



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

Onsite Contact:

Mike Smith
Office: (317) 710-8703
Cell: (317) 362-6890

IMPORTANT DATES

June 20

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

June 20

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

June 21

Hotel Block Opens for Corporate Members at 10:00 a.m. EST

July 20*

Deadline for Sponsorships, Program Advertising, and Artwork

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

August 1

Hotel Reservation Cut-off Date and Conference Registration Deadline

August 22 & 23

Exhibit Hall Open

SHOW SCHEDULE

Tuesday, August 22

8:00 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

Wednesday, August 23

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 beginning June 20th.

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 August 15. Any items ordered after August 15 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 2023 – [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 August 18th. 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: 2023 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 Tuesday, August 22, 2023 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 Wednesday, August 23, 2023. **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 Tuesday, August 22, from 8:00 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 August 14, 2023. 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 August 1, 2023, 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.

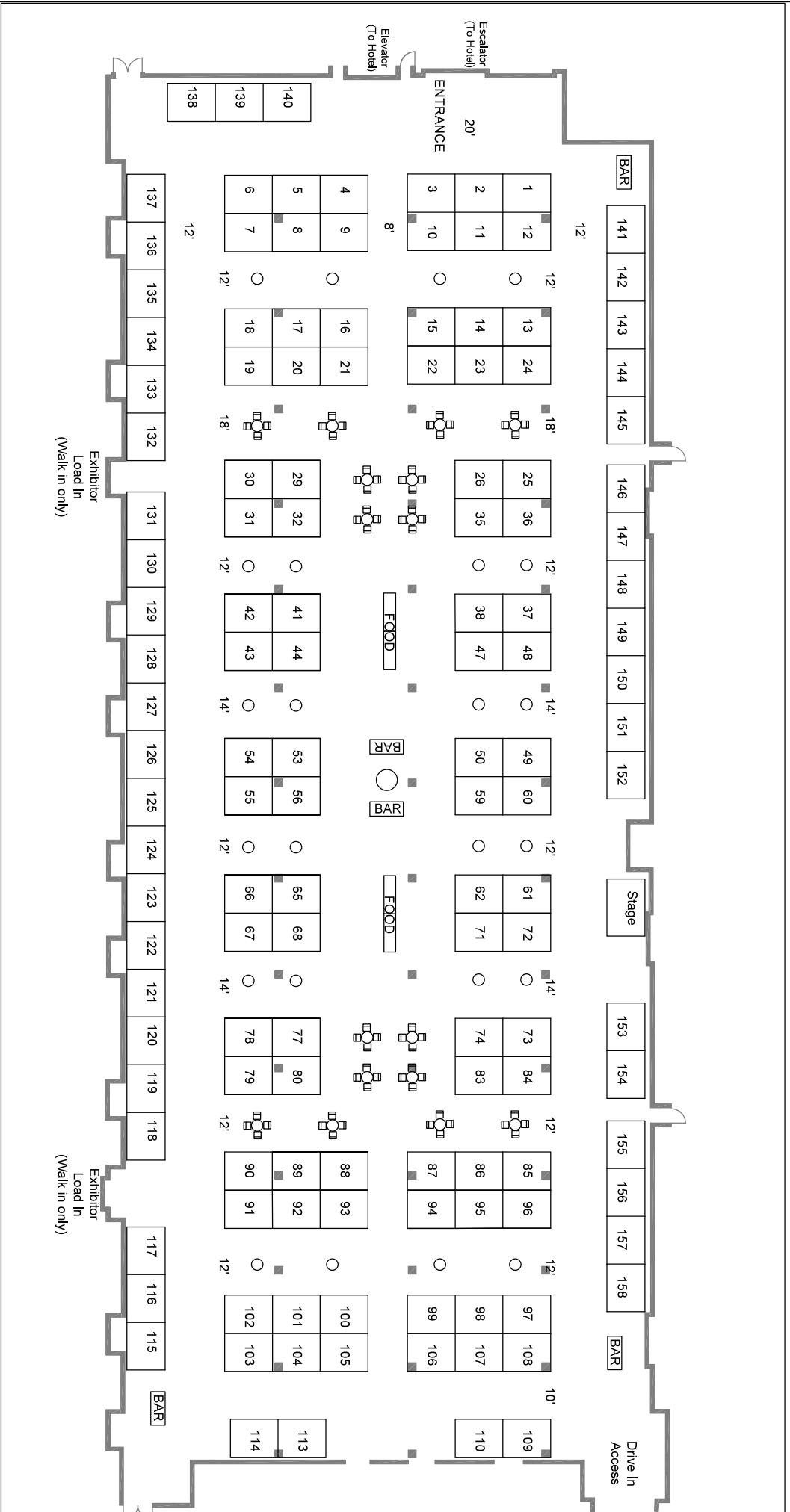
HOTEL RESERVATIONS

Hotel blocks will open June 21 for Corporate Members for the Aim Ideas Summit. Please contact the hotel of your choice directly by August 1 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>French Lick Springs Hotel* 8670 West State Road 56 French Lick, Indiana 47432 (844) 887-9585 Vendor Group Code: 0823VEN Room Rate: \$155 – \$205/night (plus tax)</p> <p>French Lick Valley Tower* 8670 West State Road 56 French Lick, Indiana 47432 (844) 887-9585 Vendor Group Code: 0823VEN Room Rate: \$160/night (plus tax)</p> <p>West Baden Springs Hotel* 8538 West Baden Avenue West Baden Springs, Indiana 47469 (844) 887-9585 Vendor Group Code: 0823VEN Room Rate: \$195-\$245/night (plus tax)</p> <p>*Book online