



Better. Stronger. TOGETHER.

84th ILMCT ANNUAL CONFERENCE & STATE BOARD OF ACCOUNTS SCHOOL

September 17, 2021

The ILMCT Vendor Chair welcomes and encourages you to celebrate and be part of the Indiana League of Municipal Clerks and Treasurers 84th Annual Conference and State Board of Accounts School, November 7-10, 2021, at the Old National Events Plaza in Evansville, Indiana.

ILMCT is offering several options for your company or organization to be involved in the conference. The Exhibit Hall will be offered on Tuesday, November 9. Because we anticipate 400 registrants on Tuesday, 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'x8' booth space, pipe and drape, skirted 8' table, two chairs, wastebasket, booth identification sign, and two exhibitor name badges with access to the Tuesday 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 after registering your booth. Wireless internet access is complimentary. Please use the enclosed Exhibitor Agreement to make your selections and return to ILMCT by Friday, October 8, 2021. The exhibit hall diagram is attached. Please visit aimindiana.org/ilmct for more information.

Five levels of sponsorship are also available, from Platinum to Copper. Make your selection using the enclosed Sponsorship Agreement and return the form to ILMCT by Friday, October 8, 2021. Full registration is available for company representatives by filling out the enclosed Registration Form by Friday, October 8, 2021. Additionally, AMF Arc Lanes 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 Friday, October 8, 2021.

The host hotel is the DoubleTree, with additional rooms at Tropicana and Le Merigot. Only registered conference attendees and exhibitors may occupy a room in the ILMCT conference hotel blocks. Hotel reservations should be made with the hotels directly. Reservations must be made by October 8, 2021, to receive the special rate.

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 lmosier@aimindiana.org. We thank you for your support of the League and hope to see you in November.

Sincerely,

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



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November 7 – 10, 2021
OLD NATIONAL EVENTS PLAZA, EVANSVILLE, INDIANA

AGENDA

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

Sunday, November 7

12:00 p.m. – 5:00 p.m.	Registration
1:00 p.m. – 2:30 p.m.	Executive Committee Meeting
3:00 p.m. – 5:00 p.m.	Opening Business Session Featuring Keynote Speaker: Major MJ Hegar
5:30 p.m. – 8:00 p.m.	Executive Committee Dinner

Monday, November 8

7:00 a.m. – 9:00 p.m.	Registration
7:30 a.m. – 8:45 a.m.	State Board of Accounts School Continental Breakfast
9:00 a.m. – 11:30 a.m.	State Board of Accounts School
9:00 a.m. – 3:30 p.m.	State Board of Accounts Resource Center
11:30 a.m. – 1:00 p.m.	State Board of Accounts School Luncheon
1:00 p.m. – 5:00 p.m.	State Board of Accounts School
2:30 p.m. – 5:00 p.m.	Exhibitor Move-in
6:00 p.m. – 8:30 p.m.	Welcome Party: AMF Arc Lanes

Tuesday, November 9

7:00 a.m. – 9:00 a.m.	Registration
7:30 a.m. – 5:00 p.m.	Exhibit Hall Open
7:30 a.m. – 8:45 a.m.	Continental Breakfast in Exhibit Hall
8:00 a.m. – 10:00 a.m.	Institute/Academy Class: Roberts Rules of Order
10:00 a.m. – 10:30 a.m.	Break in Exhibit Hall
10:30 a.m. – 11:30 a.m.	Institute/Academy Class: Roberts Rules of Order Interactive Scenarios
11:30 a.m. – 12:30 p.m.	Lunch with Exhibitors
12:30 p.m. – 1:30 p.m.	Institute/Academy Class: Body Cameras – Costs, Funding, Benefits and More
1:30 p.m. – 2:30 p.m.	Institute/Academy Class: Year-End Tax Forms and 1099s
2:30 p.m. – 4:30 p.m.	Institute/Academy Class: The American Rescue Plan Act
4:30 p.m. – 5:00 p.m.	Break in Exhibit Hall
5:00 p.m.	Grand Prize Giveaway, Vendor Door Prizes, & Exhibit Hall Closes
5:00 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. – 11:30 p.m.	Annual Banquet

Wednesday, November 10

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

Please return this completed form with payment no later than **Friday, October 8, 2021**, to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, IN 46204. Booths reserved after October 8 may not be listed in the conference program. The tradeshow will take place at the Old National Events Plaza, Tuesday, November 9, 2021, from 7:30 a.m. – 5:00 p.m. You will be notified of your booth confirmation via email. **BOOTH PREFERENCES ARE NOT GUARANTEED.**

EXHIBITOR INFORMATION		
Company / Organization Name <i>(Please state as you prefer to be listed in conference program)</i>		
Contact Name	Contact Title	
Contact Title		
Billing Address		
City	State	ZIP
Phone	Email	

EXHIBIT HALL BOOTH

Includes 10'x8' 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 Tuesday continental breakfast and lunch in the exhibit hall.

