



# EXHIBITOR KIT

## **TRADESHOW LOCATION**

French Lick Springs Resort  
Exhibition Hall  
8670 West State Road 56  
French Lick, IN 47432

## **TRADESHOW CONTACTS**

### **Aim**

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

### **Smith Expo**

#### ***Pre-Event Contact:***

Heather Smith  
Office: (317) 710-8703  
Email: [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com)

#### ***Onsite Contact:***

Mike Smith  
Office: (317) 710-8703  
Cell: (317) 979-9002

## **IMPORTANT DATES**

### **June 18**

Online Booth Registration Begins at 10:00 a.m. EST

### **July 12**

Deadline for Sponsorship Agreements, Program Advertising Forms, and Artwork

### **August 5**

Conference Registration Deadline Hotel Reservation Cut-off Date

### **August 27-28**

Exhibit Hall Open

## SHOW SCHEDULE

### Tuesday, August 27

- 9:00 a.m. – 6:00 p.m.      **Conference Registration**  
*Hoosier Business Center*
- 10:00 a.m. – 4:00 p.m.      **Exhibitor Move-in & Set-up**  
*Exhibition Hall*
- 5:15 p.m. – 7:15 p.m.      **Show Open – Welcome Reception in Exhibit Hall**  
*Exhibition Hall*

### Wednesday, August 28

- 8:00 a.m. – 5:00 p.m.      **Conference Registration**  
*Hoosier Business Center*
- 8:00 a.m. – 10:00 a.m.      **Continental Breakfast in Exhibit Hall**  
*Exhibition Hall*
- 8:00 a.m. – 11:15 a.m.      **Exhibit Hall Open**  
*Exhibition Hall*
- 11:15 a.m.                      **Grand Prize Drawing & Exhibit Hall Closes**  
*Exhibition Hall*
- 11:30 a.m. – 2:00 p.m.      **Exhibitor Move-out**  
*Exhibition Hall*

## EXHIBIT HALL BOOTH INCLUDES

- 8' Deep X 10' Wide Booth Space
- Pipe and Drape
- Skirted 6' Table
- Two Chairs
- Wastebasket
- Booth Identification Sign
- Hall is Carpeted

***Please note: All exhibitors must register for the full conference (discounted exhibitor rate available).  
Online registration is available at [aimindiana.org](http://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 the French Lick Springs Resort.

## **MATERIALS SHIPPING**

*Inbound shipments* direct to the French Lick Springs Resort must not arrive more than two days prior to the event. Shipments received more than two days prior to the event will be assessed a \$25 per package handling/storage fee. Please use the following format with addressing packages:

French Lick Springs Resort

c/o Smith Expo

Event: Aim Ideas Summit 2019 – [Insert Vendor Name and Booth #]

8670 West State Road 56

French Lick, IN 47432

*Advanced shipments* direct to the Smith Expo warehouse must be received before 3:00 p.m. on August 23<sup>rd</sup>. Shipments received after this date will be assessed a special handling fee. Please use the following format with addressing packages:

[Insert Vendor and Booth #]

Event: Aim Ideas Summit

ABF c/o Smith Expo

1260 Terminal Road

Indianapolis, IN 46217

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, August 27, from 10:00 a.m. – 4:00 p.m.

All items can be brought directly into the Exhibition Hall through the Exhibition Hall front doors. It is recommended that you park behind the parking garage or in the green lot. You are also able to bring items through the front entrance of the event center or the parking garage entrance. If loading and unloading through the event center main doors, you will need to take the escalator or elevator to the lower level to reach the Exhibition Hall. Exhibitors are responsible for loading/unloading carts and moving materials to assigned booth space. A limited number of carts are available onsite and will be provided on a first come first served basis. Move-out takes place from 11:30 a.m. – 2:00 p.m. on Wednesday, August 28. Please do not tear down your booth before 11:30 a.m.

## **EXHIBITOR REGISTRATION**

Exhibitor registration will be located at the main Aim Ideas Summit registration area located in the Hoosier Business Center of the French Lick Springs Resort. Conference registration will be open Tuesday, August 27 from 9:00 a.m. – 6:00 p.m. The Hoosier Business Center is located down the hall from the top of the Exhibition Hall escalator and around the corner near the Hoosier Ballroom.

## OVERNIGHT SECURITY

Overnight security personnel will not be provided in the Exhibition 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. Aim reserves the right to release any booth if payment has not been received prior to August 27, 2019. Payment may be made by check, Visa, Mastercard, Discover, or AMEX.

## CANCELLATION POLICY

Booth cancellations received on corporate letterhead in writing (via US mail, email or fax) by Aim on or before July 9, 2019 will receive a refund less a \$75 processing fee. No refunds will be issued for cancellations received after this date.

## PARKING

Complimentary parking is available in the French Lick Springs Hotel parking garage or surface lot.

