



# EXHIBITOR KIT

## **TRADESHOW LOCATION**

Century Center  
Convention Hall A&B  
120 S Martin Luther King Jr. Boulevard  
South Bend, IN 46601  
Phone: (574) 235-9711

## **TRADESHOW CONTACTS**

Vicki Kitchen  
Clerk-Treasurer, Town of North Liberty  
Office: (574) 656-4447  
Cell: (574) 250-4540

Lisa Mullaney  
Clerk-Treasurer, Town of Argos  
Office: (574) 892-5717 x222  
Cell: (574) 952-7510

## **SHOW SCHEDULE**

### **Tuesday, June 12**

**7:00 a.m. – 5:00 p.m.**      **Conference Registration**  
*Century Center Foyer*

**3:30 p.m. – 5:00 p.m.**      **Exhibitor Move-in**  
*Convention Hall A&B*

### **Wednesday, June 13**

**7:00 a.m. – 8:45 a.m.**      **Conference Registration**  
*Century Center Foyer*

**7:30 a.m. – 4:30 p.m.**      **Exhibit Hall Open**  
*Convention Hall A&B*

**7:30 a.m. – 8:45 a.m.**      **Continental Breakfast in Exhibit Hall**  
*Convention Hall A&B*

**10:00 a.m. – 10:30 a.m.**      **Break in Exhibit Hall**  
*Convention Hall A&B*

**11:30 a.m. – 1:00 p.m.**      **Lunch with Exhibitors**  
*Convention Hall A&B*

**3:30 p.m. – 4:00 p.m.**      **Break in Exhibit Hall**  
*Convention Hall A&B*

**4:00 p.m.**      **Grand Prize Drawing & Exhibit Hall Closes**  
*Convention Hall A&B*

**4:15 p.m. – 5:00 p.m.**      **Exhibitor Move-out**  
*Convention Hall A&B*

## **EXHIBIT HALL BOOTH INCLUDES**

- 10'X10' Booth Space
- Pipe and Drape
- Skirted 8' Table

- Two Chairs
- Wastebasket
- Booth Identification Sign
- Two Exhibitor Name Badges with Access to the Wednesday Continental Breakfast and Wednesday Lunch in the Exhibit Hall
- Please note that the Convention Hall is not carpeted. Carpet for your booth area may be ordered from Aay's.

*Please note: Exhibitors wishing to attend conference functions besides those listed on the agenda included in this kit, must register for the Full Conference. Pre-registration and onsite registration are both available.*

### **ADDITIONAL SERVICES**

Please use the enclosed forms, if you need to order electrical service or additional furniture. Wireless Internet access is complimentary at the Century Center. The form included from the Century Center can be used to order electric for your booth. Furniture and carpet for your booth area can be ordered through Aay's on the included forms. Audio-visual equipment can be ordered through Markey's by contacting Chris Strange:

Chris Strange  
 Account Manager  
 Markey's  
 Phone: (574) 235-9186  
 Email: [cstrange@markeys.com](mailto:cstrange@markeys.com)

### **MATERIALS SHIPPING**

Shipping information and forms are included as a part of this packet. Please note that all advance warehouse shipments to Aay's must arrive before 06/08/18. Inbound shipments direct to the Century Center must arrive on or after 06/11/18 at 10:00 a.m.

### **EXHIBITOR MOVE-IN & MOVE-OUT**

Exhibitor move-in will take place on Tuesday, June 12, from 3:30 p.m. – 5:00 p.m. Exhibitors should unload at the loading dock in the back of the Century Center. Exhibitors are responsible for loading/unloading carts and moving materials to assigned booth space. Move-out takes place from 4:15 p.m. – 5:00 p.m. on Wednesday, June 13. Please do not tear down your booth before 4:15 p.m.

### **EXHIBITOR REGISTRATION**

Exhibitor registration will be located at the main ILMCT Conference registration area located in the Century Center. Conference registration will be open Tuesday, June 12, from 7:00 a.m. – 5:00 p.m. and Wednesday, June 13, from 7:00 a.m. – 8:45 a.m.

### **OVERNIGHT SECURITY**

Overnight security personnel will not be provided in the Exhibit Hall. ILMCT 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.

**PARKING**

Parking is available in the surface lot at the Century Center and is \$5.00.

