



**IllinoisEducation**  
& TECHNOLOGY CONFERENCE

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# Exhibit Hall

## Terms & Conditions

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*[ltcillinois.org/ietc](http://ltcillinois.org/ietc)*

# Exhibit Hall

## Terms & Conditions

★ Effective as of **August 7, 2025**

### I. GENERAL BOOTH INFO

**A. BOOTH RATES:** Regular 10'x10' (\$1,100), Double 10'x20' (\$1950). 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 Internet Connectivity are NOT included. Orders can be placed through the BOS Center. See Section VI.**

### II. SETUP/BREAKDOWN

**A. EXHIBIT SETUP:** Exhibit setup is on **Tuesday, November 11, 2025** from 3:00 pm – 6:00 pm. After 6:00 pm the floor will be closed for cleaning.

**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 required to be stored for repacking please, make arrangements with the Exhibit Hall service company Valley Expo Displays. Valley will staff an Exhibitor Service Center with experienced personnel throughout Valley's move-in, exhibitor move-in and Valley's dismantle.

### 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. Exhibit Hall Hours:**

- Wednesday, November 12, 2025: 9:30AM-6:00PM
  - Dedicated Exhibit Hall 9:00AM-10:00AM, 11:30AM-12:30PM
  - IETC Social 5:00PM-6:00PM
- Thursday, November 13, 2025: 8:00AM-3:00PM
  - Dedicated Exhibit Hall 11:55AM-12:45PM

- One (1) Wastebasket with Liner
- Complimentary description in the conference marketing, if booth registration and payment are received by September 26, 2025
- Complimentary listing in the event app
- Wi-Fi

**C. BREAKDOWN:** Exhibit breakdown is on **Thursday, November 13, 2025** from 3:00 pm - 6:00 pm. Conference attendees will plan their schedules around the advertised Exhibit Hall hours. **Exhibitors are NOT to start packing or dismantling booths prior to closing time.**

**D. BOOTH MATERIALS:** All exhibit hall materials and supplies must be removed from the BOS Center by 6 pm on Thursday, November 13

**B. EXHIBITOR BADGES:** Exhibitor badges will be available onsite at the Exhibitor Registration desk. Check-in is on Tuesday, November 11 from 3-6pm. The deadline for completing the badge form is October 17, 2025.



[ltcillinois.org/ietc](http://ltcillinois.org/ietc)

III. REGISTRATION/BADGES, CONTD.

**C. CANCELLATIONS:** All cancellations received in writing to [events@ltcillinois.org](mailto:events@ltcillinois.org) by Friday, October 10, 2025, will be honored and the exhibit fee will be returned, less a \$300 per 10x10 booth cancellation fee. There are no refunds for booth cancellations after October 10, 2025, and LTC reserves the right to resale cancelled booths.

**D. DUPLICATE REFUNDS:** If an exhibitor accidentally submits and pays for a duplicate exhibitor registration, they may request a refund for the duplicate transaction. Refunds for duplicate registrations will be honored under the following conditions:

- A refund may be issued if it is verified that the exhibitor has registered more than once for the same event and has been charged multiple times.
- All approved refunds for duplicate registrations will be subject to a 3% processing fee, which will be deducted from the total refunded amount.
- To be eligible for a refund, the exhibitor must notify the event organizer and submit a refund request within 30 days of the duplicate registration.
- To request a refund, please contact [events@ltcillinois.org](mailto:events@ltcillinois.org).
- Approved refunds will be processed within 7-10 business days from the date of approval.
- **This policy applies only to cases of duplicate registration.** All other registration fees remain subject to the general cancellation and refund policy.

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

Policy Type	Deadline or Condition	Fee
Cancellation (General)	By Oct 10, 2025; in writing to <a href="mailto:events@ltcillinois.org">events@ltcillinois.org</a>	\$300 per 10x10 booth contracted
Late Cancellation (after Oct. 10)	N/A	No refund
Duplicate Exhibitor Registration	Within 30 days of duplicate; in writing to <a href="mailto:events@ltcillinois.org">events@ltcillinois.org</a>	3% processing fee
Additional Badges	No deadline (contact <a href="mailto:events@ltcillinois.org">events@ltcillinois.org</a> )	Prevailing fee

\* **Additional Badges:** To request additional badges beyond the complementary badges provided with booth purchase, please contact [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.

VI. SETUP – ADDITIONAL NEEDS

**A. ELECTRIC AND INTERNET SERVICE:** All electrical and hardwired internet work must be ordered through the BOS Center. A separate order form is available in the Valley Expo Display’s Exhibitor Kit for advance orders. Onsite orders can be placed with an additional convenience fee.

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 without compensation.

**B. EXHIBIT BOOTH FURNITURE AND SIGNAGE:** All such orders must be placed in advance pricing. Order form details can be found in the Exhibitor Kit provided by Valley Expo Services.

## 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.

**By completing this contract, the applicant agrees to abide by the rules, regulations, and stipulations applicable to exhibitors.**

Signature of Company Representative: \_\_\_\_\_

Print Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please **sign** and **return** contract to [exhibithall@il-edtech.org](mailto:exhibithall@il-edtech.org)

# Questions?

Hope Hardin-Borbely | [exhibithall@il-edtech.org](mailto:exhibithall@il-edtech.org)