at https://book.passkey.com/go/AIMVENDOR</p>	<p>Best Western Plus French Lick 613 South Arnold F Habig Boulevard French Lick, Indiana 47432 (812) 936-0520 Group Code: Aim Room Rate: \$109/night (plus tax)</p> <p>Comfort Suites 9530 West State Road 56 French Lick, Indiana 47432 (812) 936-5300 Online: https://www.choicehotels.com/reservations/groups/FI06N2 Group Code: Aim 2023 Room Rate: \$119/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:

August 22-23, 2023

Smith Expo Set up: August 22

6am - 10am

Exhibitor Set up: August 22

10am - 5pm

Reception: August 22

5:45pm - 7:15pm

Expo Hours: August 23

8am - 3:45pm

FLOOR PLAN:

6-6-2023

10+ Aisles

BOOTH COUNTS:

(136) 8' x 10'



Smith Expo

1173 Airport Parkway

Suite C

Greenwood, IN 46143

317-362-6890

Mike Smith, Owner



Smith Expo

Aim: Accelerate Indiana Municipalities French Lick Resort August 22-23, 2023

OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143
- Phone: 317.362.6890
- Email: msmith@smithexpo.com

HBMA 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' x 2' x 30" high Black Spandex Skirted Table
- Seating: Two Folding Chairs
- Ballroom Carpet
- Signage: One ID Sign
- Electrical services: Order Form included in kit, ordered through French Lick Resort

Important Dates (Check all order forms for additional deadlines)

• Advanced Order Deadline:	Fri., Aug. 18, 2023	3 PM
• Advance Freight Deadline (without surcharge):	Fri., Aug. 18, 2023	3 PM
• Move-in:	Tues., Aug. 22, 2023	10 AM - 4 PM
• Reception:	Tues., Aug. 22, 2023	5:45 PM - 7:15 PM
• Show Hours:	Wed., Aug. 23, 2023	8 AM - 3:45 PM
• Move-out:	Wed., Aug. 23, 2023	3:45 PM - 5 PM
• Freight Re-Route:	Wed., Aug. 23, 2023	5 PM

Advance Warehouse

- Company Name, Booth #
- Aim 2023
- c/o Smith Expo
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143

Direct to Show Site

- Company Name, Booth #
- Aim 2023
- 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 2023

Tables

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

Qty	Item	Advance	Standard	Subtotal
30" High Unskirted Tables				
	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

Qty	Item	Advance	Standard	Subtotal
42" High Spandex Skirted Tables				
	4' x 24" wide	\$65	\$81	\$
	6' x 24" wide	\$85	\$106	\$
	8' x 24" wide	\$105	\$131	\$