**HOTEL INFORMATION**

DoubleTree by Hilton Hotel South Bend (Host Hotel)  
123 N Dr. Martin Luther King Jr. Boulevard  
South Bend, IN 46601  
(866) 893-5713  
Request Group Code: ILC

Room Rate:  
\$98 plus tax (currently 13%)

Reservation Deadline: May 17, 2018

Check in: 3:00 p.m. EST  
Check out: 12:00 p.m. EST

Courtyard by Marriott South Bend Downtown  
121 S Dr. Martin Luther King Jr. Boulevard  
South Bend, IN 46601  
(888) 236-2427  
Request Group Code: ILMCT

Reservation Deadline: May 17, 2018

Check in: 3:00 p.m. EST  
Check out: 12:00 p.m. EST

Hotel reservations should be made by contacting the hotel of your choice directly. Reservations must be made by May 17, 2018 to receive the special rate. ILMCT is not responsible for hotel reservations or cancellations.



**EXHIBITOR SERVICES ORDER FORM**

**Century Center**  
120 S. Dr Martin Luther King Jr Blvd  
South Bend, Indiana 46601

PHONE: 574.235.9711 FAX: 574.235.9185

<b>Event:</b>	<b>Company Name:</b>
<b>Event Dates:</b>	<b>Address:</b>
<b>Exhibit Location/Booth:</b>	<b>City Stat Zip:</b>
<b>Ordered By:</b>	<b>Phone</b>
<b>On-Site Contact:</b>	<b>Email:</b>

ITEM	# OF DAYS	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL TAXABLE	TOTAL NON-TAXABLE
<b>Electric</b>						
Standard Outlet (up to 2400 WATTS)			\$ 50	\$ 75		
208 Volt - 20 AMPS			\$ 80	\$ 120		
208 Volt - 30 AMPS			\$ 90	\$ 135		
208 Volt - 40 AMPS			\$ 100	\$ 150		
208 Volt - 50 AMPS			\$ 110	\$ 165		
208 Volt - 60 AMPS			\$ 140	\$ 210		
208 Volt - 100 AMPS			\$ 190	\$ 285		
208 Volt - 150 AMPS			\$ 225	\$ 338		
208 Volt - 200 AMPS			\$ 300	\$ 450		
208 Volt - 400 AMPS			\$ 350	\$ 525		
Custom or Direct wiring connections			CALL	CALL		
<b>Water</b>						
One Time Fill, & Drain 100 gallons or less per unit			\$ 150	\$ 225		
One Time Fill, & Drain 100 to 350 gallons per unit			\$ 225	\$ 275		
One Time Fill, & Drain over 350 gallons per unit			CALL	CALL		
<b>Services</b>						
Black & White Photo Copies (per side / per 8.5 x 11 page)			N/A	\$0.30		
Color Photo Copies (per side / per 8.5 x 11 page)			N/A	\$0.50		
Forklift & Operator			N/A	\$ 75		
Pallet Delivery (vehicle or dock to booth / room)			N/A	\$ 25		
Move-in / Move-out Service - one attendant with cart (per trip)			\$ 10	\$ 20		
Banner Hanging with Lift			N/A	\$ 75		
<b>Phone and Internet</b>						
Analog Phone Line (carrier charges apply)			\$ 50	\$ 60		
Analog Phone Line with phone unit (carrier charges apply)			\$ 75	\$ 85		
Wired Internet Connection			\$ 250	\$ 275		
Private WI-FI Network (up to 5 devices) additional days 50%			\$ 100	\$ 120		
Premium Internet WI-FI Connection (one device)			\$ 25	\$ 30		

Payment Information		Taxable	Non-taxable
<b>Credit Card Type: (circle one) MC VISA DIS AMEX</b>			
<b>Credit Card #:</b>	<b>Column</b>	\$	\$
<b>Expiration Date:</b>			
<b>Security Code:</b>			
<b>Name on card (Print)</b>			
<b>Signature</b>			
<b>Date:</b>			
<b>Billing Address:</b>	<b>Total Taxable</b>	\$	
<b>City: State: Zip:</b>	<b>Sales 7% Sales Tax</b>	\$	
	<b>Total Non-Taxable</b>	\$	
	<b>GRAND TOTAL</b>	\$	