## HOTEL RESERVATIONS

All hotel blocks will open June 18 for the Aim Ideas Summit. Please contact the hotel of your choice directly by August 5 to reserve your hotel room. Attendees are required to provide their name and the name of their company 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 vendor 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. Aim reserves the right to cancel reservations within the Aim hotel block.

Complimentary shuttle service will be available throughout the conference from the West Baden Springs Hotel, and Comfort Suites to the French Lick Springs Events Center.

### **French Lick Springs Hotel**

8670 West State Road 56

French Lick, Indiana 47432

(888) 936-9360

Vendor Group Code: AIM19V

Room Rate: \$149/night (plus tax)

**West Baden Springs Hotel**

8538 West Baden Avenue

West Baden Springs, Indiana 47469

(888) 936-9360

Vendor Group Code: AIM19V

Room Rate: \$189/night (plus tax)

**Comfort Suites**

9530 West State Road 56

French Lick, Indiana 47432

(812) 936-5300

Group Code: Aim

Room Rate: \$85/night (plus tax)



**Smith Expo**

**Aim – Ideas Summit 2019  
French Lick Resort (Exhibition Hall)  
French Lick, IN  
August 27-28, 2019**

**OFFICIAL SHOW  
DECORATOR**

- Smith Expo LLC
- 5810 Sly Fox Ln
- Indianapolis, IN 46237
- Phone: 317.710.8703
- Email: hsmith@smithexpo.com

**Aim CONTACT**

- Anne Trobaugh, Corporate Relations Director
- 125 West Market Street, Suite 100
- Indianapolis, IN 46204
- Phone: 317.237.6200 x239
- Email: atrobaugh@aimindiana.org

**EXHIBIT INFORMATION**

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Display: 6' Black Skirted Table
- Seating: Two Folding Chairs
- Trash: One Wastebasket
- Carpeting: Multi-Colored Ballroom Carpet
- Signage: One ID Sign

**Important Dates (Check all  
order forms for additional  
deadlines)**

•Advanced Order Deadline:	Friday, August 16	3 PM
•Advance Freight Deadline (without surcharge):	Friday, August 23	3 PM
•Move-in:	Tuesday, August 27	10 AM - 4 PM
•Show Hours:	Tuesday, August 27	5:15 PM - 7:15 PM
•Show Hours:	Wednesday, August 28	8 AM - 11:30 AM
•Move-out:	Wednesday, August 28	11:30 AM - 3 PM
•Freight Re-Route:	Wednesday, August 28	2 PM

**Advance Warehouse**

- Company Name, Booth #
- Aim - Ideas Summit 2019
- ABF c/o Smith Expo
- 3522 Perry Blvd
- Whitestown, IN 46075

**Show Site to French Lick**

- Company Name, Booth #
- Aim - Ideas Summit 2019
- French Lick c/o Smith Expo
- 8670 West State Road 56
- French Lick, IN 47432

**Need Assistance?**

- Call: 317.710.8703
- Email: hsmith@smithexpo.com
- We appreciate your business

# FURNITURE & ACCESSORIES ORDER FORM

Aim – Ideas Summit 2019

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$45	\$56	\$
	6' x 24" wide	\$65	\$81	\$
	8' x 24" wide	\$85	\$106	\$

<b>Unskirted 30" High Tables</b>				
	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

<b>42" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$55	\$69	\$
	6' x 24" wide	\$75	\$93	\$
	8' x 24" wide	\$95	\$119	\$

<b>Unskirted 42" High Tables</b>				
	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

<b>24" Round Café Tables</b>				
	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Spandex Cover	\$10	\$15	\$

## Accessories

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	\$15	\$19	\$
	Padded Chair	\$25	\$31	\$
	High Stool	\$35	\$44	\$
	Wastebasket	\$5	\$7	\$
	Easel	\$10	\$13	\$
	3' Base/Upright	\$3	\$4	\$
	8' Base/Upright	\$8	\$10	\$
	Cross Bar	\$8	\$10	\$
	3' Masking Drape/LF	\$6	\$8	\$
	8' Masking Drape/LF	\$9	\$12	\$

<b>Supplies</b>				
	Shrink Wrap w/Labor	N/A	\$25/Skid	\$
	Banding w/Labor	N/A	\$25/Skid	\$
	Cart Load Service	N/A	\$25/Cart	\$

<b>Shipping</b> <small>*See Material Handling Resource Guide for Terms and Conditions (page 4)</small>				
	Advance Shipping (per 100 lbs)	\$55	N/A	\$
	Direct Shipping (per 100 lbs)	N/A	\$52	\$
	Small Packages (Onsite Only)	N/A	\$15	\$
	Special Material Handling		35%	\$

