



# EXHIBITOR KIT



# EXHIBITOR KIT

## TRADESHOW LOCATION

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

## TRADESHOW CONTACTS

### **Aim**

Lesley Mosier, Chief Administrative & Development Officer  
Office: (317) 237-6200 ext. 223  
Cell: (317) 223-9306

### **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) 362-6890

## IMPORTANT DATES

### August 16

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

### August 16

Conference Registration Begins at 10:00 a.m. EST

### August 17

Hotel block opens for Corporate Members at 10:00 a.m. EST

### September 9\*

Deadline for Sponsorships, Program Advertising, and Artwork

\*Deadline dates vary. Please be sure to check the Sponsorship Brochure for deadlines.

### October 10

Hotel Reservation Cut-off Date and Conference Registration Deadline

### November 2 & 3

Exhibit Hall Open

## SHOW SCHEDULE

### Wednesday, November 2

9:00 a.m. – 6:00 p.m. Conference Registration

*Hoosier Business Center*

10:00 a.m. – 5:00 p.m. Exhibitor Move-in & Set-up

*Exhibition Hall*

5:45 p.m. – 7:15 p.m. Show Open – Welcome Reception in Exhibit Hall

*Exhibition Hall*

### Thursday, November 3

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*
- 11:30 a.m. – 1:30 p.m.    **Aim Annual Awards Luncheon presented by Baker Tilly Municipal Advisors, LLC**  
*Hoosier B & C Ballroom*
- 1:30 p.m. – 3:45 p.m.    **Exhibit Hall Open**  
*Exhibition Hall*
- 3:45 p.m.    **Grand Prize Drawing & Exhibit Hall Closes**  
*Exhibition Hall*
- 3:45 p.m. – 5:30 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) beginning August 16th.***

## **ADDITIONAL SERVICES**

Please use the enclosed forms if you need to order electrical service or additional furniture. Please be sure to order any special needs, including electrical (using the forms provided) by October 25. Any items ordered after October 25 will incur a late fee of \$75. Wireless Internet access is complimentary at the French Lick Springs Resort Event Center.

## **MATERIALS SHIPPING**

***Inbound shipments*** direct to the French Lick Springs Resort Event Center 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 Event Center

c/o Smith Expo

Event: Aim Ideas Summit 2022 – [Insert Vendor Name and Booth #]

8670 West State Road 56, Suite 3

French Lick, IN 47432

***Advanced shipments*** direct to the Smith Expo warehouse must be received before 3:00 p.m. on November 1<sup>st</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: 2022 Aim Ideas Summit

c/o Smith Expo

1173 Airport Parkway, Suite C

Greenwood, IN 46143

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 Wednesday, November 2, 2022 from 10:00 a.m. – 5:00 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 3:45 p.m. – 5:30 p.m. on Thursday, November 3, 2022. **Please do not tear down your booth before 3:45 p.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 Event Center. Conference registration will be open Wednesday, November 2, 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 at the time of purchase. Aim reserves the right to release any booth if payment has not been received prior to October 24, 2022. Payment may be made online at the time of purchase by Visa, Mastercard, Discover, or American Express.

## CANCELLATION POLICY

Booth cancellations received on corporate letterhead in writing (via US mail, email or fax) by Aim on or before October 10, 2022, 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 Resort Event Center parking garage or surface lot.

