, an identifying sign, and two complimentary name badges per booth for entrance into the tradeshow.

❹ Booth Location Preference (refer to floor plan):

1) _____ 2) _____ 3) _____
 4) _____ 5) _____

Endcaps are sold on a first come first serve basis.

❺ Other wishes about booth location (near other companies, away from other companies, etc)

❻ Primary type of products/equipment that you will be exhibiting

❼ Signature: _____

(Sign and return—contract will be countersigned & returned as confirmation)

❽ Total Amount Due: \$ _____

50% of Total Due \$ _____
 (50% deposit due by April 30, 2007)

To Reserve Booth Space: A deposit of 50% should accompany this signed agreement.

Deposits must be received by April 30, 2007. Assignment of booth space is based on order of date that deposit was received. The balance of the booth cost is due by September 15, 2007. Any exhibitor not complying with the specified payment schedule forfeits all rights, claims, and reservations to the booths.

Cancellations: A refund minus a \$100.00/booth handling fee will be returned if the IGE office receives a written notice prior to September 15, 2007. Cancellations after September 15, 2007 will forfeit all payments.

Make all checks payable to Indiana Green Expo (IGE) or charge:

MasterCard Visa

Card Number _____

Expires _____

Authorized Signature _____

Return contract to: Indiana Green Expo, 6533 Margaret Court, Indianapolis, IN 46237
 Ph: 317-889-2382 / Fax 317-889-3935 • Email: dsheets@inla1.org
 www.inla1.org • www.mrtf.org • www.inpra.org

OFFICE USE ONLY

Member: _____
 Check/P.O. #: _____
 Date Rcvd: _____
 Payment Rcvd: _____

Indiana Green Expo 2008

TRADE SHOW POLICIES

1. The official exhibit show hours include:

2:00 – 6:00 p.m., Monday, January 14, 2008
9:00 a.m. – 2:00 p.m., Tuesday, January 15, 2008

2. Exhibit setup and breakdown.

Installation of exhibits will begin Monday, January 14, 2008 from 5:00 a.m. to 12:00 noon. No carts or forklifts will be allowed on the carpet on Wednesday morning. All exhibits should be completely assembled by 12 noon on January 14, 2008. Late exhibits will not be allowed to set up during exhibit hours. Only exhibitors will be allowed in the exhibit hall when the show is not officially open.

The exhibit breakdown can start after 2:00 p.m. on January 15, 2008 and must be completed by 11:59 p.m. of the same day. The official decorator will have personnel and equipment available during exhibit set-up and during all conference hours. Any services rendered will be appropriately billed to the exhibitor as necessary.

3. Booths.

Standard booths will be 10' wide x 10' deep. Each exhibitor's booth will include a back drape (8' high), rail drapes (36" high x 10' long), carpeted aisles, and one exhibitor's name sign. Any modification must be approved in writing. Any additional equipment such as tables, chairs, carpets, etc. can be secured from the official decorator at the exhibitor's expense. Electrical equipment information will be forwarded to each exhibitor by George E. Fern Co. In addition, George E. Fern Co. will furnish a complete exhibitor packet of information available through the associations websites.

4. Contract for Space.

The application for space and formal notice of assignment constitutes a contract for the right to use the space allotted. The Indiana Green Expo reserves the right to cancel any contract with any exhibitor any time prior to or during the Expo.

5. Use of Space.

All demonstrations and distributions of advertising materials or other activities must be confined to the limits of the exhibit booths. No exhibitor shall assign, or share the whole or any part of the space allotted without the knowledge and written approval of the Indiana Green Expo.

6. Assignment of Booth Space.

The exhibit space will be assigned on a first-come, first-served basis by the Tradeshow Committee of the Indiana Green Expo. The committee will honor to the best of its ability the preference for booth space as requested by each exhibitor on the returned contract.

7. Insurance Coverage and Liability.

The Indiana Convention Center, the Midwest Regional Turf Foundation, the Indiana Nursery and Landscape Association, and the Indiana Park & Recreation Association will not be responsible or liable in case of fire, theft, or damage to any exhibitor's equipment on the premises. Exhibitors must provide their own insurance coverage to protect themselves, their equipment, and to cover damages that may be inflicted to the building and/or property of the Indiana Convention Center. The exhibitor shall indemnify and hold harmless the Indiana Convention Center, the Midwest Regional Turf Foundation, the Indiana Nursery and Landscape Association, and the Indiana Park and Recreation Association, their agents, servants and employees from any and all such losses, damages, and claims.

8. Official Decorator.

The official decorator will be George E. Fern Co., 1147 S. White River Parkway, East Drive, Indianapolis, IN 46222. The name and address of each exhibitor will be provided to the George E. Fern Co. as soon as these are received by the Indiana Green Expo.

