



IPPF
PREPARE PROTECT EDUCATE INFORM

2018 Illinois Pension Conference

Embassy Suites Hotel and Conference Center
100 Conference Center Dr.
East Peoria, IL 61611
(309) 694-0200

EXHIBITOR PROSPECTUS

- ◆ Exhibitor Tentative Schedule Information
 - ◆ FAQ's, Details, and Fine Print
 - ◆ Exhibitor Information

WELCOME EVERYONE

This Training Conference is geared to an audience of Pension Trustees and Association and Corporate executives dealing with public pensions.

As always, Trustee Education has been the focus of past IPPFA conferences and seminars. To provide our members with the best possible education, we have once again assembled an informative program of extraordinary talent from across Illinois and the nation.

The Illinois Pension Conference presents valuable information and, as a Corporate Member, you don't want to miss this opportunity to network with trustees and other professionals. Personal contact with pension trustees, decision makers, and other staff will provide knowledge and the opportunity to expand your contact list.

As a business service provider, you have the opportunity to reestablish relationships and create new ones with the attendees this year.

IPPFA ILLINOIS PENSION CONFERENCE

May 1 - 4, 2018

Tentative Schedule of Events

Tuesday, May 1st

8:30am - 9:30am.....Golf Registration*
10:00am.....Shotgun Start
1:00pm - 5:00pm.....Early Conference Registration
2:00pm - 5:00pm.....Booth Set-Up
5:30pm -7:30pm.....Hospitality Event*

Wednesday, May 2nd

6:00am - 7:00am.....Booth Set-Up
7:00am.....Registration Opens
7:00am - 12pm.....Vendors Exhibit
12pm - 1:00pm.....Lunch*
1:00pm - 5:00pm.....Vendor Exhibit

Thursday, May 3rd

7:00am - 12pm.....Vendors Exhibit
7:00am.....Registration Opens
12pm - 1:00pm.....Lunch*
2:00pm.....Vendors Booth Dismantle

Friday, May 4th

8:00am - 11:00am.....General Sessions/Conference Ends

*Sponsorships Available

IPPFA ILLINOIS PENSION CONFERENCE

FAQ's

What is the cost?

MEMBERS - IPPFA Corporate Sponsor and Affiliate Members Registration Fees

\$375.00 per person if registered by February 16, 2018

(registration fee increases over time; see online registration site for details)

NON-MEMBER Corporate Fee

\$2,995.00 per person

What is included with a booth?

One 8' x 30" skirted table

One wastebasket

Admittance to the reception, luncheon, and exhibit hall

What additional opportunities are there for exhibitors to showcase their company?

Sponsorship of Lunches, Continental Breakfasts, Refreshment Breaks, Participation in Booth Prize Giveaways, and both Pre-Show and Post-Show Attendee Lists.

Are non-exhibiting suppliers permitted on the exhibit floor?

No.

PLEASE READ CAREFULLY

How to apply:

- 1) Each IPPFA Corporate Member **MUST** be registered and pay the conference registration fee. Booth space is supplied at no additional charge.
- 2) If you are sharing a booth, please submit one form per booth space with all registration payments.
- 3) Payment in full for registration and booth space requests must accompany each registration. Checks will be deposited as they are received, and credit cards will be processed automatically online. Payment acceptance does not guarantee placement in the exhibition. In the event of no booth placement, all monies will be returned promptly. Check requisitions or purchase orders are not accepted. Companies will not be assigned booth space until payment is received.
- 4) Booth Registration deadline is April 1, 2018 by 4:00pm. No telephone requests will be accepted.
- 5) Read all Rules and Regulations for clarification of terms, conditions, and booth assignment procedures.

Make sure your registration is submitted via www.ippfa.org.

To pay by **check**, register online and mail your check to:

IPPFA, 2587 Millennium Dr. Unit C, Elgin, IL 60124

To pay by **credit card**, complete the transaction online and keep a copy of the application for your records.

