

# IETC Exhibit Hall Terms & Conditions

## I. GENERAL BOOTH INFO

**A. Booth Rates:** Regular 10'x10' (\$1,000), Double 10'x20' (\$1,750). Exhibit space will be assigned in the order in which paid applications are received. IETC will use its best efforts to locate the booth away from like vendors. IETC reserves the right to change location assignments when such action is in the best interest of the conference.

**Booth Rates Includes the Following Complimentary Equipment:**

- 8' Back Drape, 3' Side Drape
- Carpeting
- One (1) 6' x 2' x 30" Display Table
- One (1) 7"x44" Booth ID Sign
- Two (2) Folding Chairs

\* **Electrical and Hardwired Connectivity are NOT included. Orders can be placed through the BOS Center.**

**B. Exhibit Show Hours are as Follows:**

- Wednesday, November 1, 4:30 - 6:00 pm (During Social)
- Thursday, November 2, 9:45 am - 4:00 pm
- Friday, November 3, 8:30 am - 12:40 pm

- One (1) Wastebasket with Liner
- Complimentary description in the conference marketing, if booth registration and payment are received by September 22, 2023
- Complimentary listing in the event app
- Wi-Fi

## II. SETUP/BREAKDOWN

**A. EXHIBIT SETUP:** Exhibit setup is on Wednesday, November 1 from 11:00 am – 3:00 pm. After 3:00 pm the floor will be closed for cleaning and setup of the social event that will be in the exhibit hall area at 4:30 pm. Exhibitors are welcome to attend and represent in your dedicated booths during this welcome reception.

**B. PACKING CRATES:** No storage is allowed behind back drapes. All cartons, crates, containers, packing materials that are not required should be stored under skirted tables or if they are require to be stored for repacking please, make arrangements with the Exhibit Hall service company Excel Decorators, Inc. Excel will staff an Exhibitor Service Center with experienced personnel throughout Excel's move-in, exhibitor move-in and Excel's dismantle.

**C. BREAKDOWN:** Exhibit Hall closes at 12:40 pm on Friday, November 3. Conference attendees will plan their schedules around the advertised Exhibit Hall hours, Exhibitors are NOT to start packing or dismantling booths prior to the closing time.

**D. BOOTH MATERIALS:** All exhibit hall materials and supplies must be removed from the BOS Center by 2 pm on Friday, November 3.

## III. REGISTRATION/BADGES

**A. REGISTRATION:** Exhibitors receive up to (2) complimentary badges per booth contracted. All booth staff registered must be employees or contractors of the company contracting the booth space and must wear a conference badge to enter the show floor.

**B. EXHIBITOR BADGES:** Will be available onsite at the Exhibitor Registration desk. Check-in is on Wednesday, November 1 from 11 am to 3 pm. The deadline for completing the badge form is October 15, 2023.

### III. REGISTRATION/BADGES, CONTD.

**C. CANCELLATIONS:** received in writing to [events@ltcillinois.org](mailto:events@ltcillinois.org) by Friday, October 1, 2023, will be honored and the exhibit fell will be returned, less a \$300 per booth cancellation fee. There are no refunds for booth cancellations after October 1, 2023, and LTC reserves the right to resale cancelled booths.

\* *Badges (individual and company name only) provide access to conference events that do not require an additional fee.*

\* *Additional Badges – to request additional badges beyond the complementary badges provided with booth purchase, please contact the IETC Conference Coordinator [events@ltcillinois.org](mailto:events@ltcillinois.org) for the prevailing registration fee.*

### IV. SALES

#### A. SALES ON EXHIBIT FLOOR IS ALLOWED:

The showcase and sale of school products and services for educational and informational purposes is allowed.

### V. PHOTOS/VIDEO

**A. PUBLICITY USE OF PHOTOS OR VIDEO:** Exhibitor agrees that IETC/LTC may list Exhibitor in show promotional materials and or use photography and or video taken at show for publicity purposes with compensation.

### VI. SETUP – ADDITIONAL NEEDS

**A. ELECTRIC AND INTERNET SERVICE:** All electrical and hardwired internet work must be order through the BOS Center. A separate order form is available in the Excel Decorators, Inc. Exhibitor Kit for advance orders. Onsite orders can be placed with additional convenience fee.

**B. EXHIBIT BOOTH FURNITURE AND SIGNAGE:** All such orders must be placed in advance pricing and order form details can be found in the **Exhibitor Kit** provided by Excel Decorators, Inc. or email them direct at [bwerries@exceldecorators.com](mailto:bwerries@exceldecorators.com).

### VII. LIABILITY/INSURANCE

**A. LIABILITY:** Exhibitors agree to protect, save, and hold the Bank of Springfield Center (BOS Center), the Learning Technology Center of Illinois (LTC), and all agents and employees thereof (hereinafter collectively called Indemnities) harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibitions premises, the conference center or any part thereof.

**B. INSURANCE:** The BOS Center and LTC will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. EXHIBITORS WHO DESIRE TO CARRY INSURANCE ON THEIR EXHIBIT MUST PLACE IT AT THEIR OWN EXPENSE.

**C. CLAIM FOR INJURIES OR LOSS:** It is expressly agreed that LTC or the BOS Center shall not be liable or held responsible for any losses, damages or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit or an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that he will hold, keep and save harmless, and indemnify LTC or the BOS Center from any and all such claims.