DOOR PRIZES

Door prizes will be given away in the exhibit hall at 5:00 p.m. Exhibitors may also give any individual door prizes at this time, if desired.

EXHIBIT BOOTH FEE & NAMES	
Number of Booths: _____ x \$550 = \$ _____	
Company Representatives <i>(Limited to two per booth)</i>	
Name	Title
Name	Title

BOOTH PREFERENCES <i>PREFERENCES ARE NOT GUARANTEED</i>		
1st choice – Booth # _____	2nd choice – Booth # _____	3rd choice – Booth # _____
4th choice – Booth # _____	5th choice – Booth # _____	6th choice – Booth # _____



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2021 ILMCT Annual Conference & State Board of Accounts School

EXHIBITOR AGREEMENT

ADDITIONAL TICKETS				
Event	Number of Tickets	On/Before Oct. 8	After Oct. 8	Total
Welcome Party at AMF Arc Lanes (Monday, Nov. 8)		\$35	Cannot be purchased after October 8.	
	Name		Title	
	Name		Title	
President's Reception & Annual Banquet Only (Tuesday, Nov. 9)		\$100	\$110	
	Name		Title	
	Name		Title	
				Total:

PAYMENT METHOD		
Total Amount Due:		
<input type="checkbox"/> Pay by Check - Mail to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, Indiana 46204		
<input type="checkbox"/> Pay by Credit Card - Use form below		
Credit Card (<i>Circle One</i>) MasterCard Visa Discover American Express		
Card Number	Expiration Date	Verification Code
Name of Cardholder		
Billing Address		
City	State	ZIP
Cardholder Signature		

Please complete and return this two-page form by **October 8, 2021**.

Mail to: ILMCT
125 W. Market Street, Ste. 100
Indianapolis, IN 46204

Email to: lmosier@aimindiana.org

Fax to: (317) 237-6206



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SPONSORSHIP AGREEMENT

Please return this completed form with payment no later than **Friday, October 8, 2021**, to ILMCT, 125 W Market Street, Suite 100, Indianapolis, IN 46204 or lmosier@aimindiana.org. Sponsorships reserved after October 8 may not be listed in the conference program. You will receive confirmation of your sponsorship via email.

SPONSOR INFORMATION		
Company / Organization Name <i>(Please state as you prefer to be listed in conference program.)</i>		
Contact Name	Title	
Billing Address		
City	State	ZIP
Phone	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 **Friday, October 8, 2021**. Ads should be emailed to Lesley Mosier at lmosier@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"