**CANCELLATION POLICY**

If cancellation occurs at least 7 days prior to the first scheduled move-in day: **100% REFUND.**

If cancellation occurs 1 to 6 days prior to the first scheduled move-in day: **50% REFUND.**

If cancellation occurs on or after the first scheduled move-in day: **NO REFUND.**

**AAYS CONVENTION AND EXHIBITION DECORATORS**  
 811 W. Edison Road, Mishawaka, IN 46545 Phone: (574) 256-1110 Fax: (574) 256-5907

**FURNITURE ORDER FORM**  
Deadline for return of this form: June 08, 2018

QUANTITY	ADVANCE ORDER PRICES	FLOOR ORDER PRICES
<b><u>CHAIRS</u></b>		
_____ Samsonite Chairs: <input type="checkbox"/> Black or <input type="checkbox"/> White	\$ 10.00 ea.	\$ 15.00 ea. _____
_____ White Padded Chairs	\$ 15.00 ea.	\$ 25.00 ea. _____
_____ Padded Stack Chairs: <input type="checkbox"/> Black or <input type="checkbox"/> Burgundy	\$ 20.00 ea.	\$ 35.00 ea. _____
_____ Bar Stools	\$ 35.00 ea.	\$ 45.00 ea. _____

<b><u>TABLES</u></b>		
_____ 4' x 30" Table	\$ 17.00 ea.	\$ 25.00 ea. _____
_____ 6' x 30" Table OR 6' x 18" Table	\$ 23.00 ea.	\$ 30.00 ea. _____
_____ 8' x 30" Table OR 8' x 18" Table	\$ 25.00 ea.	\$ 35.00 ea. _____
_____ 36" Round Table	\$ 20.00 ea.	\$ 30.00 ea. _____
_____ 48" Round Table	\$ 23.00 ea.	\$ 33.00 ea. _____
_____ 60" Round Table	\$ 25.00 ea.	\$ 35.00 ea. _____
_____ 36" x 36" Table	\$ 17.00 ea.	\$ 30.00 ea. _____
_____ 4' Counter High Table-42" High	\$ 27.00 ea.	\$ 35.00 ea. _____
_____ 6' Counter High Table-42" High	\$ 30.00 ea.	\$ 40.00 ea. _____
_____ 8' Counter High Table-42" High	\$ 40.00 ea.	\$ 50.00 ea. _____
_____ Bistro Table: <input type="checkbox"/> 30" OR <input type="checkbox"/> 36" Diameter & 40" High	\$ 35.00 ea.	\$ 45.00 ea. _____

<b><u>TABLE SKIRTING</u></b>		
_____ Banjo Cloth Skirting W/White Vinyl Top	\$ 45.00 ea.	\$ 55.00 ea. _____
_____ Vinyl Top Cover-All Colors	\$ 8.00 ea.	\$ 10.00 ea. _____
Check Skirting Color: <input type="checkbox"/> Black <input type="checkbox"/> Off White <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Gray <input type="checkbox"/> Gold <input type="checkbox"/> Burgundy <input type="checkbox"/> Beige		

<b><u>BOOTH CARPETING: BLACK ONLY</u></b>		
_____ 10 ft x 10 ft	\$ 95.00 ea.	\$115.00 ea.
_____ 10 ft x 20 ft	\$190.00 ea.	\$230.00 ea.

<b><u>MISCELLANEOUS</u></b>		
_____ Waste Baskets	\$ 10.00 ea.	\$ 15.00 ea. _____
_____ Easels (Tripod)	\$ 50.00 ea.	\$ 60.00 ea. _____

Discover, MasterCard, Visa # \_\_\_\_\_ **SUB TOTAL \$** \_\_\_\_\_

Ex Date: \_\_\_\_\_ 3-Digit Security Code \_\_\_\_\_ Check # \_\_\_\_\_  
**\*\*IN ORDER TO USE THE CASH ADVANCE PRICES SHOWN, YOU MUST PAY THE TOTAL 7% SALES TAX \$** \_\_\_\_\_  
**DUE PRIOR TO ORDER DEADLINE: June 08, 2018**

**TOTAL DUE \$** \_\_\_\_\_

NAME OF TRADE SHOW: ILMCT 2018, Century Center, South Bend, IN BOOTH # \_\_\_\_\_  
 BUSINESS NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
STREET CITY STATE ZIP