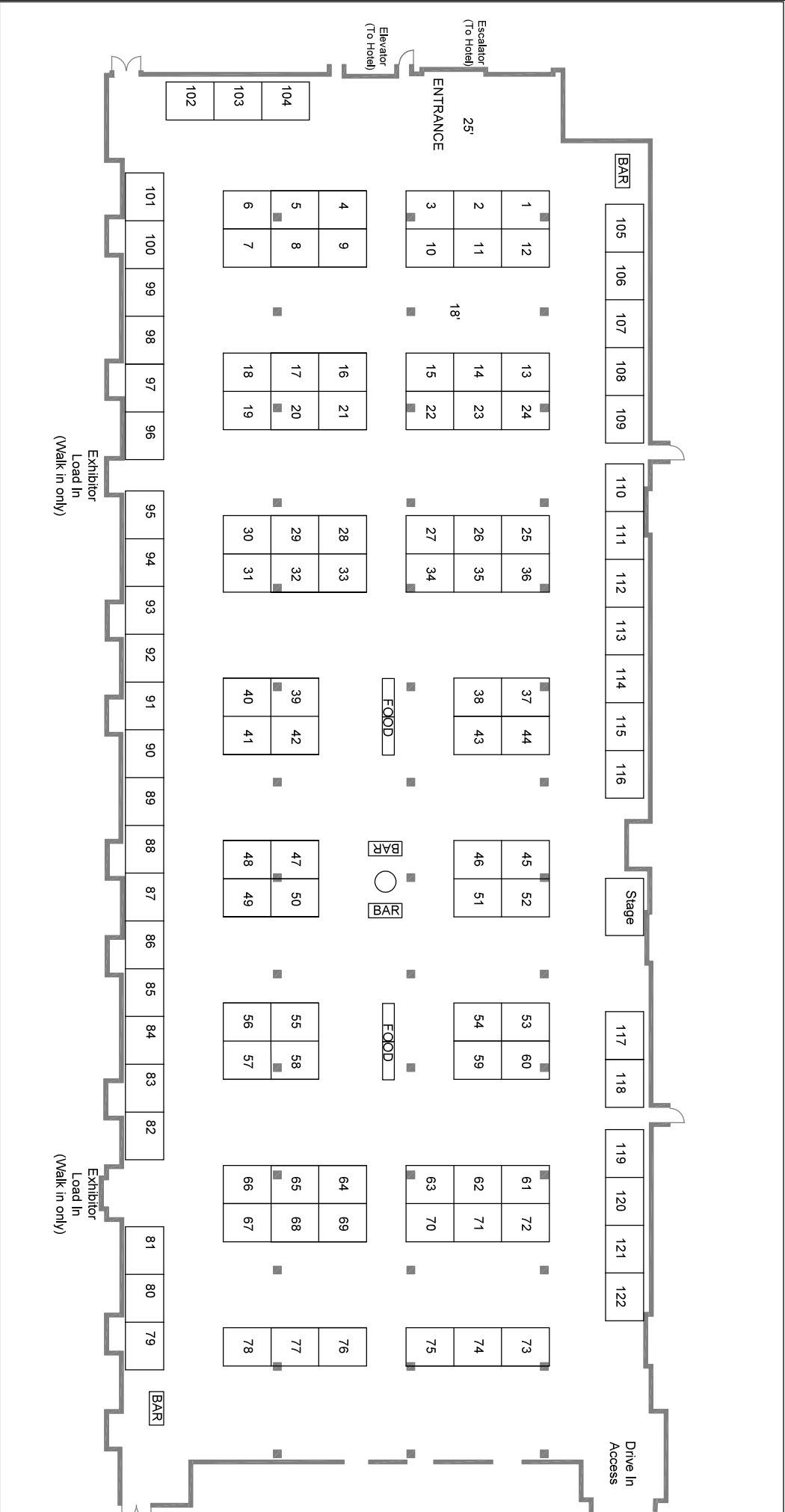
## HOTEL RESERVATIONS

Hotel blocks will open August 17 for Corporate Members for the Aim Ideas Summit. Please contact the hotel of your choice directly by October 10 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. Should you be told by a representative from French Lick Resort/West Baden that the room block is sold out, PLEASE ask to be included on the waiting list. French Lick is diligent about their waiting list and it is not uncommon for those on the waiting list to receive a room. As a precaution, however, we encourage you to reserve a room at one of our overflow hotels.

Complimentary shuttle service will be available throughout the conference from the West Baden Springs Hotel. The shuttle service to and from Best Western Plus or Comfort Suites will be on a Will Call bases.

