



April 3, 2018

The ILMCT Vendor Co-Chairs welcome and encourage you to celebrate and be part of the Indiana League of Municipal Clerks and Treasurers 82nd Annual Conference and State Board of Accounts School, June 10-14, 2018 at the Century Center in South Bend, Indiana.

ILMCT is offering several options for your company or organization to be involved in the conference. The Exhibit Hall will be offered on Wednesday, June 13 in conjunction with State Board of Accounts School. Because we anticipate 400 registrants on Wednesday, including many elected and appointed officials, you will receive maximum exhibitor exposure. Exhibit Booths may be reserved using an online system beginning on Thursday, April 5 at 11:00 a.m. The price per a booth is \$550 and includes a 10'X10' booth space, pipe and drape, skirted 8' table, two chairs, wastebasket, booth identification sign, and two exhibitor name badges with access to the Wednesday continental breakfast and lunch in the exhibit hall. Two additional badges can be purchased for \$40 each. Please note that the Exhibit Hall is not carpeted. Electrical access must be ordered using the Exhibitor Kit you will receive after registering your booth. Wireless internet access is complimentary. Please visit <https://aimindiana.org/members/affiliate-groups/indiana-league-of-municipal-clerks-and-treasurers/> for more information and to reserve your booth online after April 5. Reservations cannot be made before April 5 and must be reserved using the online system. The exhibit hall will be located in Convention Hall A&B of the Century Center. Please see the attached diagram.

Five levels of sponsorship are also available, from Platinum to Copper. Use the enclosed Sponsorship Agreement to make your selection and return the form to ILMCT by Thursday, May 10, 2018. Full registration is available for company representatives by filling out the enclosed Registration Form by Thursday, May 17, 2018. Additionally, South Bend Cubs tickets are also available to exhibitors for Tuesday night for a \$30 fee. Please order tickets on the included registration form. Tickets cannot be purchased after May 17.

The host hotel is the Doubletree Hilton Hotel South Bend, with additional rooms available at the Courtyard by Marriott South Bend Downtown. Only registered conference attendees and exhibitors may occupy a room in the ILMCT conference hotel block. The conference rate is \$98 per night plus taxes. Hotel reservations should be made with the hotels directly. Reservations must be made by May 17, 2018 to receive the special rate. Check-in time is 3:00 p.m. EST and checkout time is 12:00 a.m. EST.

If you have questions, please contact Vicki Kitchen at (574) 656-4447 or nlclerk@yahoo.com or Lisa Mullaney at (574) 892-5717 x222 or clerk@townofargos.com. We thank you for your support of the League and hope to see you in June.

Sincerely,

Vicki Kitchen, Clerk-Treasurer, North Liberty
Vendor Co-Chair

Lisa Mullaney, Clerk-Treasurer, Argos
Vendor Co-Chair



JUNE 10-14, 2018
CENTURY CENTER, SOUTH BEND

AGENDA

*(Exhibit Hall Events Listed in **Bold**, All Times are Eastern Standard Time)*

Sunday, June 10

2:30 p.m. – 5:00 p.m. Registration
4:00 p.m. – 8:00 p.m. Executive Committee Meeting & Dinner

Monday, June 11

7:00 a.m. – 5:00 p.m. Registration
9:00 a.m. – 11:00 a.m. Institute/Academy Class: TIF – The Beginning, Middle, End and More
11:00 a.m. – 12:00 p.m. Institute/Academy Class: Strategies for “Year End” Accounting and Reporting
12:00 p.m. – 1:00 p.m. Luncheon
1:00 p.m. – 5:00 p.m. Institute/Academy Class: Ethics Laws, Practices and Responsibilities
7:00 p.m. – 10:00 p.m. DJ Entertainment

Tuesday, June 12

7:00 a.m. – 5:00 p.m. Registration
7:30 a.m. – 8:45 a.m. State Board of Accounts School Continental Breakfast
9:00 a.m. – 12:00 p.m. State Board of Accounts School
12:00 p.m. – 1:00 p.m. State Board of Accounts School Luncheon
1:30 p.m. – 3:30 p.m. Opening Business Session
3:30 p.m. – 5:00 p.m. Exhibitor Move-in
7:05 p.m. Welcome Party: South Bend Cubs vs. Dayton Dragons

Wednesday, June 13

7:00 a.m. – 9:00 a.m. Registration
7:30 a.m. – 4:30 p.m. Exhibit Hall Open
7:30 a.m. – 8:45 a.m. Continental Breakfast in Exhibit Hall
9:00 a.m. – 10:00 a.m. State Board of Accounts School
10:00 a.m. – 10:30 a.m. Break in Exhibit Hall
10:30 a.m. – 11:30 a.m. State Board of Accounts School
11:30 a.m. – 1:00 p.m. Lunch with Exhibitors
1:00 p.m. – 3:30 p.m. State Board of Accounts School
3:30 p.m. – 4:00 p.m. Break in Exhibit Hall
4:00 p.m. Grand Prize Giveaway, Vendor Door Prizes & Exhibit Hall Closes
4:15 p.m. Exhibitor Move-out
5:00 p.m. – 6:00 p.m. Registration
6:00 p.m. – 7:00 p.m. President’s Reception
7:00 p.m. – 11:00 p.m. Annual Banquet

Thursday, June 14

8:00 a.m. – 10:00 a.m. Closing Session & Breakfast

2018 ILMCT Annual Conference & State Board of Accounts School SPONSORSHIP AGREEMENT

Please return this completed form with payment no later than **Thursday, May 10, 2018** to ILMCT, 125 W Market Street, Suite 100, Indianapolis, IN 46204 or nhurt@aimindiana.org. Sponsorships reserved after May 10 may not be listed in the conference program. You will receive confirmation of your sponsorship via email.

