



May 12, 2023

The ILMCT Vendor Chair welcomes and encourages you to celebrate and be part of the Indiana League of Municipal Clerks and Treasurers 86th Annual Conference and State Board of Accounts School, June 25-29, 2023, 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 28, 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 Complete Service Order Form contained within this Exhibitor Packet.** Wireless internet access is complimentary. Please visit <https://aimindiana.org/ilmct> for more information. Please use the enclosed Exhibitor Agreement to make your selections and return to ILMCT by Thursday, May 25, 2023. 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 25, 2023. Full registration is available for company representatives by filling out the enclosed Registration Form by Thursday, May 25, 2023. Additionally, Welcome Event 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 25.

The host hotel is the Hilton Fort Wayne. 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 May 25, 2023, to receive the special rate. Check-in time is 3:00 p.m. EST and checkout time is 12:00 p.m. EST. Additional rooms are available at the Courtyard by Marriott Fort Wayne Downtown and the Hampton Inn & Suites by Hilton Fort Wayne Downtown. Please check the ILMCT webpage at <https://aimindiana.org/ilmct> for more information.

If you have questions, please contact Lisa Mullaney at clerk@townofargos.com, Madalyn Sade-Bartl at madalyn@townofchurubusco.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 June.

Sincerely,

Madalyn Sade-Bartl, Clerk-Treasurer, Churubusco
ILMCT President

Lisa Mullaney, Clerk-Treasurer, Argos
Vendor Chair



JUNE 25-29, 2023
Grand Wayne Convention Center
Fort Wayne, Indiana

AGENDA

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

Sunday, June 25

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

Monday, June 26

7:00 a.m. – 5:00 p.m. Conference Registration
7:00 a.m. – 8:00 a.m. Continental Breakfast
8:15 a.m. – 12:15 p.m. Institute/Academy Workshop
12:15 p.m. – 1:30 p.m. Institute/Academy Luncheon
1:45 p.m. – 3:45 p.m. Institute/Academy Workshop
3:45 p.m. – 4:45 p.m. Institute/Academy Workshop
5:30 p.m. – 9:30 p.m. Welcome Event

Tuesday, June 27

7:00 a.m. – 5:00 p.m. Conference Registration
7:30 a.m. – 8:15 a.m. State Board of Accounts School Continental Breakfast
8:30 a.m. – 12:30 p.m. State Board of Accounts School
11:00 a.m. – 3:00 p.m. State Board of Accounts Resource Center
12:30 p.m. – 1:30 p.m. State Board of Accounts School Luncheon
1:45 p.m. – 3:00 p.m. State Board of Accounts School
2:30 p.m. – 5:00 p.m. Exhibitor Move-in
3:00 p.m. – 5:00 p.m. Opening Business Session

Wednesday, June 28

7:00 a.m. – 9:00 a.m.

7:30 a.m. – 8:45 a.m.

7:30 a.m. – 4:15 p.m.

9:00 a.m. – 10:00 a.m.

9:00 a.m. – 3:30 p.m.

10:00 a.m. – 10:30 a.m.

10:30 a.m. – 11:30 a.m.

11:30 a.m. – 12:45 p.m.

1:00 p.m. – 2:00 p.m.

2:00 p.m. – 2:30 p.m.

2:30 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. – 11:00 p.m.

Conference Registration

Continental Breakfast with Exhibitors

Exhibit Hall Open

State Board of Accounts School

State Board of Accounts Resource Center

Break with Exhibitors

State Board of Accounts School

Luncheon with Exhibitors

State Board of Accounts School

Break with the Exhibitors

State Board of Accounts School

Break with Exhibitors

Grand Prize Giveaway, Vendor Door Prizes, & Exhibit Hall Closes

Conference Registration

President's Reception

Annual Banquet

Thursday, June 29

8:30 a.m. – 10:30 a.m.

Closing Session & Breakfast



2023 ILMCT Annual Conference & State Board of Accounts School EXHIBITOR AGREEMENT

Please return this completed form with payment no later than **Thursday, May 25, 2023** to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, IN 46204. Booths reserved after May 25 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 28, 2023 from 7:30 a.m. – 4:15 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, 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 4:15 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

Welcome Event

Number Attending _____ X \$35.00 = \$_____

Name & Title

Name & Title

President's Reception & Annual Banquet Only

Number Attending _____ X 125.00 = \$_____

After May 25 _____ X \$135.00 = \$_____

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



2023 ILMCT Annual Conference & State Board of Accounts School SPONSORSHIP AGREEMENT

Please return this completed form with payment no later than **Thursday, May 25, 2023** to ILMCT, 125 W Market Street, Suite 100, Indianapolis, IN 46204 or lmosier@aimindiana.org. Sponsorships reserved after May 25 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. Sponsors are welcome to provide promotional items in conference tote bags^Δ.