HOST HOTELS	OVERFLOW HOTELS
<p><b>French Lick Springs Hotel</b>  8670 West State Road 56  French Lick, Indiana 47432  (855) 834-8592  Vendor Group Code: 1022VEN  Room Rate: \$149/night (plus tax)</p> <p><b>French Lick Valley Tower</b>  8670 West State Road 56  French Lick, Indiana 47432  (855) 834-8592  Vendor Group Code: 1022VEN  Room Rate: \$159/night (plus tax)</p> <p><b>West Baden Springs Hotel</b>  8538 West Baden Avenue  West Baden Springs, Indiana 47469  (855) 834-8592  Vendor Group Code: 1022VEN  Room Rate: \$189/night (plus tax)</p>	<p><b>Best Western Plus French Lick</b>  613 South Arnold F Habig Boulevard  French Lick, Indiana 47432  (812) 936-0520  Group Code: Aim Conference  Room Rate: \$109/night (plus tax)</p> <p><b>Comfort Suites</b>  9530 West State Road 56  French Lick, Indiana 47432  (812) 936-5300  Group Code: Aim  Room Rate: \$109/night (plus tax)</p>



SHOW NAME:

Aim

Accelerate Indiana Municipalities

FACILITY:

French Lick Resort

Exposition Center

8670 West State Road 56  
French Lick, IN 46432

DATES: November 2-4, 2022

Smith Expo Set up: November 2

6am - 10am

Exhibitor Set up: November 2

10am - 4pm

Show Hours:

November 2  
November 3

5:45pm - 7:15pm  
8am - 3:45pm

Dismantle:

November 3

3:45pm - 5pm

FLOOR PLAN:

7-18-2022

10+ Aisles

BOOTH COUNTS:

(122) 8' x 10'



Smith Expo

5810 Sly Fox Lane  
Indianapolis, IN 46237

317-362-6890

Mike Smith, Owner



# Smith Expo

**Aim:**  
**Accelerate Indiana Municipalities**  
**French Lick, IN**  
**November 2 - 3, 2022**

**OFFICIAL SHOW  
DECORATOR**

- Smith Expo LLC
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143
- Phone: 317.710.8703
- Email: hsmith@smithexpo.com

**Aim CONTACT**

- Lesley Mosier - Chief Administrative & Development Officer
- 125 West Market Street, Suite 100
- Indianapolis, IN 46204
- Phone: 317.233.9306
- Email: LMosier@aimindiana.org

**EXHIBIT INFORMATION**

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

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

• Advanced Order Deadline:	Fri., October 28, 2022	3PM
• Advance Freight Deadline (without surcharge):	Fri., October 28, 2022	3PM
• Move-in:	Wed., Nov. 2 2022	10 AM - 5 PM
• Welcome Reception in Exhibit Hall:	Wed., Nov. 2 2022	5:45 PM - 7:15 PM
• Show Hours:	Thur., Nov. 3 2022	8 AM - 11:15 AM 1:30 PM - 3:45 PM
• Move-out:	Thur., Nov. 3, 2022	3:45 PM - 5:30 PM
• Freight Re-Route:	Thur., Nov. 3, 2022	5 PM

**Advance Warehouse**

- Company Name, Booth #
- Aim 2022
- c/o Smith Expo
- 1173 Airport Pkwy, Suite C
- Greenwood, IN 46143

**Direct to Show Site**

- Company Name, Booth #
- Aim 2022
- French Lick Resort c/o Smith Expo
- 8670 West State Rd 56, Ste 3
- French Lick, IN 47432

**Outbound Shipping**

- Official Show Carrier: TF Logistics
- Email: ops@tfi-logistics.com
- Phone: 317-805-1062
- www.TFI-Logistics.com
- Bill of Ladings provided onsite

# FURNITURE & ACCESSORIES ORDER FORM

Aim 2022

## 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	\$

### Unskirted 30" High Tables

	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

### 42" High Spandex Skirted Tables

	4' x 24" wide	\$65	\$81	\$
	6' x 24" wide	\$85	\$106	\$
	8' x 24" wide	\$105	\$131	\$

### Unskirted 42" High Tables

	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

### 24" Round Cocktail Tables

	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Add 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	\$
	55" LED TV (w/stand)	\$225/day	\$282/day	\$
	Fish Bowl	\$10	\$13	\$
	10x10 Booth Carpet	\$115	\$144	\$
	10x10 Booth Carpet Pad	\$95	\$119	\$