Qty	Item	Advance	Standard	Subtotal
42" High Unskirted Tables				
	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

Qty	Item	Advance	Standard	Subtotal
24" Round Cocktail Tables				
	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Add Spandex Cover	\$10	\$15	\$

Qty	Item	Advance	Standard	Subtotal
24" Round Cocktail Tables – Tulip Base/White Top				
	30" High	\$65	\$82	\$
	40" High	\$75	\$94	\$

Accessories / Labor / Shipping

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 ½" Padding	\$85	\$106	\$

Qty	Item	Advance	Standard	Subtotal
Supplies / Labor				
	Shrink Wrap w/Labor	\$45/Skid		\$
	Banding w/Labor	\$55/Skid		\$
	Cart Load Service	\$25/Cart		\$
	Forklift Service	\$25 / Lift		\$

Qty	Item	Advance	Standard	Subtotal
Shipping *See Material Handling Resource Guide for Terms & Conditions (Page 4)				
	Advance (per 100 lbs; 200 lb in.)	\$65/100 lbs	200 lb. min	\$
	Direct (per 100 lbs; 200 lb min.)	\$62/100 lbs	200 lb. min	\$
	Special Material Handling		35%	\$

Advance Ordering Deadline
Friday, August. 18, 2023 at 3 PM

Important Notes

- Complete this form and return it to 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 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 2023

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 AUGUST 18, 2023 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 2023



Material Handling Terms and Conditions

- Advance Shipments to arrive prior to 3 PM Fri., August 18, 2023
- 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:
 - Received at the warehouse after 3 PM Fri., August 18, 2023
 - 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 WEDNESDAY, AUGUST 23, 2023 @ 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 MSMITH@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.



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 Order Form

2 day Event

GROUP ID: 2023Aim Booth #: _____

Event Information

Event Name: Accelerate Indiana Municipalities Annual Conference (AIM) Dates: August 22-23, 2024

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			\$ 125.00	
Addition Power Strip w/ Extension Cord			50.00	
			Electric Total:	
<i>Trade show is August 22-23, 2023</i>			7% Sales Tax:	

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	
			AV Total:	
			7% Sales Tax:	
<i>The a/v service fee is calculated by adding the a/v total multiplied by the 21% only (no tax)</i>			21% AV Svc Fee:	

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	
<i>Please provide Plug Configuration for 208 Power Requests for ALL 208 Power Needs</i>			Equip Total:	
<i>There will be a \$75 plus total of all charges for any requests added day of</i>			7% Sales Tax:	
			Total:	



FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA

RES ID: 2023AIM Booth #: _____

Exhibitor Payment & Acknowledgement Form

Event Information

Event Name: Accelerate Indiana Municipalities Annual Conference (AIM) Dates: August 22-23, 2023

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, 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: _____



Smith Expo

ADVANCE WAREHOUSE
by 3PM on August 18, 2023

SMITH EXPO
1173 Airport Pkwy., Ste. C
Greenwood, IN 46143

EVENTNAME: Aim 2023 **DATES:** August 22-23, 2023

COMPANY NAME: _____

BOOTH #: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING



Smith Expo

DIRECT TO SHOW SITE
August 22-23, 2023
(ONLY during load-in hours)

French Lick
c/o SMITH EXPO
8331 West ST RD 56, Ste. #3
West Baden, IN 47469

EVENTNAME: Aim 2023 DATES: August 22-23, 2023

COMPANY NAME: _____

BOOTH #: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA

EXHIBITOR GUIDELINES

AGREEMENT FOR SPACE

1. The Exhibitor will acknowledge by Signature on the attached Order form that a Duly authorized rep

ANIMALS

2. FLR is a pet friendly hotel with a 75lb limit;
3. Apart from ADA Service Animals, animals are not permitted inside the Event Center meeting rooms and Exhibition Hall during mealtimes or around food stations.

