



EXHIBITOR KIT

TRADESHOW LOCATION

Old National Events Plaza
Exhibit Hall
715 Locust Street
Evansville, IN 47708
Phone: (812) 435-5770

TRADESHOW CONTACT

Anne Trobaugh
Corporate Relations Director
Aim
Office: (317) 237-6200 extension 239
Cell: (317) 417-7684

SHOW SCHEDULE

Tuesday, October 10

10:00 a.m. – 6:00 p.m. **Conference Registration**
Atrium

10:00 a.m. – 4:00 p.m. **Exhibitor Move-in**
Exhibit Hall

5:15 p.m. – 7:15 p.m. **Welcome Reception in Exhibit Hall**
Exhibit Hall

Wednesday, October 11

8:00 a.m. – 5:00 p.m. **Conference Registration**
Atrium

8:00 a.m. – 10:00 a.m. **Continental Breakfast in Exhibit Hall**
Exhibit Hall

8:00 a.m. – 11:15 a.m. **Exhibit Hall Open**
Exhibit Hall

11:15 a.m. **Grand Prize Drawing & Exhibit Hall Closes**
Exhibit Hall

11:15 a.m. – 4:00 p.m. **Exhibitor Move-out**
Exhibit Hall

EXHIBIT HALL BOOTH INCLUDES

- 8' Deep X10' Wide Booth Space
- Pipe and Drape
- Skirted 8' Table
- Two Chairs
- Wastebasket
- Booth Identification Sign
- Carpet

Please note: All exhibitors must register for the full conference. Online registration is available at aimindiana.org.

ADDITIONAL SERVICES

Please use the enclosed forms, if you need to order electrical service or additional furniture. Wireless Internet access is complimentary at Old National Events Plaza.

MATERIALS SHIPPING

Inbound shipments direct to Old National Events Plaza must arrive on or after 10/09/17. Please use the following format with addressing packages:

Old National Events Plaza
Company Name, Booth #
Attn: Karen Robinson
715 Locust Street
Evansville, IN 47708

Packages that include company name and booth number will be delivered to your booth.

EXHIBITOR MOVE-IN & MOVE-OUT

Exhibitor move-in will take place on Tuesday, October 10, from 10:00 a.m. – 4:00 p.m. Exhibitors should unload at the loading dock on Walnut Street. Under no circumstance should vendors use the main entrance on Locust Street for loading and unloading. Exhibitors are responsible for loading/unloading carts and moving materials to assigned booth space. Move-out takes place from

11:15 a.m. – 4:00 p.m. on Wednesday, October 11. Please do not tear down your booth before 11:15 a.m. Carts will be available to assist with move-in and move-out.

EXHIBITOR REGISTRATION

Exhibitor registration will be located at the main Aim Ideas Summit registration area located in the Atrium on the 1st Floor of Old National Events Plaza. Conference registration will be open Tuesday, October 10 from 10:00 a.m. – 6:00 p.m.

OVERNIGHT SECURITY

Overnight security personnel will not be provided in the Exhibit Hall. Aim is not responsible for lost or stolen items. Please remove all valuables from your booth nightly.

PAYMENT

All booths should be paid in full prior to the event.

CANCELLATION POLICY

Cancellations received on corporate letterhead in writing (via US Mail, Email or Fax) by Aim on or before July 21, 2017 will receive a refund less a \$75 processing fee. No refunds will be issued for cancellations received after this date.

PARKING

Parking is available in the Civic Center parking lot, with entrances on 9th Street and Walnut Street, and is complimentary.

HOTEL RESERVATIONS

The hotel blocks will open June 20 for the Aim Ideas Summit. Please contact the hotel of your choice directly by September 18 to reserve your hotel room. Attendees are required to provide their name and the name of their company or municipality when reserving a hotel room. Multiple reservations cannot be made under the same name. There are separate blocks for vendors and municipal attendees. Please make sure you use the appropriate group code when reserving your room. You must be registered for the conference to occupy a room in the Aim hotel block. Aim is not

responsible for hotel reservations or cancellations.

Complimentary shuttle service will be available throughout the conference from the Tropicana, Le Merigot, and Holiday Inn to the Old National Events Plaza.

Tropicana

421 NW Riverside Drive
Evansville, Indiana 47708
(800) 544-0120

Vendor Group Code: GINVEN7
Room Rate: \$109/night (plus tax)
Parking: Complimentary

Le Merigot Hotel

615 NW Riverside Drive
Evansville, Indiana 47708
(800) 544-0120

Vendor Group Code: GINVEN7
Room Rate: \$129/night (plus tax)
Parking: Complimentary

Holiday Inn Evansville Airport

7101 US Highway 41 North
Evansville, Indiana 47725
(800) 465-4329

Vendor Group Code: IAC
Room Rate: \$99/night (plus tax)
Parking: Complimentary

**2017 AIM IDEAS SUMMIT
ELECTRIC & FURNITURE ORDER FORM**

Please return this completed form with payment no later than **Friday, September 29, 2017** to Aim, 125 W Market Street, Suite 100, Indianapolis, IN 46204, atrobaugh@aimindiana.org, or fax to (317) 237-6206. Included in the price of your booth is an 8' skirted table, 2 chairs, and wastebasket.

ELECTRIC

ITEM	QUANTITY	PRICE	TOTAL
Electric (120 volt, 4 outlets)		\$50	

Important: Electric does not include extension cords or power strips. These items are not available from Old National Events Plaza. Please make sure to bring your own with you to the show. Cost of electric is \$75, if purchased onsite. Please order in advance.

FURNITURE

ITEM	QUANTITY	PRICE	TOTAL
8' Table		\$15	
8' Table w/ Skirt & Drape		\$25	
6' Table		\$15	
6' Table w/ Skirt & Drape		\$25	
Cocktail Table (High or Low)		\$15	
Cocktail Table (High or Low) w/ Drape		\$25	
Chair		\$5	

PAYMENT INFORMATION

Company Name _____
 Contact _____ Booth # _____
 Billing Address _____
 City _____ State _____ Zip Code _____
 Phone _____ Email _____
 Method of Payment (Circle One) Check MC Visa Discover AmEx
 Check Number (Payable to Aim) _____
 Card Number _____ Expiration Date _____ Verification Code _____
 Name of Cardholder _____
 Authorized Signature _____