Company/Organization Name (please state as you prefer to be listed in conference program)

Contact Name & Title

Billing Address

City

State

Zip Code

Telephone

Fax

Email

SPONSORSHIP LEVELS

Check the box next to your selection.

Platinum Sponsor \$5,000

Platinum sponsorship will earn your company special verbal acknowledgement at the conference, acknowledgement on conference signage, a full-page ad in the conference program and two full conference registrations.

Gold Sponsor \$2,500

Gold sponsorship will earn your company acknowledgement on conference signage, a full-page ad in the conference program and one full conference registration.

Silver Sponsor \$1,000

Silver sponsorship will earn your company acknowledgement on conference signage and a half-page ad in the conference program.

Bronze Sponsor \$500

Bronze sponsorship will earn your company acknowledgement on conference signage and a fourth-page ad in the conference program.

Copper Sponsor \$250

Copper sponsorship will earn your company acknowledgement on conference signage and a business card size ad in the conference program.

SPONSOR AD INFORMATION

The deadline for submitting ad information is **Thursday, May 10, 2018**. Ads should be emailed to Natalie Hurt at nhurt@aimindiana.org.

Ad Sizes:

Full Page – 8.5” X 8.5” with .125” bleed

Horizontal Half Page – 7.5” X 3.6”

Vertical Half Page – 3.6” X 7.5”

Quarter Page – 3.6” X 3.6”

Business Card – 3.6” wide X 1.8” tall

Required Ad Format:

File Type – PDF

Resolution – 300 dpi (high resolution)

Color – CMYK color

REGISTRATION FORM

EARLY-BIRD REGISTRATION DEADLINE: Thursday, May 17, 2018

Indiana League of Municipal Clerks and Treasurers 82nd Annual Conference and State Board of Accounts School
 June 10-14, 2018 | Century Center, South Bend | 120 S Dr. Martin Luther King Jr. Blvd, South Bend, IN 46601

YOUR INFORMATION

Name		
Preferred Name for Badge		
Municipality/Company		
Title		
Address		
City	State	Zip
Phone		
Email		
If applicable, please check one: <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Past President		
Name of Spouse/Guest (if attending)		
Special Needs and Dietary Restrictions		

Conference Events

Please check the events you plan to attend. This is for planning purposes only. No extra fees apply.

<input type="checkbox"/> Monday Lunch
<input type="checkbox"/> Tuesday Continental Breakfast
<input type="checkbox"/> Tuesday Lunch
<input type="checkbox"/> Tuesday Ballgame
<input type="checkbox"/> Wednesday Continental Breakfast
<input type="checkbox"/> Wednesday Lunch
<input type="checkbox"/> Wednesday President's Reception and Banquet
<input type="checkbox"/> Thursday Breakfast

Method of Payment

Amount		
Circle One:	Check	MC
	Visa	Discover
	AmEx	
Check Number (Payable to ILMCT)		
Card Number		
Expiration Date	Verification Code	
Name of Cardholder		
Billing Address		
City	State	Zip
Cardholder Signature		

Cancellation Policy

Written cancellations received on or before Thursday, May 17 will be refunded less a \$50 administrative fee. Cancellations should be faxed to (317) 237-6206, or sent to aspurgeon@aimindiana.org. No refunds available after May 17.

Special Needs

ILMCT will make all conference events accessible to you. If you require special arrangements, or a special diet, please notify ILMCT on your registration form. ILMCT may not be able to accommodate such requests the day of the event.

REGISTRATION FEES

	On/ Before May 17	After May 17	Enter Amount
Full Registration ILMCT Members Includes entry and meals to all conference events Monday through Thursday, including Monday classes, State Board of Accounts School, Ballgame (order tickets below), Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$425	\$475	
Full Registration Nonmembers of ILMCT Includes same as above.	\$525	\$575	
State Board of Accounts School Only (Tuesday and Wednesday) Includes entry and meals to all conference events Tuesday through Thursday, including State Board of Accounts School, Ballgame (order tickets below), Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$355	\$405	
State Board of Accounts School Only (Wednesday) Includes entry and meals to all conference events on Wednesday through Thursday, including State Board of Accounts School, Opening Business Session, Exhibit Hall, President's Reception, Annual Banquet, and Closing Business Session.	\$210	\$260	
Retiree The retiree registration is restricted to those that served as clerk or clerk-treasurer for a minimum of 8 years before their retirement. The fee includes all items listed under full registration.	\$275	\$325	
President's Reception/Annual Banquet Only	\$100	\$110	
Guest The guest registration fee must accompany a full registration and is not restricted to those who are not municipal officials and who have no professional interest at the conference. The fee includes admission to all conference events and meals.	\$275	\$325	
Total Amount Due: \$			

BASEBALL TICKETS

	Comp	Extra	Total tickets
South Bend Cubs Ballgame Tickets are complimentary with Full Conference, Tuesday/Wednesday, Retiree, and Guest Registrations. Additional tickets can be purchased for \$30. Please include the total number of tickets needed, including both complimentary and additional. Ballgame tickets cannot be purchased after May 17.	(Max 2)	\$30	
Total Amount Due: \$			

MAIL OR FAX COMPLETED REGISTRATION FORM WITH PAYMENT INFORMATION TO ILMCT:

ILMCT
 125 W Market Street, Suite 100
 Indianapolis, IN 46204
 Fax: (317) 237-6206

Convention Hall
 ILMCT Annual Conference
 June 10th-14th, 2018