\$225

### Supplies / Labor

	Shrink Wrap w/Labor	\$45/Skid	\$
	Banding w/Labor	\$55/Skid	\$
	Cart Load Service	\$25/Cart	\$

### Shipping \*See Material Handling Resource Guide for Terms & Conditions (page 4)

	Advance (per 100 lbs; 200 lb min.)	\$65/100 lbs	200 lb. min	\$
	Direct (per 100 lbs; 200 lb min.)	\$62/100 lbs	200 lb. min	\$
	Small Packages (Onsite Only)	\$15	25 lb. max	\$
	Special Material Handling	35%		\$

## Important Notes

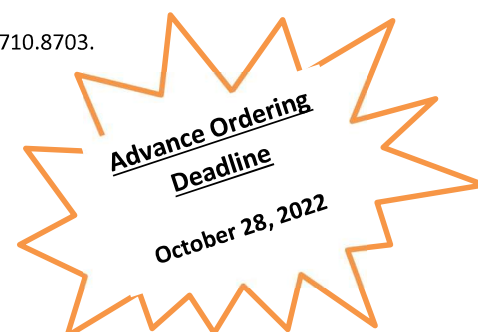
- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com).
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo.
- All charges must 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 2022

## 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 60% 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 OCTOBER 28, 2022 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): \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

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

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



Smith Expo

# MATERIAL HANDLING RESOURCE GUIDE

Aim 2022

## Advance Shipping

Receive shipments at advance warehouse and store up to 45 days

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

## Direct Shipping

Receive shipments at show site during published move-in hours

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

## Special Materials Handling Service

Receive at show site only

Applies to loose, uncrated or unskidded materials, cases or boxes, and ground unloading

## Small Packages

Receive at show site only (limit 25 lbs)

Deliver to booth

### Material Handling Terms and Conditions

- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
  - Shipment is received at the warehouse after **Friday, October 28, 2022 – 3 PM**
  - Transportation charges will apply to all shipments received after the show opens
  - Shipment was received after the truck has left the warehouse

### 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, NOVEMBER 3 @ 5 PM OR THEY WILL BE REROUTED**

### OUTBOUND CARRIER INFORMATION

☐ TF Logistics – Official Show Carrier

☐ Other Carrier Name \_\_\_\_\_

If you are using a carrier other than Smith Expo's Designated Carrier – TF Logistics, 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](mailto:HSMITH@SMITHEXPO.COM)\***

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



Smith Expo

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.



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  
**EXHIBITOR GUIDELINES**

#### **AGREEMENT FOR SPACE**

1. Exhibitor will acknowledge by signature on the attached Payment and Acknowledgement form (Page 6 of 7) that a duly authorized representative of the Exhibitor has read, understands and agrees to the following guidelines and conditions presented by French Lick Resort including any terms incorporated by reference.

#### **ANIMALS**

1. French Lick Resort is a “pet friendly” facility with a 75 lb. weight limit on animals.
2. However, except for **service animals**, pets are not permitted in areas of the resort where food is prepared or served which includes any meeting and exhibit areas during meal service periods or any food stations and prep areas as mandated by Indiana Department of Health Retail Food Establishment guidelines.

#### **CHARACTER OF EXHIBITS**

1. French Lick Resort reserves the right to prohibit, restrict, or evict anything without assigning cause, therefore.
2. This reservation includes persons, things, conduct, printed matter, or anything of a character which French Lick Resort determines should be restricted, prohibited, or evicted. In the event of such restriction or prohibition, the Resort may not be liable for the refund of any rentals or exhibit expenses.

