

NEEO

Newly Elected Officials Training

EXHIBITOR KIT



EXHIBITOR KIT

TRADESHOW LOCATION

Indiana Convention Center
Sagamore 3-7
100 S Capitol Avenue
Indianapolis, IN 46225

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

November 8

Online Booth Registration Begins at 2:00 p.m. EST

January 16

Exhibit Hall Open

SHOW SCHEDULE

Tuesday, January 16

- | | |
|-----------------------|--|
| 8:00 a.m. – 6:30 p.m. | Exhibit Hall Registration
<i>Indiana Convention Center, Sagamore 3–7</i> |
| 8:00 a.m. – 1:00 p.m. | Exhibitor Move-in & Set-up
<i>Indiana Convention Center, Sagamore 3–7</i> |
| 2:00 p.m. – 7:00 p.m. | Show Open
<i>Indiana Convention Center, Sagamore 3–7</i> |
| 5:00 p.m. – 7:00 p.m. | Welcome Reception in Exhibit Hall
<i>Indiana Convention Center, Sagamore 3–7</i> |
| 7:00 p.m. | Grand Prize Drawing & Exhibit Hall Closes
<i>Indiana Convention Center, Sagamore 3–7</i> |
| 7:00 p.m. – 9:00 p.m. | Exhibitor Move-out
<i>Indiana Convention Center, Sagamore 3–7</i> |

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
- Two (2) Booth Attendees – complete included form and return to Lesley Mosier at Imosier@aimindiana.org

Please note: A company must be a sponsor of Boot Camp to register and attend Boot Camp events outside of the Exhibit Hall. Solely being an exhibitor does not grant access to these events. Online booth registration is available at aimindiana.org beginning November 8th. If you are interested in sponsoring the Newly Elected Officials Boot Camp, please reach out to Lesley Mosier at Imosier@aimindiana.org.

ADDITIONAL SERVICES

Additional services are available through both Smith Expo and the Indiana Convention Center. Please see attached forms for services available through Smith Expo. Please use the Indiana Convention Center website at [Exhibit – Indiana Convention Center & Lucas Oil Stadium \(icclos.com\)](http://Exhibit - Indiana Convention Center & Lucas Oil Stadium (icclos.com)) for services available through the Convention Center.

MATERIALS SHIPPING

Inbound shipments direct to the Indiana Convention 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 per package handling/storage fee. Please use the following format with addressing packages:

Company Name, Booth #
Event: AIM: NEO
Ind. Conv. Ctr. c/o Smith Expo
100 South Capitol Avenue
Indianapolis, IN 46225

Advanced shipments direct to the Smith Expo warehouse must be received before 3:00 p.m. on January 5, 2024. Shipments received after this date will be assessed a special handling fee. Please use the following format with addressing packages:

Company Name, Booth #
Event: AIM: NEO
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, January 16, from 8:00 a.m. – 1:00 p.m. Exhibitor move-out will take place on Tuesday, January 16, from 7:00 p.m. – 9:00 p.m. **Please do not tear down your booth before 7:00 p.m.**

EXHIBITOR REGISTRATION

Exhibitor registration will be located at the Indiana Convention Center, Sagamore 3-7. Exhibit Hall registration will be open Tuesday, January 16, from 8:00 a.m. – 6:30 p.m.

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 January 9, 2024. 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 January 2, 2024, will receive a refund less a \$75 processing fee. No refunds will be issued for cancellations received after this date.



Smith Expo

**Aim – Newly Elected Officials: Boot Camp
Indiana Convention Center (Sagamore 3-7)
Indianapolis, IN
January 16, 2024**

**OFFICIAL SHOW
DECORATOR**

- Smith Expo LLC
- 1173 Airport Pkwy Ste 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: 317.237.6200 x 223
- 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
- Carpeting: Ballroom Carpet
- Signage: One ID Sign

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

- | | | |
|--|------------------------|-------------|
| •Advanced Order Deadline: | Fri., January 5, 2024 | 3 PM |
| •Advance Freight Deadline (without surcharge): | Fri., January 12, 2024 | 3 PM |
| •Move-in: | Tues., Jan 16, 2024 | 8 AM - 1 PM |
| •Show Hours: | Tues., Jan 16, 2024 | 2 PM - 7 PM |
| •Move-out: | Tues., Jan 16, 2024 | 7 PM - 9 PM |
| •Freight Re-Route: | Tues., Jan 16, 2024 | 9 PM |

Advance Warehouse

- Company Name, Booth #
- AIM: NEO 2024
- c/o Smith Expo
- 1173 Airport Pkwy Ste C
- Greenwood, IN 46143

Direct to Show Site

- Company Name, Booth #
- AIM: NEO
- Ind. Conv. Ctr. c/o Smith Expo
- 100 South Capitol Ave
- Indianapolis, IN 46225

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 NEO 2024

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	\$

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	\$
				\$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)*

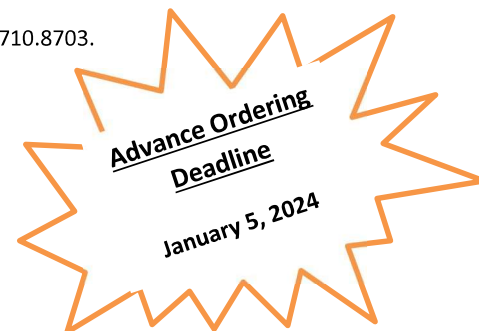
	Advance (per 100 lbs; 200 lb min.)	\$65/100 lbs	200 lb. min	\$
	Direct (per 100 lbs; 200 lb min.)	\$62/100 lbs	200 lb. min	\$
	Small Packages (Onsite Only)	\$15	25 lb. max	\$
	Special Material Handling		35%	\$

Important Notes

- Complete this form and return it to hsmith@smithexpo.com.
- 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 \$ _____
 9% 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 NEO 2024

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 JANUARY 5, 2024 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 NEO 2024



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 TUESDAY, JANUARY 16 @ 9 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****

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.