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. Sponsors are welcome to provide promotional items in conference tote bags^Δ.

Silver Sponsor \$1,000

Silver sponsorship will earn your company acknowledgement on conference signage and a half-page ad in the conference program*. Sponsors are welcome to provide promotional items in conference tote bags^Δ.

Bronze Sponsor \$500

Bronze sponsorship will earn your company acknowledgement on conference signage and a fourth-page ad in the conference program*. Sponsors are welcome to provide promotional items in conference tote bags^Δ.

Copper Sponsor \$250

Copper sponsorship will earn your company acknowledgement on conference signage and a business card size ad in the conference program*. Sponsors are welcome to provide promotional items in conference tote bags^Δ.

*** SPONSOR AD INFORMATION**

The deadline for submitting ad information is **Thursday, May 25, 2023**. 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

Δ TOTE BAG PROMOTION ITEM

Approximately 400 tote bag promotion items must be delivered to Madalyn Sade-Bartl or Lesley Mosier no later than **Friday, June 16th** at the address listed below.

Madalyn Sade-Bartl
Town of Churubusco
204 N Line Street
Churubusco, IN 46723

Lesley Mosier
Aim
125 W Market Street, Suite 100
Indianapolis, IN 46204

INDIANA LEAGUE OF MUNICIPAL CLERKS

vendor storage area

301	300	201
303	302	203
305	304	205
307	306	207
309		
311	310	211
313	312	213
315	314	215
317	316	217

food & beverage buffets/stations area

200	200	101
202	202	103
204	204	105
206	206	107
210	210	111
212	212	113
214	214	115
216	216	117