9. Restrictions.

The Indiana Green Expo reserves the right to restrict exhibits which because of the noise, method of operation, or any other reason become objectionable, and also to prohibit or evict any exhibit which in the opinion of the Tradeshow Committee of the Indiana Green Expo may detract from the general character of the show. This restriction includes things, conduct, printed matter, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restrictions or evictions, the Midwest Regional Turf Foundation, the Indiana Nursery and Landscape Association, and the Indiana Park and Recreation Association is not liable for any refunds of rentals or other exhibit expenses. Any person who fails to reserve an exhibit space and who persists in soliciting in any manner at any time during the length of time of the show and/or related activities may be ejected from the premises.

The Indiana Convention Center prohibits the distribution of food within the exhibit hall unless purchased through the Convention Center's catering service.

10. Care of Building and Booths.

Exhibitors or their agents shall not injure or deface the walls or floors of the building or booths. No signs or any other materials or articles shall be attached in any way to the walls or floors without written permission. Furthermore, no booths shall extend vertically to interfere with sight lines of neighboring booths without written permission.

11. Contract.

These regulations become a part of the contract between the exhibitor and the Midwest Regional Turf Foundation, the Indiana Nursery and Landscape Association, and Indiana Park and Recreation Association. They have been formulated for the best interests of both parties. The Midwest Regional Turf Foundation, the Indiana Nursery and Landscape Association, and Indiana Park and Recreation Association asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Executive Director and the Tradeshow Committee of the Indiana Green Expo. The Tradeshow Committee reserves the right to make changes necessary to the best interest of the meeting.

INDIANA CONVENTION CENTER & RCA DOME EXHIBIT BOOTH LABOR REQUIREMENTS

Please return with your exhibitor contract.

As an exhibitor, you are allowed to set up your **own** exhibit booth, as long as you use your own full-time employees ("FTE"). If you require assistance, other than your FTEs, in **transporting** your materials to your booth, you must use labor provided by your event's Pre-Qualified Decorator ("Decorator"). If you require labor to assist with the **set-up/tear-down** of your booth, you must use the labor provided by the event's Decorator. If your event does not have a Decorator, then you must contact your EC from the ICCRD, who will assist you in placing a labor order.

MOTORIZED EQUIPMENT: Motorized equipment (tow motors, lifts, forklifts, etc.), are available for hire through your event's Decorator and/or the ICCRD. Check with your EC for details.

UTILITIES: Placement of utilities (electric, phone, IT, gas, water, drain, etc.) in your booth must be done by ICCRD personnel. Exhibitors may connect/disconnect their **own** equipment to the ICCRD-provided utilities. Forms to order utilities should be provided to exhibitors well in advance of the show's move-in by the event's Decorator.

LIGHTING: Exhibitors may install/attach their **own** special or theatrical lighting, which is **owned – not rented or leased**, to their **own** booth with their FTEs. If they need special or theatrical lighting from the ICCRD or wish to bring it in from a vendor, they should contact their EC to discuss whether this is an Electrical or a Stagehand requirement.

SIGNS/BANNERS: ICCRD personnel must hang/attach anything that attaches to any part of the ICCRD (walls, ceilings, etc.). The utility form to order sign/banner hanging by ICCRD personnel is normally included in the exhibitor packet provided by the event's Decorator. The exhibitor can hang signs/banners in his/her own booth that attaches to the booth itself with their **own** FTEs.

DOCK RULES:

Most types of gas tanks are not allowed in the ICCRD. (There are some exceptions, but Fire Marshall guidelines must be followed.) No helium balloons or tanks are permitted in the ICCRD. Full or empty spare propane tanks may not be stored inside the ICCRD. Overnight, ALL propane tanks must be stored OUTSIDE Hall G in security cages provided by Decorator. Check with your EC from the ICCRD if you have any questions regarding this topic.

No gasoline or propane may be stored inside of trucks parked adjacent to the ICCRD. Any gasoline not stored in a UL approved, fire-rated cabinet must be located, AT ALL TIMES, a minimum of 20' from the building.

No empties (crates or boxes) may be stored on or outside docks. All empties must be placed back on trucks.

No Decorator equipment "bone yards" on docks or swing space unless show has rented the space. If show has rented space for bone yards, a 10' aisle must be kept clear at all times. Speak with your EC about possible need for Fire Watch.

Unloading is restricted to one lane only on the A and B ramps. For ALL DOCKS, there must always be a minimum 10' wide fire lane.

Trailers are to stay within designated dock areas AT ALL TIMES.

Only company-owned, marked Decorator vans/trucks/trailers are allowed in the dock bays. Personally-owned vehicles ("POVs") are not permitted in dock bays, unless pre-arranged through your event's EC.

I have read and acknowledge the above. Please return with exhibitor contract.

Signature

Printed Name

Company

Date

Indiana Green Expo 2008

TRADE SHOW FLOOR PLAN

INDIANA GREEN EXPO - JANUARY, 2008 - INDIANA CONVENTION CENTER - HALLS D & E