#### **DECORATIONS**

1. Exhibitor booth decorations of any type must not be affixed to any walls, windows, columns by any method.
2. Decorations *may be affixed* to sound dampening boards, ceilings, and walls by French Lick Resort personnel but may be subject to additional cost to the exhibitor.
3. Booth decorations such as banners or drapery made of textile fabrics, cloth, and/or artificial vegetation should conform to **NFPA 701 fire retardancy standards**.
4. Decorations must not block any emergency or exit lighting, facility signage, visual fire alarms, or emergency egress paths.
5. Decorations and signage should not impede the flow of HVAC systems. French Lick Resort reserves the right to remove any decorations for any reason deemed valid for life safety and operations.
6. Flammable or combustible material such as hay, straw, wood chips, or other items must be fireproofed, and Exhibitor must be able to provide documentation stating such. Fireproofed material must be placed upon plastic covering for display.
7. French Lick Resort is pleased to provide floral and balloon arrangements for purchase through our onsite floral department.
8. Helium balloons may be used for decoration only and must be affixed to a weight or structure.
9. Any questions concerning decorations should be directed to a resort planning manager.

#### **EXHIBITOR’S PROPERTY**

1. Neither French Lick Resort, including any officer, director, member, agent, employee or representative of French Lick Resort will be responsible for the safety of the property of the Exhibitor from theft, damage by fire, accident, or other causes, including, without limitation, for property delivered for set up prior to event or property left in the resort after the closing hour of the exhibit.
2. Exhibitors are encouraged to insure their property at their own expense. However, the French Lick resort will make every reasonable effort to maintain the overall safety and security of the event facilities.

#### **FACILITY CAPACITY LIMITATIONS**

1. The exhibition hall floor has structural weight limitations. The resort may approve, on a case-by-case basis, any heavy equipment or vehicle over a standard vehicle or truck weight.
2. The north bay door has a maximum height of 13.5 feet and a maximum width of 13.5 feet.
3. The Hoosier ballroom of the Event Center is the only meeting space area that can accommodate the display of standard passenger vehicles.
4. Heavy equipment and vehicles may be approved by the resort on a case-by-case basis.

## **FACILITIES**

1. A freight elevator is available in the Event Center to transport freight, large equipment, and other large items which cannot be transported by guest elevators.
2. The freight elevator should not be used as a passenger or guest elevator.

## **FIRE SAFETY AND PROTECTION**

1. All guests, events and exhibitors must comply with all federal, state, county and local laws and ordinances.
2. Additionally, all guests, events and exhibitors must comply with municipal and regulatory agency rules and requirements as well as requirements by French Lick Resort.
3. The blocking of any fire fighting equipment such as extinguishers, hose adapters, pull stations, exit signage is not permitted.
4. Propane tanks are not permitted inside the facility without prior approval.
5. Booth decorations should be flame retardant. Electrical wiring should be in good condition and conform to National Electrical Code (NEC) standards and safety rules.
6. Open flames such as candle decorations must be approved in advance and enclosed in a safe, non-flammable container.
7. Food vendors may not use any cooking equipment with open flames, coils, or exposed heating elements which could ignite flammable material.
8. The local fire department official and the Indiana Department of Homeland Security Code Enforcement division are the reigning authority on fire protection issues.
9. All exhibitors are encouraged to review the facility evacuation diagrams posted in the Event Center and Exhibit hall area in case of a fire emergency.

## **FOOD AND BEVERAGE SERVICES**

1. French Lick Resort is the exclusive provider of all food and beverage catering services in the Exhibition Center and Event Center without prior approval.
2. Resort services offered are booth catering, boxed lunches, concessions, bakery goods, and bar services.
3. Food and beverages purchased by an outside or off-premises vendor is not permitted in the exhibit space.
4. Exhibitors desiring to use food and beverages as traffic promoters must receive approval from the Resort Planning Department.
5. Approved, limited food preparation may be allowed during an event including hot holding, cold holding, assembly, and/or serving.
6. All food preparation is subject to state and local regulations by the Fire Department, Indiana Department of Homeland Security (Fire Code Enforcement) and the Orange County Health Department.
7. Approved food preparation will require the rental of protective floor mats for carpeting.