DECORATIONS

1. Decorations must not be affixed to walls, windows, columns, by tape, nails, staples, or other methods. Decorations may be affixed to sound dampening boards, ceilings, and doors by FLR personnel, which may incur an additional cost.
2. Decorations must not block emergency lighting, facility signage, access to fire safety equipment or flow of the HVAC system.
3. FLR reserves the right to remove any decoration for any reason it deems valid.
4. FLR is pleased to provide floral and balloon arrangement services for purchase through our on-site floral department. Helium balloons may be used for decoration only and must be securely affixed to a weight or structure.
5. Hay, straw, wood chips, and any other flammable material to be used for decorative purposes must be fireproofed. Plastic covering must be placed on the floor before the material is displayed, and the material must be contained from spreading beyond the plastic covering.
6. Any questions concerning Decorations should be directed to a Resort planning manager.

CAPACITY

1. Exhibition Hall: Floor is 4" thick. The Director of Facilities on a case - by - case basis must approve any equipment or vehicle over standard car/truck. North bay door – max height and width 13.5'x13.5'
2. Hoosier Ballroom is the only room within the Event Center that can accommodate passenger vehicles. Heavier equipment/vehicles may be approved on a case - by - case basis.

FACILITIES

1. A Freight Elevator is available to transport freight, large equipment, and large items that cannot be accommodated by the guest elevators. This elevator must not be used as passenger or guest elevator.

FIRE SAFETY

1. For safety, all events and guests must comply with all laws of the United States and the state of Indiana, all ordinances of French Lick and West Baden Springs, and all rules and requirements of the police and fire departments of other municipal authorities of French Lick and West Baden Springs and all rules and regulations as prescribed by FLR.
2. Nothing is permitted to block any fire-fighting or emergency equipment throughout the property. This includes fire hose and extinguisher cabinets, as well as fire pull boxes. Aisles and fire doors must be kept free for use.
3. Propane tanks are not permitted in the facility without written approval.



FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA

4. All candle decorations must be approved in advance and must be enclosed in a nonflammable container.
5. Grease or other waste material are never to be poured into drains. Grease and any hazardous material must be removed in proper containers in accordance with applicable regulations and ordinances.

6. All forms of smoking are prohibited within FLR properties other than in the designated Outdoors Areas and within the Designated Area of the Casino.

FOOD AND BEVERAGE

1. FLR is the exclusive provider of all food and beverage catering.
 - a. Services offered include booth catering, boxed lunches, concessions, bakery, and bar services.
 - b. Outside food and beverage is not permitted in the exhibit space.
 - c. Exhibitors wishing to utilize food and or beverages as Traffic Promoters must receive approval from the Event Planning department.

SAMPLING

1. Exhibitors at private conventions relating to food and beverage may sample food and beverage within the following guidelines.
 - a. Items displayed and consumed are limited to products manufactured, processed, or marketed by the exhibiting company and are related to the theme of the show.
 - b. Indiana state law prohibits the sampling and distribution of any alcoholic beverage.
 - c. All items are limited to SAMPLE SIZE.
 - Beverages are limited to 2 oz. container.
 - Food items are limited to a "bite size", two oz. or less.
2. Standard fees for storage, handling, delivery, etc. will be charged where applicable.

COOKING AND PREPARATION

1. Only limited food preparation is allowed during an event including hot holding, cold holding, assembly, and/or serving.
2. All cooking requires prior written approval from FLR and must be in accordance and with written approval of the State of Indiana Fire Marshal and local Fire Department, as well as the Orange County Health Department.
 - a. If cooking in a booth, floor mats must be rented to protect carpet / flooring.

LOAD IN/LOAD OUT

1. For loading into the Exhibition Hall, all exhibitor load in and load out is to come through the north garage door to decrease congestion in front door and business center.
2. Heavy equipment is available upon request. See French Lick Resort Exhibition Order Form for details.
 - a. **Requests must be received by two (2) weeks prior to the group's arrival.**
3. The dock is for the loading and unloading of vehicles only.
 - a. Any vehicles parked in the dock outside of load in and load out times may be removed at the owner's expense.
4. Overhead doors will be operated by Resort personnel and will be available or used only after prior arrangement is made with Meeting and Events staff.
5. All exhibits, equipment, displays, etc. must observe the floor load capacities of the building.



