

Fort Wayne · June 9-13

PAUSE *for* EDUCATION

83rd ILMCT Annual Conference & State Board of Accounts School



April 12, 2019

The ILMCT Vendor Chair welcomes and encourages you to celebrate and be part of the Indiana League of Municipal Clerks and Treasurers 83rd Annual Conference and State Board of Accounts School, June 9-13, 2019 at the Grand Wayne Convention Center in Fort Wayne, 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 12 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 networking opportunity. Exhibit Booths may be reserved by completing the enclosed Exhibitor Agreement. 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. 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. Reservations cannot be made before April 12. Please use the enclosed Exhibitor Agreement to make your selections and return to ILMCT by Thursday, May 9, 2019. The exhibit hall will be located in Convention Hall A of the Grand Wayne Convention 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 9, 2019. Full registration is available for company representatives by filling out the enclosed Registration Form by Thursday, May 18, 2019. Additionally, Fort Wayne Children's Zoo tickets are also available to exhibitors for Monday night for a \$35 fee. Please order tickets on the included registration form. Tickets cannot be purchased after May 16.

The host hotel is the Hilton Fort Wayne, with additional rooms available at the Courtyard by Marriott. Only registered conference attendees and exhibitors may occupy a room in the ILMCT conference hotel block. Hotel reservations should be made with the hotels directly. Reservations must be made by May 16, 2019 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 Lisa Mullaney at (574) 892-5717 x222 or clerk@townofargos.com or Lesley Mosier at (317) 237-6200 ext. 223 or mosier@aimindiana.org. We thank you for your support of the League and hope to see you in June.

Sincerely,

Lisa Mullaney, Clerk-Treasurer, Argos
Vendor Chair

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JUNE 9-13, 2019

GRAND WAYNE CONVENTION CENTER, FORT WAYNE

AGENDA

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

Sunday, June 9

2:30 p.m. – 5:00 p.m.
4:00 p.m. – 8:00 p.m.

Registration
Executive Committee Meeting & Dinner

Monday, June 10

7:00 a.m. – 5:00 p.m.
8:00 a.m. – 12:00 a.m.
12:00 p.m. – 1:00 p.m.
1:00 p.m. – 2:00 p.m.

Registration
Institute/Academy Class: When Accounting and Human Resources Collide
Luncheon
Institute/Academy Class: Digging Deeper on Broadband and Mining the Data for Sound Decision Making
Institute/Academy Class: A Case Study in Regional Collaboration
Welcome Party: Fort Wayne Children's Zoo

2:00 p.m. – 4:00 p.m.
4:30 p.m. – 8:00 p.m.

Tuesday, June 11

7:00 a.m. – 5:00 p.m.
7:30 a.m. – 8:45 a.m.
9:00 a.m. – 10:30 a.m.
11:00 a.m. – 12:30 p.m.
12:30 p.m. – 1:30 p.m.
1:30 p.m. – 4:30 p.m.
3:30 p.m. – 5:00 p.m.

Registration
State Board of Accountants School Continental Breakfast
Opening Business Session
State Board of Accountants School
State Board of Accountants School Luncheon
State Board of Accountants School
Exhibitor Move-in

Wednesday, June 12

7:00 a.m. – 9:00 a.m.
7:30 a.m. – 4:30 p.m.
7:30 a.m. – 8:45 a.m.
9:00 a.m. – 10:00 a.m.
10:00 a.m. – 10:30 a.m.
10:30 a.m. – 11:30 a.m.
11:30 a.m. – 1:00 p.m.
1:00 p.m. – 3:30 p.m.
3:30 p.m. – 4:00 p.m.
4:00 p.m.
4:15 p.m.
5:00 p.m. – 6:00 p.m.
6:00 p.m. – 7:00 p.m.
7:00 p.m. – Midnight

Registration
Exhibit Hall Open
Continental Breakfast in Exhibit Hall
State Board of Accountants School
Break in Exhibit Hall
State Board of Accountants School
Lunch with Exhibitors
State Board of Accountants School
Break in Exhibit Hall
Grand Prize Giveaway, Vendor Door Prizes, & Exhibit Hall Closes
Exhibitor Move-out
Registration
President's Reception
Annual Banquet

Thursday, June 13

8:00 a.m. – 10:00 a.m.

Closing Session & Breakfast

**2019 ILMCT Annual Conference & State Board of Accounts School
EXHIBITOR AGREEMENT**

Please return this completed form with payment no later than **Thursday, May 9, 2019** to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, IN 46204. Booths reserved after May 9 may not be listed in the conference program. The tradeshow will take place at the Grand Wayne Convention Center in Convention Hall A, Wednesday, June 12, 2019 from 7:30 a.m. – 4:00 p.m. You will be notified of your booth confirmation via email. **BOOTH PREFERENCES ARE NOT GUARANTEED.**

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

EXHIBIT HALL BOOTH

(Includes 10'X10' booth space, pipe and drape, skirted 8' table, two chairs, wastebasket, booth identification sign, carpet, electrical access, complimentary wireless access, and two exhibitor name badges with access to the Wednesday continental breakfast and lunch in the exhibit hall.)

DOOR PRIZES

Door prizes will be given away in the exhibit hall at 4:00 p.m. Exhibitors may also give any individual door prizes at this time, if desired.

