



**IPPFA**  
PREPARE PROTECT EDUCATE INFORM

# 2020 IPPFA Illinois Pension Conference

Crowne Plaza Hotel  
3000 S. Dirksen Parkway  
Springfield, IL 62703  
(217) 529-7777

## 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 both 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 IPPFA 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 5 - 8, 2020

#### **Tentative Schedule of Events**

##### **Tuesday, May 5th**

4:00pm - 6:00pm.....Early Conference Registration  
4:00pm - 6:00pm.....Vendor Booth Set-Up  
5:30pm - 7:30pm.....Hospitality Event

##### **Wednesday, May 6th**

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

##### **Thursday, May 7th**

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

##### **Friday, May 8th**

8:30am - 12:30pm.....Transition Training/Conference Ends

\* Sponsorships Available

# IPPFA ILLINOIS PENSION CONFERENCE

## FAQ's

### What is the cost to attend the conference?

#### IPPFA CORPORATE MEMBER Fees

- If registered by **February 28, 2020**: \$385.00 pp, up to four people
- If registered by **March 27, 2020**: \$435.00 pp, up to four people
- If registered by **May 1, 2020**: \$485.00 pp, up to four people

#### NON-IPPFA CORPORATE MEMBER Fee

- \$2,995.00 per person

### How do I register for the conference and for a booth? What are the rooming accommodations?

#### IPPFA Illinois Pension Conference Registration

Go to [www.ippfa.org](http://www.ippfa.org) and click on the 2020 IPPFA Illinois Conference page, then click on the Register button (be sure to register as an IPPFA Corporate Member and select the Exhibiting option when prompted).

#### Rooming Accommodations

**Crowne Plaza Hotel** (217) 529-7777 (on-site)

Rate is \$123.00 per night (plus taxes)

### 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

\*Exhibitors will be responsible for distributing their own prizes.

### 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. Companies will not be assigned booth space until payment is received.
- 4) The Conference and Booth Registration deadline is **Monday, April 20, 2020** by 4:00pm CT. No telephone requests will be accepted.
- 5) Please read this prospectus in full for clarification of terms, conditions, and booth assignment procedures.

Please be sure you register online via [www.ippfa.org](http://www.ippfa.org).

To pay by **check**, register online and mail your check to the IPPFA Office at:

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

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

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

### Exhibit Space Assignment Procedure

- 1) The facilities at the Crowne Plaza Hotel will allow the IPPFA to accommodate some special requests as to booth location, i.e. being placed next to another exhibitor at your request. Please let the IPPFA know as early as possible.
- 2) The IPPFA reserves the right to assign and reassign space, as it deems necessary or appropriate in the best interest of the IPPFA.
- 3) The IPPFA shall allocate a percentage of available booths for business services (non-hospitality) vendors.

**All matters and questions not covered by the 2020 IPPFA Illinois Pension Conference Prospectus are subject to the decision of the IPPFA.**

# 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.

## 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 the 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.

## 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. Installation of exhibit booths can be done on either Tuesday, May 5th from 4:00pm to 6:00pm, and/or Wednesday, May 6th from 6:00am to 7:00am. **ALL** exhibits **must be ready** for **inspection** by 7:00am on Wednesday, May 6th.

Teardown can begin after the exhibit hall has been officially closed (**2:00pm on Thursday, May 7th**). All exhibits must be dismantled or have arrangements made for dismantlement by 5:00pm. All materials and displays not dismantled or arranged for dismantlement will be discarded.

# Inspection of Exhibits

**ALL EXHIBITS MUST BE READY FOR INSPECTION BY 7:00AM ON WEDNESDAY, MAY 6TH.**

## **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 Crowne Plaza Hotel, 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 Crowne Plaza Hotel, 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 and the Crowne Plaza Hotel shall each be named as an additional insured on all of exhibitor's policies of insurance. 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 Crowne Plaza Hotel.

## **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 made before Friday, March 27, 2020. A charge of \$50.00 applies to any cancellation made before Friday, April 24, 2020. **Any cancellations made after April 24, 2020 will forfeit the conference registration fee, regardless of cause.** Please note that cancellations must be received in writing; we are unable to honor any cancellations made over the phone.

This cancellation policy applies to all exhibitors, whether purchased individually or with other applicants.

# Exhibitor Information

## Location

The 2020 IPPFA Illinois Pension Conference will be held at the Crowne Plaza Hotel in Springfield, IL.

## Exhibit Fees

There is no additional fee to exhibit, although you will be responsible for paying the conference registration fee. The early-bird conference fee is \$385 per person, but please be aware that the registration fee increases over time. 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. The IPPFA Corporate Member must register online for both the conference and their booth.

## 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 be assessed (registration fees will still apply per person).

## Booth Assignment

Exhibit space is assigned based on first come, first paid basis. The IPPFA reserves 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](mailto: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.**

## Raffle Prizes

If you wish to participate in raffle prize giveaways, please be aware that **you will be responsible for distributing your prizes**. Raffle Prizes must be distributed by 11:00am on Thursday, May 7th. If the winner is not present, **you will be responsible for contacting the attendee and getting the prize to them.**

## Exhibit Booth – Needs / Shipping

If you require additional furnishings, electrical needs, telephone, floral arrangements, internet connections, and/or audiovisual needs, please contact the Crowne Plaza Hotel directly. Additional shipping and handling fees may be charged by the hotel for displays or items shipped to/from the hotel. Please contact the hotel for pricing information at (217) 529-7777.

When shipping boxes to the hotel, please ensure that they have your company name on it, as well as the on-site contact who will be exhibiting. Please be sure to include a reference to the IPPFA Exhibit or “Hold for IPPFA Exhibitor.” You can ship your boxes to:

Crowne Plaza Hotel  
3000 Dirksen Parkway  
Springfield, IL 62703