## Important Notes

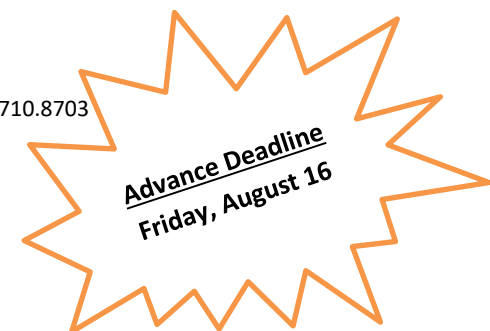
- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com)
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo.
- All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com) or call 317.710.8703

## Form Total

Subtotal \$ \_\_\_\_\_

7% Sales Tax \$ \_\_\_\_\_

Est. Total \$ \_\_\_\_\_



**\*PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM\***

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# PAYMENT POLICIES & AUTHORIZATION FORM

Aim – Ideas Summit 2019

## Payment Policy

- Complete this form and return it to hsmith@smithexpo.com.
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 50% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a \$50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

## Payment Authorization Form

**PAYMENTS MUST BE RECEIVED BY AUGUST 16, 2019 FOR DISCOUNT RATES TO APPLY**

### CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment:  Visa     Mastercard     American Express     Check #: \_\_\_\_\_  
(Payable to Smith Expo – Fed ID: 83-4180399)

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name (please print clearly): \_\_\_\_\_

**\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM\***

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# MATERIAL HANDLING RESOURCE GUIDE

Aim – Ideas Summit 2019



**INBOUND SHIPPING INFORMATION**       Warehouse       Show Site

Shipping via: \_\_\_\_\_ Tracking #: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Attn: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Outbound Pieces: \_\_\_\_\_ Crates: \_\_\_\_\_ Display Cases: \_\_\_\_\_ Cartons: \_\_\_\_\_ Skids: \_\_\_\_\_

**ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY THURSDAY, AUGUST 28 @ 2 PM OR THEY WILL BE REROUTED**

**OUTBOUND CARRIER INFORMATION**

Designated Carrier (ABF – ArcBest)       Other Carrier Name \_\_\_\_\_

If you are using a carrier other than ABF, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance.

***\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM\****

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.
3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.
5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.
7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.
8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.
9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.20 per pound per item with a maximum liability of \$40 per item or \$500 per shipment, which ever is less, as agreed upon damages and exclusive remedy.
10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.
11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
13. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.



# Exhibitor Appointed Contractor (EAC) Rules & Regulations Aim – Ideas Summit 2019

An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

**A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.**

**IMPORTANT:** please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).
- All personnel under the employment of the EACs must be credentialed properly with show management.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.
- All EACs will not solicit business on the Show Floor.





# FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA  
8670 WEST STATE ROAD 56, FRENCH LICK, IN 47432

## Exhibitor Request Form

Form must be received 3 weeks prior to event date  
Return to [exhibitor@frenchlick.com](mailto:exhibitor@frenchlick.com) for questions call 812-936-5824

Conference Name: **Accelerate IN Municipalities (AIM) – 0819AIM** Dates of Event: **8/27/19 - 8/28/19**

Company Requesting Service: \_\_\_\_\_ Booth #: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Onsite Contact's Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Last 4 Digits of Credit Card: \_\_\_\_\_ Receipt Needed: y / n

Cardholder Signature: \_\_\_\_\_ Cardholder Phone: \_\_\_\_\_

**For your security, DO NOT write the credit card number on this form. A Resort Revenue Agent will contact you to complete the form 5 business days prior to the event.**

**\*\*\* If paying by check, please return this form 14 days prior to arrival \*\*\***

### Exhibition Hall

#### Items Ordered

<u>Quantity</u>	<u>Description</u>	<u># of Days</u> <small>(1 day MIN.)</small>	x	Daily Fee	=	<u>Item Total</u>
_____	120 Volt Outlet (20 amps)	_____		\$50.00		_____
_____	208 Volt (0-20 amp)	_____		\$80.00		_____
_____	208 Volt (20 Amp – 3 wire conductor) <i>(only certain locations)</i>	_____		\$125.00		_____
_____	Power Strip with Extension Cord	_____		\$30.00		_____
_____	Additional Equipment – Pallet Jack (per hour / attendant)	_____		\$50.00		_____
_____	_____	_____		\$_____		_____
				<b>Total:</b>		<b>\$_____</b>

**(There will be an additional \$75 charge for power added day of event)**

**7% Indiana sales tax: \$\_\_\_\_\_**

**Total Electrical Charges: \$\_\_\_\_\_**

#### **Please Do Not Write in this Box - For Office Use Only**

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name as Printed on Card: \_\_\_\_\_ CVV Code: \_\_\_\_\_

**\*\*Disclaimer: The Resort is not responsible for any lost, stolen, damaged, or misdirected equipment, personal items, or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are on the Resort outside of the event hours.**