FEES

Exhibit Booth

Number of Booths _____ X \$550.00 = \$_____

Company Representatives (limited to two per booth)

Name & Title

Name & Title

BOOTH PREFERENCES – PREFERENCES ARE NOT GUARANTEED.

Booth # _____ (1st choice)

Booth # _____ (2nd choice)

Booth # _____ (3rd choice)

Booth # _____ (4th choice)

Booth # _____ (5th choice)

ADDITIONAL TICKETS

President's Reception & Annual Banquet Only

Number Attending _____ X 100.00 = \$ _____
After May 16 _____ X \$110.00 = \$ _____

Name & Title

Name & Title

Fort Wayne Children's Zoo

Number Attending _____ X \$35.00 = \$ _____

Name & Title

Name & Title

PAYMENT

Total Amount

- Pay by Check - Mail to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, Indiana 46204
- Pay by Credit Card

Credit Card Number

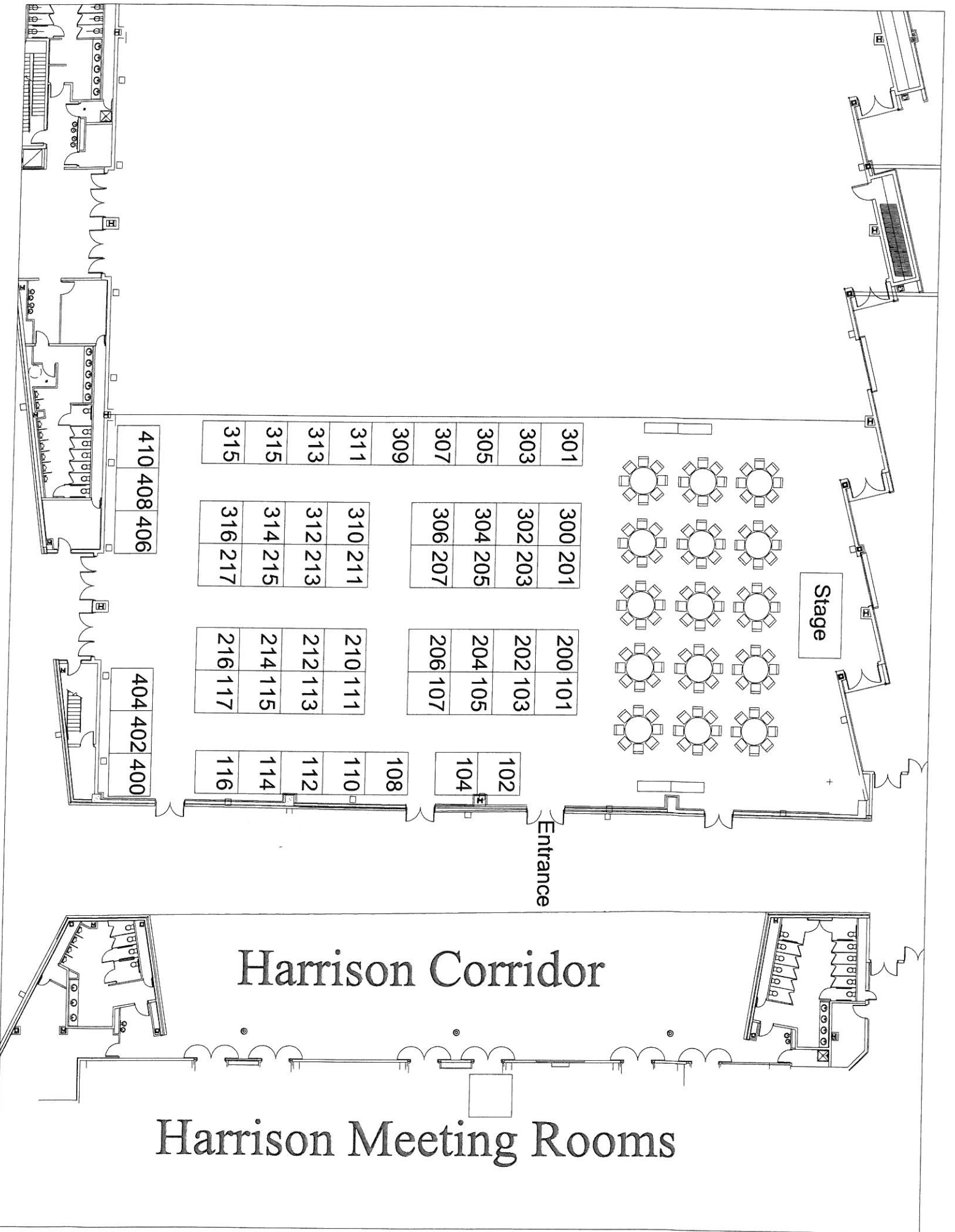
Verification Code

Name on Credit Card

Expiration Date

Credit Card Billing Address

Authorized Signature



Stage

Entrance

Harrison Corridor

Harrison Meeting Rooms

2019 ILMCT Annual Conference & State Board of Accounts School SPONSORSHIP AGREEMENT

Please return this completed form with payment no later than **Thursday, May 9, 2019** to ILMCT, 125 W Market Street, Suite 100, Indianapolis, IN 46204 or Imosier@aimindiana.org. Sponsorships reserved after May 9 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 9, 2019**. Ads should be emailed to Lesley Mosier at Imosier@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