## **FOOD AND BEVERAGE SAMPLING**

1. Exhibitors at private conventions and conferences related to food and beverages may “**sample**” foods and beverages.
2. Food and beverage items displayed and consumed are limited to products manufactured, processed, or marketed by the exhibiting company and are relative to the theme of the convention or show.
3. Indiana Alcohol and Tobacco Commission (ATC) regulations prohibit the sampling or distribution of alcohol on the premises by a third-party vendor or exhibitor.
4. All food and beverage items are limited to “sample size”: beverages in a 2-ounce container and food in “bite-sized” samples (2 ounces or less).
5. Standard fees for storage, handling, delivery, etc., will be charged where applicable.

### LOAD IN/LOAD OUT

1. All exhibitor “load in” and “load out” to the Exhibition Hall must come through the north door to decrease any congestion through the front door and the business center.
2. Heavy equipment lifts and operating personnel are available upon request for additional fees. ***Requests for lift equipment must be made two (2) weeks prior to group arrival.***
3. The dock area is for the loading and unloading of vehicles only. Any personal vehicles parked outside the dock area during load and unloading times may be removed at the owner’s expense.
4. Overhead doors must be operated by resort personnel and will be available for use after prior arrangement with meeting and events staff.
5. **All exhibits, equipment, displays, etc. must observe floor weight capacities of the respective buildings (if you are unsure of load limits please contact your event planner).**
6. A limited number of utility carts are available for checkout at the Conference Concierge station to assist with the loading and unloading of vehicles. Utility carts should be operated in a safe manner and returned to the concierge station when no longer needed or in use.

### MOTOR VEHICLE DISPLAYS

1. The indoor display of motorized vehicles is governed by the Indiana Fire Code (2014 Ed.).
2. Resort policies are required to comply with the code and additional safety concerns.
3. Permission to display vehicles must be obtained in writing thirty (30) days prior to the desired display date. Please note the following requirements:
  - a. Battery cables must be disconnected and secured to prevent the starting of the vehicle while on display. A vehicle with a cut off switch is not required to disconnect the battery cables, but the switch must remain off during display period and not be assessable by the general public.
  - b. Fuel tanks must have no more the one quarter (1/4) tank of gas or five (5) gallons of fuel, whichever is less. Fuel filler caps must be a locking cap or the cap may be sealed with tape.
  - c. Security alarms must be deactivated during display.
  - d. Any transfer of fuel must occur outside of the buildings and must be placed into fuel approved containers.
  - e. Drip pans are required to protect carpeting and/or flooring due to potential leakage.
  - f. Precautions should be taken to prevent a vehicle from rolling.
  - g. Compressed natural gas vehicles must have no more than one quarter (1/4) tank of fuel. Tank isolation valves must be closed during display. Batteries must be secured in the same manner as other vehicles.
  - h. Electric or battery powered vehicles must be charged outside of the buildings.
  - i. High performance vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and secured to prevent tampering.
  - j. Fuel tanks on motorcycles or motor bikes are to be empty and battery cables disconnected and secured.
  - k. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of fuel powered tools, appliances, vehicles and equipment must be secured and safe-guarded in a similar manner as all other vehicles on display.
  - l. Any act of movement of a vehicle using fuel or electricity as a propellant to demonstrate the parts or operation of a vehicle during a show is prohibited. Please contact a meeting and event planner if this may be necessary.
  - m. French Lick Resort assumes no liability or responsibility for any losses suffered due to theft of any equipment, articles, or property.

### PAYMENT

1. For security purposes, credit card information may not be provided in a written format. A resort accounting agent will contact you by phone five (5) to seven (7) days prior to your scheduled event to secure the credit card information and process payment.
2. There will be a seventy-five (\$75.00) fee for any technology or electrical services added the day of processing.
  - a. This fee is in addition to the prices of the services.

## **POWER**

1. The French Lick Resort is the sole provider of power on the premises.
2. Options for power may be reviewed on the Exhibit Order Form attached.
  - a. Please indicate what type of receptacle plug is needed if using 208 volts.
  - b. Due to limited locations and rooms the need for 208 power may affect the booth layout.
  - c. Please notify the event planning manager if this type of power is needed.

## **RAFFLES AND GAMES OF CHANCE/CHARITY GAMING**

1. The French Lick Resort is regulated by the Indiana Gaming Commission.
2. Due to regulatory requirements and oversight, please contact the event planning manager regarding any raffles or games of chance.