102	102	108
104	104	110
		112
		114
		116

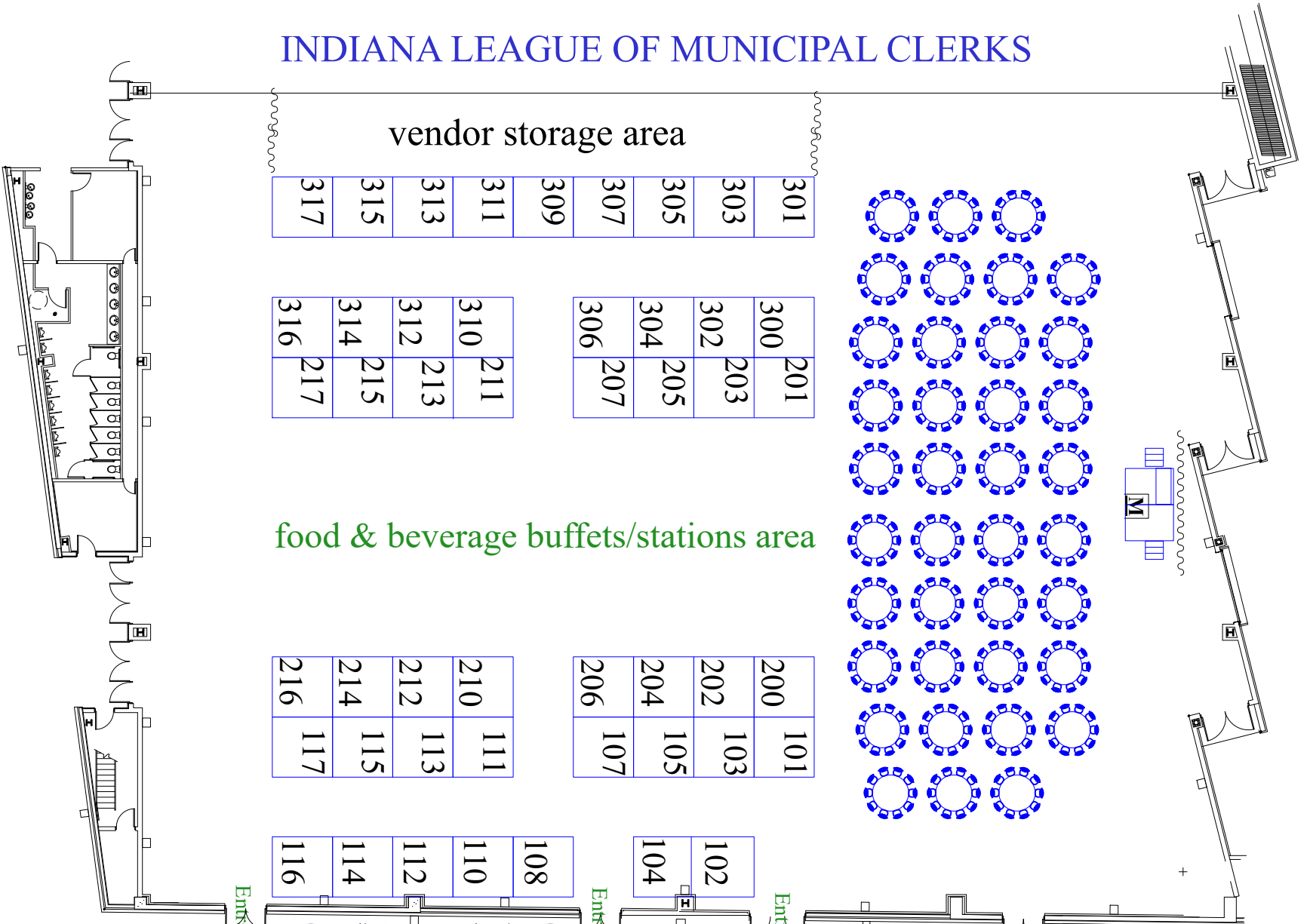
Entrance

Entrance

Entrance

GRAND WAYNE
CONVENTION CENTER

Beyond convention. Beyond expectation.™



SHOW PROMOTER: PLEASE COMPLETE the FIELDS NOTED IN YELLOW and forward to all participating Exhibitors and Vendors.

EXHIBITORS and VENDORS: We recommend you keep a copy on-hand and retain a copy for your records.

GENERAL STATEMENT:

ALL EXHIBITORS participating in the [SHOW NAME] ILMCT 86th Annual Conference are subject to these rules, regulations, and policies. Questions regarding these rules and regulations are to be directed to:

PROMOTER'S NAME	<u>ILMCT c/o Lesley Mosier</u>
PROMOTER'S ADDRESS	<u>125 W Market Street, Suite 100</u>
CITY, STATE, ZIP	<u>Indianapolis, IN 46204</u>
BEST CONTACT PHONE	<u>(317) 237-6200 ext 223</u> FAX _____
BEST CONTACT EMAIL	<u>lmosier@aimindiana.org</u>

1. The show will be held at **Grand Wayne Convention Center in downtown Fort Wayne, Indiana.** Exhibits will be open to registrants during the following dates and times (please specify AM and PM):

DATE	<u>6 / 27 / 23</u>	TIMES	<u>2:30 - 5:00 p.m. local time (Exhibitor Move-in)</u>
DATE	<u>6 / 28 / 23</u>	TIMES	<u>7:00 - 5:30 p.m. local time (Show day and Exhibitor Move-out)</u>
DATE	___ / ___ / ___	TIMES	_____
DATE	___ / ___ / ___	TIMES	_____
DATE	___ / ___ / ___	TIMES	_____
DATE	___ / ___ / ___	TIMES	_____

Move-in and installation will be from DATE(S): 6/27/23 TIME(S): 2:30 - 5:00 p.m. local time

No exhibit material may be moved into or removed from the exhibit area during the official show hours, except by written permission. Admittance into the exhibit area at all times requires personnel to display an exhibitor badge that will be provided.

- Equipment may not extend into the aisles and/or across the exhibitor's purchased booth lines.
- All signs must be located within the boundaries of the assigned booth space and hung no higher than the height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the ceiling, outside the booth space.
- The exhibitor may not display or distribute printed matter, samples, advertising matter, or other articles outside the confines of its assigned space.
- The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor will keep the exhibit in good condition at all times.
- Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film showings, speeches, or other similar activities outside the exhibit area during the exhibit hours or in conflict with any officially programmed expositions or conference events.
- Exhibitors desiring to distribute food or beverages in their booth space must first attain approval from our exclusive caterer, the Fort Wayne Hilton Hotel. Please contact Wendy Frank, Catering Manager, at 260-422-4002 or wfrank@welcomefortwayne.com. Secondly, vendors are highly encouraged to contact the **Fort Wayne Department of Health** at 260-449-7561 and acquire the proper permits.

8. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the “good neighbor policy” at all times. Loud or obtrusive audio-visual or oral presentations or other activity that may be distracting to neighboring booths will not be permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue such practice.
9. Prizes, awards, raffles, and drawings are permitted provided that the exhibitor has obtained written permission from [PROMOTER’S NAME] ILMCT. Permission can be obtained by sending a written description of the type of prizes to be given, the qualifications to win, and the equipment used for the drawing.
10. Each exhibitor will be provided with badges for booth personnel, which must be displayed and identifiable to conference attendees.
11. All exhibitors will be bound by and subject to the policies and procedures of Grand Wayne Convention Center. The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions, and all other applicable Federal, State, Municipal, County and City laws and regulations.
12. Exhibitors will be liable for damage caused by marking, defacing, or damage by fastening fixtures or other items to floors, walls, or columns of Grand Wayne Convention Center and for any damage to equipment furnished by management or its service suppliers.
13. To facilitate shipments into and out of Grand Wayne Convention Center, exhibitors must refer to the instructions regarding shipping on the **Drayage & Material Handling Forms**.
14. A [PROMOTER’S COMPANY or ASSOCIATION] ILMCT representative will be on hand to assist you and to answer your specific questions.

OTHER CONSIDERATIONS AND INCLUSIONS:

1. SECURITY

- A security guard will be hired for the closed hours of the show: Yes No
- Will anyone be allowed into the Exhibit Space during closed hours? Yes No
- Exhibitor is required to provide all insurance and/or policy riders to cover booth contents. Yes No

2. SHOW LAYOUT

Show Promoters: you may want to include a floor plan of the booth layout. Otherwise, vendors need not choose their space.

3. OTHER SERVICES

You may want to include a listing of other available services, such as audio-visual equipment, florists and greenery suppliers, and decorating / booth set-up specialists. Exhibitors may access Grand Wayne Convention Center’s **SERVICE ORDER FORM** on the Center’s website: <https://grandwayne.com/exhibitors>

RE: SERVICE ORDER FORMS:

If you have selected Grand Wayne Convention Center as the **Show Decorator**, exhibitors should use **Access Code “1111”** to order additional equipment, such as electrical hook-up, tables (with or without skirting), seating, and technological services.

If Grand Wayne Convention Center is providing **Electrical and Technology Services only**, exhibitors should use **Access Code “0000”**.

GRAND WAYNE CONVENTION CENTER

120 W. Jefferson Blvd, Fort Wayne IN 46802 • 260.426.4100

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COMPLETE SERVICE ORDER FORM

ORDER FORM 1111

FULL NAME OF EVENT _____

EVENT DATE(S): One Day Event on: ____/____/____ Multiple Days: ____/____/____ through ____/____/____

EXHIBITOR NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____ STATE _____ ZIP _____

BEST CONTACT PHONE _____ FAX _____

BEST CONTACT EMAIL _____

UTILITIES (one time per show rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Power: 120 Volt up to 20 Amps, includes Extension Cord and Power Strip	\$ 35.	\$ 50.	\$ _____
_____	Power: 208 Volt, direct connection to 208V up to 60 Amps	\$100.	\$150.	\$ _____

Any 208 or 480 Volt may have an additional electrical charge based on time involved for service installation.

NOTE: Grand Wayne Convention Center will not be responsible for surge in power lines. The undersigned is expected to provide their own surge protectors.

EQUIPMENT RENTAL (one time per show rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Table: 8' x 30" — includes cover and skirt	\$ 22.	\$ 30.	\$ _____
_____	Table: 8' x 30" — not skirted	\$ 10.	\$ 15.	\$ _____
_____	Table: 6' x 30" — includes cover and skirt	\$ 22.	\$ 30.	\$ _____
_____	Table: 6' x 30" — not skirted	\$ 10.	\$ 15.	\$ _____
_____	Table: 8' Counter Height, 40" tall — includes cover and skirt	\$ 30.	\$ 40.	\$ _____
_____	Table: 8' Counter Height, 40" tall — not skirted	\$ 20.	\$ 25.	\$ _____
_____	Table: 6' Counter Height, 40" tall — includes cover and skirt	\$ 30.	\$ 40.	\$ _____
_____	Table: 6' x 18" — cloth and skirt not included and not available	\$ 10.	\$ 15.	\$ _____
_____	Table: 36" round x 40" tall — cloth and covering not included and not available	\$ 25.	\$ 40.	\$ _____
_____	Table: 42" round — cloth and covering not included and not available	\$ 25.	\$ 40.	\$ _____
_____	Chair: extra — 2 chairs included, complimentary	\$ 4.	\$ 10.	\$ _____
_____	Bar Stool: 28" tall	\$ 25.	\$ 40.	\$ _____