FRENCH LICK RESORT®

FRENCH LICK & WEST BADEN · INDIANA

- a. If you are unsure if your vehicle or equipment is in excess of the load limit, please reach out to your Event Planner.
6. A Limited number of utility carts are available to be checked out at Conference Concierge to assist with loading and unloading of vehicles.
 - a. Utility Carts must be operated in a safe manner and returned to the Event Center Concierge desk when no longer in use.

MOTOR VEHICLES DISPLAY

1. All vehicles must adhere to the following policies:
 - a. Permission to display vehicles must be obtained in writing form FLR 30 days prior to display date.
 - b. Battery cables must be disconnected and secured.
 - c. A vehicle with a cutoff switch is not required to disconnect the battery cables, but switch must remain off throughout entire show and cannot be accessible to the public.
 - d. Fuel tanks must have no more than ¼ tank of gas or five (5) gallons of gas, whichever is less.
 - e. Fuel filler caps must be equipped with locking cap and/or sealed with tape.
 - f. Alarms must be deactivated for the length of shows.
 - g. Transfer of fuel must happen **outside** of the building and must be into proper containers.
 - h. If necessary, precautions may be required to prevent vehicles from rolling.
 - i. All meeting and event spaces are carpeted therefore drip pans are required under vehicles to prevent leakage.
 - j. Compressed natural gas vehicles must have a maximum amount of fuel of no more than one fourth (1/4) of a tank. Individual tank isolation valves must be closed once the vehicle has been positioned. Batteries must be secured in the same manner as with gasoline or diesel-powered vehicles.
 - k. Electrical/battery powered vehicles must recharge batteries outside the building.
 - l. High performance powered vehicles equipped with nitrous oxide as a fuel additive must have the nitrous oxide cylinder removed and/or secured to prevent tampering.
 - m. Gasoline tanks on motorcycles or motor bikes are to be empty. Battery cables need to be disconnected and secured.
 - n. Garden tractors, lawn mowers, generators, chain saws, power plants, and other types of petroleum fuel operated power tools, appliances, vehicles and equipment shall be secured and safe guarded in a similar manner as noted above.
 - o. Any act involving movement of a vehicle using its fuel as a propellant, or any act involving use of the electrical system to demonstrate parts of the vehicle during a show is prohibited. Please speak with the meeting and event planner if this is necessary.
 - p. FLR assumes no responsibility for losses suffered by the client or their agents occasioned by theft of any equipment, articles, or property.

PAYMENT

1. To remain PCI compliant, no credit card information can be written down.
 - a. An Accounting Agent will call you 5-7 prior to the event to receive the Credit Card Number and Process Payment.
2. There is a \$75 fee for anything technology or electricity that is added day of
 - a. This Fee is in addition to the price of the service.



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA

POWER

1. French Lick Resort is the sole provider of power.
 - a. To see options please refer to the Exhibitor Order Form (page 6 of 7)
2. Please express on the form what type of plug is needed if using 208 volt.
 - a. Due to Limited Locations / Rooms this may affect Booth Layout, if 208 Power is needed Please Notify your Event Planner.

RAFFLES AND GAMES OF CHANCE/CHARITY GAMING

1. Please contact the event planner to learn about Indiana Gaming Commission regulations regarding raffles and games of chance.

SAFETY AND SECURITY

1. During Load In and Load Out, the exhibit hall and loading dock are hazardous work areas. As such, the following will be strictly enforced.
 - a. No drinking of alcoholic beverages or the use of controlled substances will be permitted, no horseplay, no speeding or reckless use of equipment.
2. Exhibitors cannot bring any material, substance, equipment, or object which may endanger the life of, or cause bodily injury to, any person in the facility, or which may constitute a hazard to the building or the property therein.
3. French Lick Resort Security personnel reserve the right to inspect any carton, satchel, container, briefcase, luggage or package brought into or taken out of the facility.
4. The carrying of firearms and/or other weapons of any kind within the facility is limited to "officers of the law" unless prior written approval is obtained from French Lick Resort Management.
5. The facility accepts no responsibility for loss of equipment left unsecured in the exhibitor's area.
6. Abusive language, threats, assault, vandalism, theft, and similar acts will result in the immediate removal of the offender from the premises.
 - a. In case of violation of the law, charges may be filed for prosecution.