Please note: registrations received without payment will not be considered for booth assignment until payment is received through the IPPFA by check or by credit card.

Exhibit Space Assignment Procedure

- 1) The IPPFA reserves the right to assign and reassign space, as it deems necessary or appropriate in the best interest of the IPPFA.
- 2) The IPPFA shall allocate a percentage of available booths for business services (non-hospitality) vendors.

All matters and questions not covered by the Agreement of General Information, Rules and Regulations are subject to the decision of the IPPFA. These Rules and regulations governing the exhibits under the auspices of the IPPFA are part of the application for space.

THE FINE PRINT

Purpose

The exhibit program is for educational and informational purposes. Sales may not be made nor orders consummated at the exhibit program.

Admission

The IPPFA shall have sole control over all admission policies at all times. Non-exhibiting suppliers or vendors of goods and services will be prohibited from entering the exhibit hall. Badges must be worn at all times. Exhibitors are asked to notify an IPPFA staff member of any suspicious behavior or unauthorized activity during the exhibition.

Non-Exhibiting Suppliers in the Exhibit Hall

Any exhibiting company found with more than four representatives in the exhibit hall will be fined. Multiple offenses would result in the exhibiting company's ineligibility to exhibit in future years. No children and/or animals are permitted in the booths or on the show floor.

Booth Decorating and Use of Space

The IPPFA booth space is 8' wide. Displays built for wider back walls cannot be squeezed or tilted to fit; such displays MAY NOT BE USED. Portable, pop-up, or tabletop displays are strongly encouraged, e.g. "instant," "Skyline," etc. displays.

No Constructed Displays Are Allowed

Special arrangements have been made to allow exhibitors to carry in their own displays. Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear, to this end; exhibits should be arranged so that booth representatives will be inside of space assigned. All material used for decoration, e.g. paper, cardboard, cloth etc. shall be flame-retardant. Safety and fire exits and equipment must be left accessible and in full view at all times.

Exhibit Booth Decorator and Shipping

If you require additional furnishings, electrical needs, telephone, floral arrangements, Internet connections, and/or audiovisual needs, they may be ordered thru the hotel/conference center.

Food and Beverage

Exhibitors may generally dispense food (e.g. candy, cookies, treats, and gifts) from their booths. No beverages may be dispensed from booths; only unopened bottles may be distributed from a booth.

Noise

Public address, sound producing, or amplifying devices that project sound beyond the exhibitor's space are prohibited.

Installation/Removal of Exhibits

Exhibitors have move-in and move-out times. Failure to install or remove an exhibit in the allowed time will afford the IPPFA the right to remove and place in a warehouse, subject to the exhibitor's disposition, with all charges to follow at no liability to the IPPFA. **ALL** exhibits **must** be set up on Tuesday, May 1st between 2:00pm to 5:00 pm, and before 7:00am on Wednesday, May 2nd. **ALL** exhibits **must** remain intact until 2:00pm Thursday, May 3rd.

Inspection of Exhibits

ALL EXHIBITS MUST BE READY FOR INSPECTION BY 7:00AM ON WEDNESDAY, MAY 2ND

Exhibitors will be allowed early entry to the show floor on Tuesday, May 1st from 2:00pm until 5:00pm. The exhibit hall will open at 6:00am on Wednesday, May 2nd for a one hour only set-up. **No exhibitor will be allowed to enter to set-up their display after 7:00am, Wednesday, May 2nd.**

Security

Insurance of booth contents and personnel is recommended. The IPPFA does not insure exhibitor property or personnel. Beyond this, the IPPFA, the show facility, their respective officers, directors and employees or agents shall not be responsible for the safety or protection of the property or of the exhibitor, its employees and/or agents from any cause.