TECHNOLOGY EQUIPMENT (daily rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Video display, 23", includes cable	\$ 55.	\$105.	\$ _____
_____	Video display, 32", includes cable	\$140.	\$190.	\$ _____
_____	Video display, 55" with stand, includes cable	\$315.	\$365.	\$ _____
_____	Video display, 65" with stand, includes cable	\$375.	\$425.	\$ _____
_____	Video display, 70" with stand, includes cable	\$465.	\$515.	\$ _____
_____	Telephone Line - Analog	\$ 75.	\$125.	\$ _____

TECHNOLOGY SERVICES (daily rental rates)

QUANTITY	DESCRIPTION	ADVANCE RATE	FLOOR RATE	AMOUNT
_____	Internet: Complimentary WiFi for GWCC Guests — (No guarantee)	No Charge/Free	—	—
_____	Internet: Wired Broadband, 1.5 Mbps — Guarantee (per device)	\$100.	\$150.	\$ _____
_____	Internet: Wired Broadband, 5 Mbps — Guarantee (per device)	\$300.	\$350.	\$ _____
_____	Internet: Wired Broadband, 10 Mbps — Guarantee (per device)	\$600.	\$650.	\$ _____
_____	Other: _____			\$ _____

SUBTOTAL: Electrical, Tables, and Technological Services: \$ _____
 Indiana Sales Tax of 7% \$ _____
TOTAL EQUIPMENT and SERVICES: \$ _____

PAYMENT:

Credit Card Type: MasterCard Visa AmEx Discover

Account Number: _____ | _____ | _____ | _____ Exp.: ____/____ CVC: _____

Cardholder's Name (as it appears; please print) _____

Cardholder's Signature _____

NEED MORE INFO? Please contact us at info@grandwayne.com or call 260.426.4100.

Grand Wayne Convention Center's FAX: 260.4209080

GRAND WAYNE CONVENTION CENTER

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ELECTRICAL, TABLES, SEATING, TECHNOLOGICAL SERVICES

COMPLETE SERVICE ORDER FORM

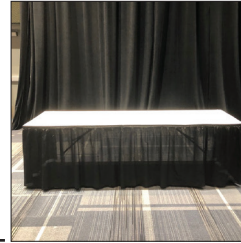
ORDER FORM 1111



QUANTITY Power: 120 Volt up to 20 Amps, w/ Extension Cord and Power Strip



QUANTITY Power: 208 Volt, direct connection to 208V up to 60 Amps



QUANTITY Table: 8' x 30" — includes cover and skirt



QUANTITY Table: 8' x 30" — not skirted



QUANTITY Table: 6' x 30" — includes cover and skirt



QUANTITY Table: 6' x 30" — not skirted



QUANTITY Table: 8' Counter Height, 40" tall — includes cover and skirt



QUANTITY Table: 8' Counter Height, 40" tall — not skirted



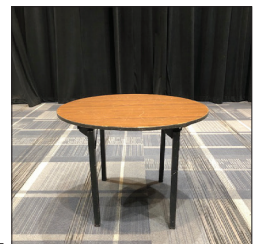
QUANTITY Table: 6' Counter Height, 40" tall — includes cover and skirt



QUANTITY Table: 6' x 18" — cloth and skirt not included and not available



QUANTITY Table: 36" round x 40" tall: cloth & covering not included, not available



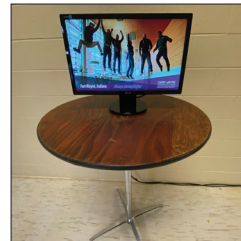
QUANTITY Table: 42" round: cloth & covering not included, not available