EMAIL: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

# DRAYAGE ORDER FORM AAY'S CONVENTION SERVICE

811 W. Edison Rd., Mishawaka, IN 46545 Phone: (574) 256-1110 Fax: (574) 256-5907

Deadline for return of this form is: **June 08, 2018**

**INSTRUCTIONS:**

- 1.) Mail this form with advance payment or fax to: (574) 256-5907
- 2.) All shipments must be identified with booth number on shipping label
- 3.) All shipments must be pre-paid (**COLLECT SHIPMENTS WILL NOT BE ACCEPTED**)
- 4.) All advance warehouse shipments must arrive before **06/08/18**
- 5.) All inbound shipments direct to event site must arrive on **05/08/18 after 10:00 a.m.**
- 6.) All charges for freight services in accordance with rate schedule below are due in advance
- 7.) For all Drayage questions call: **AAY'S CONVENTION SERVICES** at (574) 256-1110

**ADVANCED RECEIVING**

Label each piece of your shipment as follows:

**C/O AAY'S CONVENTION SERVICES:**

**Aay's Convention Services**

**811 W. Edison Rd**

**Mishawaka, IN 46545**

**Event: ILMCT Annual Conference**

**Booth # \_\_\_\_\_**

**MUST ARRIVE BEFORE: 06/08/18**

**DIRECT TO EVENT SITE**

Label each piece of your shipment as follows:

**C/O AAY'S CONVENTION SERVICES:**

**Century Center**

**120 S MLK Blvd**

**South Bend, IN 46601**

**Event: ILMCT Annual Conference**

**Booth # \_\_\_\_\_**

**MUST ARRIVE AFTER: 10:00 A.M. 06/11/18**

Rates apply to each 100 lbs. or fractions thereof and based on the actual estimated INBOUND weight.

**No allowance will be made for alterations during the event. NO cumulative weight will be allowed on minimums, split shipments, etc.**

- 1) Shipments received in advance at warehouse, unloaded, stored for 30 days or less, delivered to exhibitors booths, stored at event, returned to booth, shipment picked up at the booth at the closing of the convention and moved to the loading dock at **\$55.00 per cwt** (100 lbs. or fractions) (200 lbs. per shipment minimum)
- 2) Shipments received at event site facility, unloaded from exhibitor or carrier, delivered to exhibitors booth, stored at event, returned to booth. Shipment is picked up at close of the convention and moved to loading dock. At **\$60.00 per cwt**. (100 lbs. or fractions) (200 lbs. per shipment minimum).

### DRAYAGE SERVICE COST FOR ADVANCE PAYMENT

Enter estimated total pounds of your shipment by rounding up each total shipment weight to the next 100 pounds. Any shipment with a total weight of 200 pounds or less should be calculated at **200 pounds minimum. (\*Please add 7% IN Sales Tax)**

**ADVANCED WAREHOUSE SHIPMENTS:**

Total combined weight of all shipments (round up) divided by 100 lbs. = \_\_\_\_\_ TTL cwt. X **\$55.00 per cwt.** = Total \$ \_\_\_\_\_

**DIRECT TO EVENT SITE:**

Total combined weight of all shipments (round up) divided by 100 lbs. = \_\_\_\_\_ TTL cwt. X **\$60.00 per cwt.** = Total \$ \_\_\_\_\_

<b>EVENT: ILMCT Annual Conference</b>	<b>BOOTH #</b> _____	<b>7% SALES TAX \$</b> _____	<b>SUB TOTAL \$</b> _____
			<b>TOTAL DUE \$</b> _____

<b>BUSINESS NAME:</b> _____	<b>CONTACT NAME:</b> _____
<b>ADDRESS:</b> _____	<b>CITY:</b> _____ <b>STATE:</b> _____ <b>ZIP:</b> _____
<b>EMAIL:</b> _____	<b>WORK #:</b> _____ <b>CELL #:</b> _____

**PAYMENT (CHECK ONE):**  MASTERCARD     VISA     DISCOVER     AMERICAN EXPRESS    **CHECK/CARD#:** \_\_\_\_\_

**EXP. DATE:** \_\_\_\_\_ **3 or 4 Digit Security Code#** \_\_\_\_\_

# Century Center Main Level