Hold Harmless, Liability, and Insurance

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the exhibit hall. Exhibitor shall defend, indemnify, and hold harmless the IPPFA of Elgin, IL, the Embassy Suites Hotel and Conference Center, their respective directors, officers, agents and employees from losses, damages, and claims inside or outside the exhibit hall that may arise as a result of actions of the exhibitor, its employees, or agents. The IPPFA of Elgin, IL, the Embassy Suites Hotel and Conference Center, or their respective directors, officer's agents, or guests shall not be liable to exhibitor, its employees, or agents for any damages, loss, or injury from fire, electricity, water, storm, riot, smoke, theft, accident, or any other cause. The exhibitor agrees to provide insurance coverage for personal injury and property damage liability covering the exhibitor and his property in such amount as the exhibition facility requires. The IPPFA of Elgin, IL, the Embassy Suites Hotel and Conference Center shall each be named as an additional insured on all of exhibitor's policies of insurance. A copy of the insurance requirements will be included. Insurance protection against fire, theft, or damage to the exhibitor's materials must be carried at the exhibitor's expense.

Restrictions

The IPPFA reserves the right to prohibit or require the removal of any display or exhibit, or any part of an exhibit, which it deems not suitable or in accordance with these regulations or in accordance with acceptable professional ethics or prohibits for other reasons deemed necessary or appropriate by the IPPFA. All exhibits shall conform in all respects to applicable safety, health, and fire codes, plus rules of the Embassy Suites Hotel and Conference Center.

Responsibilities

The IPPFA shall assume no responsibility nor shall the exhibitor look to the IPPFA for any losses, direct or indirect, which may occur as a result from any act or omission, whether intentional or negligent, on the part of the IPPFA, its officers, employees, and agents, which may result from any activities.

Cancellation/Failure to Occupy Space

A charge of \$25.00 applies to any cancellation prior to April 1, 2018. A charge of \$50.00 applies to any cancellation after April 1, 2018. Cancellations must be received in writing; we are unable to honor any phone cancellations. Applicants who cancel after Friday, April 20, 2018 will receive no refund, regardless of cause.

Exhibitor Information

Location

The IPPFA Illinois Pension Conference will be held at the Embassy Suites Hotel and Conference Center in East Peoria, IL.

Exhibit Fees

No additional fee to exhibit. Member must register online for conference and booth. Conference fee is \$375 per person **if** registered by **February 16th, 2018** (registration fee increases over time; see online registration site for details). All payments must be received in full before the conference. No telephone reservations will be accepted. Space is assigned on a first come, first paid basis.

Booth Sharing

Companies are welcome to share exhibit space. If you would like to have more than one firm, property or corporation represented, a booth sharing fee will not assessed (registration fees will still apply per person).

Booth Assignment

Exhibit space is assigned based on first come, first paid basis. The IPPFA does reserve the right to make assignments or reassign exhibit space as necessary.

Block Groupings

Groups of related exhibitors may request to be placed together. All parties interested in being placed within a block **must submit the request in writing to special-events@ippfa.org**. Every effort will be made to place groupings in booth space preferences, but the IPPFA reserves the right to make assignment or reassignments as necessary for the benefit of the conference.

Conference Registration

Conference registration is required for everyone who attends the conference. All exhibitors will be required to wear registration badges. Badges are not transferable.

Installation and Dismantling

Installation of exhibit booths can be done on either Tuesday, May 1st from 2:00pm to 5:00pm, and/or Wednesday, May 2nd from 6:00am to 7:00am. **ALL** exhibits **must be ready** for **inspection** by **7:00am** on **Wednesday, May 2nd**.

Teardown can begin after the exhibit hall has been officially closed (**1:00pm on Thursday, May 3rd**). All exhibits must be dismantled or arrangements made for dismantlement by 5:00pm. All materials and displays not dismantled or arranged for dismantlement will be discarded. Early teardown will result in penalty for the 8' space selection.

Exhibit Booth – Needs / Shipping

If you require additional furnishings, electrical needs, telephone, floral arrangements, internet connections, and/or audiovisual needs, these items may be ordered through the hotel/conference center. Please contact the hotel for pricing information (309) 694-0200.