QUANTITY Chair: extra — 2 chairs included, complimentary



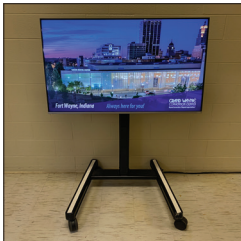
QUANTITY Bar Stool: 28" tall



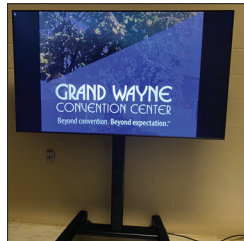
QUANTITY Video display, 23", includes cable



QUANTITY Video display, 32", includes cable



QUANTITY Video display, 55" with stand, includes cable



QUANTITY Video display, 65" with stand, includes cable



QUANTITY Video display, 70" with stand, includes cable



QUANTITY Telephone Line - Analog



QUANTITY Internet: Wired Broadband, 1.5 Mbps — Guarantee (per device)



QUANTITY Internet: Wired Broadband, 5 Mbps — Guarantee (per device)



QUANTITY Internet: Wired Broadband, 10 Mbps — Guarantee (per device)



Internet: Complimentary WiFi for GWCC Guests — (No guarantee)

Exhibition materials will not be accepted for storage prior to 3 days before your event.

All inbound exhibition materials should be addressed as follows:

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD

FORT WAYNE IN 46802

ATTN: [SHOW NAME] _____

SHOW DATE(S): One Day Event on: ___/___/___ Multiple Days: ___/___/___ through ___/___/___

EXHIBITOR NAME _____ BOOTH # _____

In order to better assist your drayage and materials handling needs, **please complete the following information and RETURN TO:**

GRAND WAYNE CONVENTION CENTER

120 W JEFFERSON BLVD

FORT WAYNE IN 46802

T: 260.426.4100 F: 260.420.9080

E: info@grandwayne.com

INBOUND SHIPPING INFO — PRIOR to EXHIBIT

Shipped via _____

DATE SHIPPED: ___/___/___ ESTIMATED ARRIVAL DATE: ___/___/___

TOTAL NUMBER of SHIPMENTS: _____ TOTAL NUMBER of PIECES _____

OUTBOUND SHIPPING INFO* — AT CLOSE of EXHIBIT

Shipped via _____

ACCOUNT NUMBER: _____

* Please refer to the OUTBOUND SHIPPING INSTRUCTIONS if you are shipping out materials.

OUTBOUND SHIPPING INSTRUCTIONS

IF YOU ARE SHIPPING MATERIALS OUT OF GRAND WAYNE CONVENTION CENTER AFTER A SHOW:

1. YOU MUST CONTACT the shipping company of your choice for pick-up. Please tell that shipper your:

- Booth Number
- Company Name
- Show Ending Date and Time

FED EX	800-463-3339
XPO LOGISTICS (formerly CON-WAY)	800-322-0162
DAYTON FREIGHT	800-860-5102
USF HOLLAND	260-489-5502
YRC FREIGHT	800-610-6500
UPS	800-742-5877

2. YOU MUST SEAL all boxes, crates, etc. and CLEARLY LABEL each with DESTINATION SHIPPING COMPANY and ACCOUNT NUMBER (or credit card). CHECK WITH YOUR SHIPPING COMPANY for any specific requirements. SIGN all documents.

3. IF YOUR SHIPPING COMPANY does not supply labels, blank BILL OF LADING FORMS are available from Grand Wayne Convention Center Engineering Office. SIGN all documents.

4. CONTACT GRAND WAYNE CONVENTION CENTER PERSONNEL for assistance in THE SHIPPING PROCESS or with any other Outbound questions.

5. NO C.O.D. PACKAGES MAY BE SENT FROM GRAND WAYNE CONVENTION CENTER. All packages, crates, etc. must be clearly marked with YOUR ACCOUNT NUMBER or CREDIT CARD NUMBER.

6. ANY ITEMS MISSING and NEEDING INFORMATION WILL NOT BE SHIPPED and are subject to Daily Storage Fees.

GRAND WAYNE CONVENTION CENTER is located at:
120 W. Jefferson Blvd., Fort Wayne IN 46802

Please direct your shipper to pick up at the WEBSTER STREET DOCK AREA, located on the west side of the facility.

Effective 07-20-2016

NEED MORE INFO? Please contact us at info@grandwayne.com or call 260.426.4100. Grand Wayne Convention Center's FAX: 260.4209080