## **RESORT INDEMNIFICATION**

1. Exhibitor assumes entire responsibility and agrees to protect, defend, indemnify, and hold harmless the French Lick Resort, its owners, its operator, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents of all claims, losses, or damages to persons and property, governmental charges or fines, and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy, or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the French Lick Resort and its employees and agents.
2. Exhibitor acknowledges that neither the French Lick Resort or its owners maintain insurance covering exhibitor's property and that it is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance insuring any losses by the Exhibitor.
3. Exhibitor assures the legal use of all intellectual property and copyrighted material.

## **SAFETY AND SECURITY**

1. The Exhibit Hall and loading dock become "hazardous work areas" during the "load in" and "load out" process.
2. The consumption of alcohol is prohibited in the area. Horseplay, speeding, and reckless use of equipment will not be tolerated for safety measures.
3. Exhibitors may not enter the area with any material, substance, equipment or objects which may endanger or result in possible injury to other persons or damage the facility.
4. French Lick Resort security personnel and staff reserve the right to inspect any carton, bag, satchel, container, briefcase, luggage or packages brought into or leaving the facility.
5. Firearms and/or weapons of any kind are prohibited in the event facilities except for law enforcement officials. Abusive language, threats of harm, assaults, vandalism, theft or attempted theft, or offensive acts will result in immediate expulsion from the premises.
6. The French Lick Resort retains the right to institute appropriate safety and security measures deemed necessary for the safe operation of persons, events and facility management.

## **SHIPPING AND RECEIVING**

1. Due to limited space for storage at French Lick Resort, it is recommended Exhibitors make shipping arrangements with the decorator assigned to handle the event for proper coordination.
2. If shipping directly to the Resort, please plan to deliver no more than seventy-two (72) hours prior to show dates.
3. The signature for packages requires necessary information (Please see Shipping and Label document attached): **(1) Name of the group, (2) dates of events, (3) company name, and (4) booth number assigned.**
4. Please address all packages to **French Lick Resort, 8331 West State Road 56, Suite #3, West Baden, IN 47469.**

**PLEASE FEEL FREE TO CONTACT FRENCH LICK RESORT FOR ANY QUESTIONS OR CONCERNS**



**FRENCH LICK RESORT®**  
FRENCH LICK & WEST BADEN • INDIANA

# Exhibitor Order Form

GROUP ID: \_\_\_\_\_ Booth #: \_\_\_\_\_

## Event Information

Event Name: AIM Dates: 11/2-11/3

## Contact Information

Company Name: \_\_\_\_\_ On-Site Contact: \_\_\_\_\_

### Electrical

	Quantity	Days	Daily Rate	Total
120 Volt Outlet (20 amps)			\$50.00	
208 Volt Outlet (20 amps)			\$80.00	
208 Volt (30 amp) - Exhibition Hall Only			\$90.00	
208 Volt (50 amp) - Exhibition Hall/Windsor Only			\$ 100.00	
208 Volt Outlet (0 - 20 amps - 3 wire conductor) - Hoosier Only			<del>\$ 125.00</del>	
Addition Power Strip w/ Extension Cord			50.00	
			<b>Electric Total:</b>	
			<b>7% Sales Tax:</b>	

### Audio/Visual

	Quantity	Days	Daily Rate	Total
42" Samsung LCD TV			\$ 200.00	
55" LG LED TV			\$ 300.00	
65" Samsung LED TV			\$ 400.00	
80" Sharp LED TV			\$ 500.00	
Blu-Ray Player			\$75.00	
Windows Laptop			\$ 150.00	
Video Cables (VGA, HDMI, ET etc.)			\$25.00	
LED Par Uplight			\$50.00	
5' Easel			\$20.00	
			<b>AV Total:</b>	
			<b>7% Sales Tax:</b>	
The a/v service fee is calculated by adding the a/v total multiplied by the 22% only (no tax)			<b>22% AV Svc Fee:</b>	