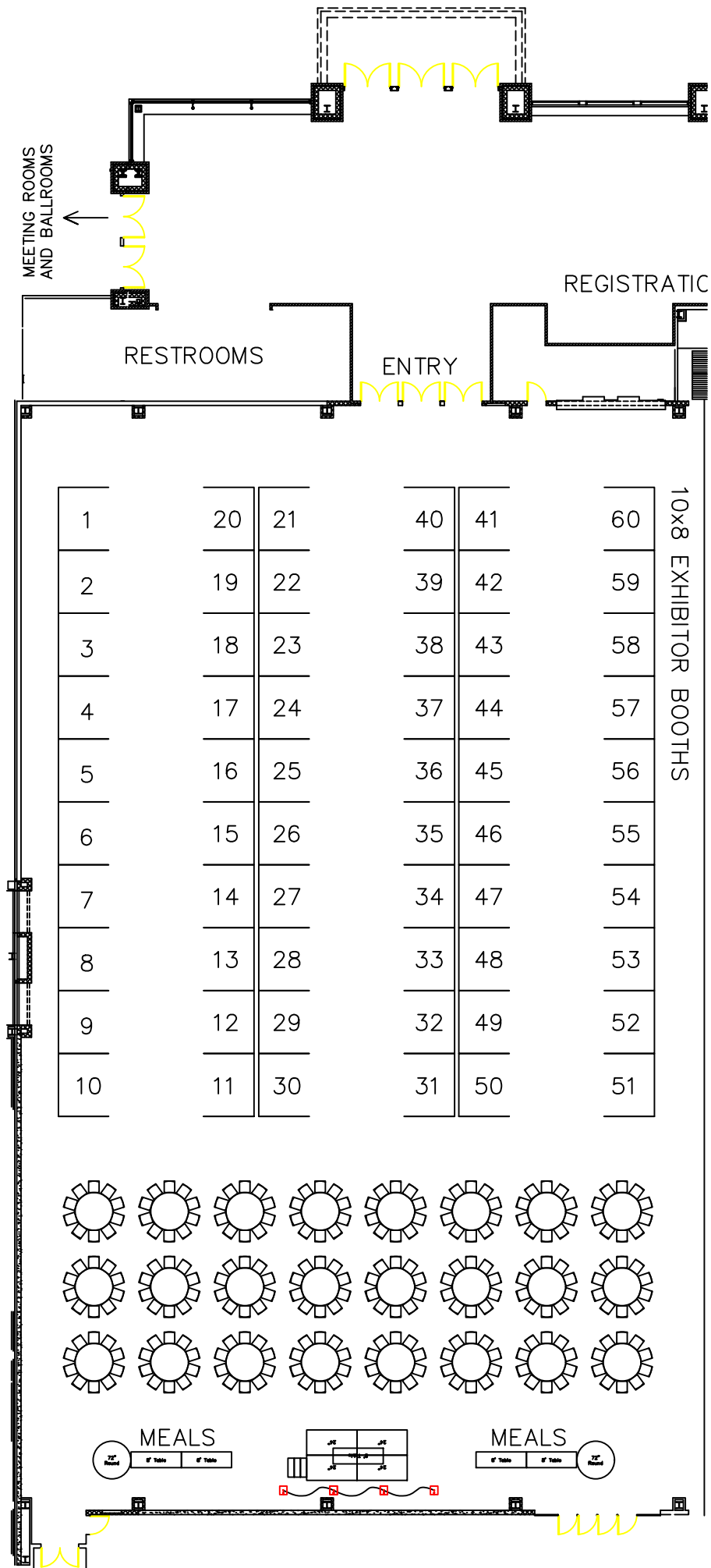
Business Card – 3.6" wide x 1.8" tall

Required Ad Format:

File Type – PDF

Resolution – 300 dpi (high resolution)

Color – CMYK color



EXHIBITOR SERVICE FORM



PLEASE COMPLETE AND SUBMIT THIS FORM A MINIMUM OF 14 BUSINESS DAYS IN ADVANCE OF MOVE-IN.

By returning this form, customer agrees to terms and conditions listed below. The Plaza reserves the right to correct orders that have been totaled incorrectly.

**ORDER
ONLINE NOW**



YOUR INFORMATION

Name		
Company/Organization		
Title		
Address		
City	State	Zip
Phone		
Email		
Booth Number		

TERMS

Pricing Includes service to the back of your booth for the duration of the show.

No excess storage or utility space is available behind your booth

All island booths must indicate the *Main Drop* location on the floor plan. Your main drop is included in the price of service. Orders will not be processed if any information is missing.

All information must be received before the advance rate deadline to receive the advance rate.

Please contact us if you require 24 hour Security Services.

Please contact us if you require any rigging services.

Orders made onsite may go unfulfilled due to limited availability.

PAYMENT INFORMATION (All receipts are sent via email)

Total Payment Due A,B,C:	
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Please select the form of payment you would like to use:

Cash

Credit Card* **If selected, please complete below*

Email Address:

**Please provide email address to receive a secure credit card form*

**I authorize any unpaid balances to be charged to the credit card*

provided. Payment in full must be received prior to service.

Return Completed forms to:

Attn: Exhibitor Services

Old National Events Plaza

P: 812.437.8317

714 Locust Street

F: 812.435.5500

Evansville, IN 47708

exhibitor@oldnationaleventsplaza.com

Order Online Link

<https://bit.ly/3toc95b>

A. ELECTRICAL SERVICES

Quantity	Item	Advanced Price	Floor Price	Amount Due
	120v, Single Phase, 20A, 2400w	\$50	\$75	
	208v, Single Phase, 20A	\$70	\$90	
	208v, Single Phase, 30A	\$75	\$95	
	208v, Single Phase, 60A	\$150	\$170	
	208v, 3-Phase, 20A	\$75	\$95	
	208v, 3-Phase 30A	\$80	\$100	
	208v 3-Phase, 100A	\$175	\$190	
	208v, 3-Phase, 400A	\$250	\$265	
	480v, 3-Phase, 30A	\$90	\$115	
	Gaffer's Tape (purchase only)	\$25	\$30	

Please request information for additional electrical services/rentals.

Total A	
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B. EQUIPMENT

Quantity	Item	Advanced Price	Floor Price	Amount Due
	72" Round Table	\$5		
	8' Vendor Table	\$6		
	6' Vendor Table	\$4		
	Hi-Top Gathering Table	\$9		
	Chairs	\$3		
	Table Linen - 81x81	\$5		
	Black or White Linen/Skirt	\$25		
	8' Pipe/Drape (per ln ft)	\$3		
	16' Pipe/Drape (per ln ft)	\$4		
	Phone Line	\$200		

Please request price list for any audio visual requirements/rentals.

Total B	
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C. ADDITIONAL SERVICES

List additional services:				
	Water Service, 100 gal	\$450		
	High-Speed Ethernet Line*	\$400		
	*2-day coverage, limited availability			
Total C				

Event ID:	
ONEP Representative:	