SHIPPING AND RECEIVING

1. Due to limited space at the Resort for receiving and storage it is recommended that Exhibitors make shipping arrangements with the decorator handling the event.
 - a. If shipping directly to the Resort, please plan to deliver no more than 72 hours prior to show dates.
2. To sign for a package, the following information needs to be located on the package.
 - a. Please see the Shipping Label document (Page 7).
 - b. All packages need to include the following information.
 - c. Name of Group, Dates of Events, Company Name, and Booth Number
3. Please address all packages to:

French Lick Resort
8331 West St Rd 56 Ste #3
West Baden, IN 47469

Please contact French Lick Resort with further questions or concerns.



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA

RES ID: _____ Booth #: _____

Exhibitor Order Form

Event Information

Event Name: AIM

Dates: 8/22 & 8/23

Contact Information

Company Name: _____

On-Site Contact: _____

Electrical (Includes (1) Extension Cord)	Quantity	Days	Daily Rate	Item Total
120 Volt Outlet (Maximum 20 Amps or 2,200 Watts)			\$ 50.00	
208 Volt Outlet (Maximum 20 Amps or 3,600 Watts)			\$ 80.00	
208 Volt Outlet (Maximum 20 Amps or 6,000 Watts)			\$ 90.00	
208 Volt (31-50 amp) - Exhibition Hall/Windsor Only			\$ 100.00	
208 Volt Outlet (0 - 20 amps - 2 wire conductor) - Hoosier Only			\$ 125.00	
Additional Power Strip and Extension Cord			\$ 30.00	
<i>Specify 208 Plug Type:</i>			Electric Total:	

***Please provide plug configuration for any non-standard 120 volt power needs. ***

Audio/Visual	Quantity	Days	Daily Rate	Item Total
42" LCD Display (includes 6' stand, cables, and technical support)			\$ 200.00	
55" LCD Display (includes 6' stand, cables, and technical support)			\$ 300.00	
65" LCD Display (includes 6' stand, cables, and technical support)			\$ 400.00	
80" LCD Display (includes 6' stand, cables, and technical support)			\$ 500.00	
Blu-Ray Player			\$ 75.00	
Windows Laptop			\$ 200.00	
LED Uplight			\$ 75.00	
Video Cables (VGA, HDMI, ET etc.)			\$ 25.00	
5' Easel			\$ 20.00	
<i>All Audio-Visual rentals are subject to a 22% service fee</i>			AV Total:	

Equipment	Quantity	Days	Daily Rate	Item Total
Rug (Mandatory for Vendors Cooking / Using Fryer)			\$ 20.00	
Pallet Jack			\$ 50.00	
Facility Personnel - By the Hour		hours	\$50.00 /hr	
Genie Personal Lift <i>*Must be operated by facilities personnel.</i> Time:			\$ 400.00	
Fork Lift <i>*Must be operated by facilities personnel.</i> Time:			\$ 400.00	
			Equipment Total:	

2-Day minimum on any item selected.

Sub Total:	_____
7% Sales Tax:	_____
22% AV Service Fee:	_____
Total:	_____

There will be a \$75 charge for any items added day of the event

Any unreturned or damaged equipment may result in additional fees



FRENCH LICK RESORT®
 FRENCH LICK & WEST BADEN · INDIANA

RES ID: _____ Booth #: _____

Exhibitor Payment Form

Event Information

Event Name: AIM Dates: 8/22 & 8/23

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)

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, for any questions please call 812-936-5824.

If you are having items shipped to the resort be sure to include the attached shipping label

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

Credit Card Number: _____ Exp. Date: _____

Name on Card: _____ CVV Code: _____



FRENCH LICK RESORT®
FRENCH LICK & WEST BADEN · INDIANA

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: _____

Please call Conference Concierge at 812-865-6568 with any questions or concerns.