### Equipment

	Quantity	Days	Daily Rate	Total
Rug (Mandatory for Vendors Cooking)			\$20.00	
Pallet Jack			\$50.00	
Facility Personnel - By the Hour	hours		\$50.00	
Genie Personal Lift*			\$ 400.00	
Fork Lift* - (Must be operated by facilities personnel)			\$ 400.00	
- Please provide Plug Configuration for 208 Power Requests for ALL 208 Power Needs - There will be a \$75 plus total of all charges for any requests added day of			<b>Equip Total:</b>	
			<b>7% Sales Tax:</b>	
			<b>Total:</b>	

RES ID: \_\_\_\_\_ Booth #: \_\_\_\_\_

## Exhibitor Payment & Acknowledgement Form

### Event Information

Event Name: AIM Dates: 11/2-11/3

### Contact Information

Company Name: \_\_\_\_\_

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

On-Site Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Payment Information

*For your security, **DO NOT** write the credit card number on this form. A Resort Revenue Agent will contact for payment information prior to your event. Please check the box below if you would like a copy of your*

Cardholder Signature: \_\_\_\_\_ Receipt: ☐

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

Phone Number: \_\_\_\_\_ Last Four Digits of Credit Card: \_\_\_\_\_

Total Amount to be charged \_\_\_\_\_ (from pg.5)

AGREEMENT ACCEPTANCE: The exhibitor acknowledges that a duly authorized representative of the exhibiting company has read, understands and accepts the terms and conditions of the agreement and guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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 in Resort facilities outside of event hours.*

**This Form along with the Completed Exhibitor Order Form must be received a minimum of 3 Weeks prior to your arrival.**

Please email to [exhibitor@frenchlick.com](mailto:exhibitor@frenchlick.com), for any questions please call 812-936-5824.

-----  
**Please Do Not Write Below - For French Lick Resort Office Use Only**

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

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



Please mail to:

**FRENCH LICK RESORT**  
8331 WEST ST RD 56  
STE #3 WEST BADEN,  
IN 47469

**EVENT NAME:** \_\_\_\_\_ **DATES:** \_\_\_\_\_

**BOOTH/ROOM:** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**ON-SITE CONTACT NAME:** \_\_\_\_\_

**ON-SITE CELL NUMBER:** \_\_\_\_\_

**KEEP THIS PAGE FOR PACKAGE / SHIPPING**

## Day of Exhibitor Request Form

Conference Name: AIM Dates of Event: 11/2-11/3

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

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

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

E-mail: \_\_\_\_\_ Receipt Needed: yes / no

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

2 day minimum on items.

<u>Quantity</u>	<u>Description</u>	<u>Items Ordered</u>	<u># of Days</u>	x	<u>Daily Fee</u>	=	<u>Item Total</u>
_____	120 Volt Outlet (20 amps)	_____	_____		\$50.00		_____
_____	208 Volt Outlet (20 amps)	_____	_____		\$80.00		_____
_____	280 Volt (30 amps) - EXHIBITION HALL ONLY	_____	_____		\$90.00		_____
_____	208 Volt (50 amp) - EXHIBITION HALL / WINDSOR ONLY	_____	_____		\$100.00		_____
_____	<del>208 Volt Outlet (0-20 amps - 3 wire conductor) - HOOSIER ONLY</del>	_____	_____		<del>\$125.00</del>		_____
_____	Additional Equipment – Pallet Jack	_____	_____		\$50.00		_____
_____	Additional Power Strip with Extension Cord	_____	_____		\$50.00		_____
_____	42" Samsung LCD TV	_____	_____		\$200.00		_____
_____	55" LG LED TV	_____	_____		\$300.00		_____
_____	Windows Laptop	_____	_____		\$150.00		_____
_____	Video Cables (VGA, HDMI, ET, etc)	_____	_____		\$25.00		_____
_____	5' Easel	_____	_____		\$20.00		_____
<u>1</u>	Day of Charge	_____	_____		\$75.00		<u>\$75.00</u>

*Note: There will be a \$75 day of service fee.*

Total: \$ \_\_\_\_\_

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

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

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

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