



## 87th Annual Conference & State Board of Accounts School

May 15, 2024

The ILMCT Vendor Chair welcomes and encourages you to celebrate and be part of the Indiana League of Municipal Clerks and Treasurers 87<sup>th</sup> Annual Conference and State Board of Accounts School, June 23-27, 2024, at the Century Center in South Bend, Indiana.

ILMCT is offering several options for your company or organization to be involved in the conference. **NEW FOR 2024**, the Exhibit Hall will be offered on Tuesday, June 25 and Wednesday, June 26, in conjunction with State Board of Accounts School. Because we anticipate 400 registrants you will receive maximum networking opportunity. Exhibit Booths may be reserved by completing the enclosed Exhibitor Agreement. The price per a booth is \$600 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 Tuesday Welcome Reception and 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 Exhibitor Services Order Form provided by Century Center and contained within this Exhibitor Packet.** Please return the Exhibitor Services Order Form to [sandyh@centurycenter.org](mailto:sandyh@centurycenter.org). 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 30, 2024. The Exhibit Hall will be located in the Convention Hall of the Century 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 30, 2024. Full registration is available for company representatives by filling out the enclosed Registration Form by Thursday, May 30, 2024. Additionally, Welcome Event tickets are also available to exhibitors for Monday night for a \$50 fee. Please order tickets on the included registration form. Tickets cannot be purchased after May 30.

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 23, 2024, to receive the special rate. Please note that the hotel blocks may sell out before the reservation deadline of May 23, 2024. Please check the ILMCT webpage at <https://aimindiana.org/ilmct> for any updates relative to lodging availability.

## HOTEL INFORMATION

<p><b>DoubleTree by Hilton Hotel South Bend</b>  123 N Dr. Martin Luther King Jr. Boulevard  South Bend, IN 46601  (574) 283-7112  Request Group Code: ILMCT Conference  Online Booking: The online booking link can be found on the ILMCT website located at <a href="https://aimindiana.org/ilmct">https://aimindiana.org/ilmct</a>.</p> <p><b>Room Rate:</b>  \$129 plus tax</p> <p><b>Parking:</b> \$10 Daily Parking setup through hotel upon arrival with in and out access.</p>	<p><b>Courtyard by Marriott South Bend Downtown</b>  121 S Dr. Martin Luther King Jr. Boulevard  South Bend, IN 46601  (574) 237-7777  Request Group Code: AIMN  Online Booking: The online booking link can be found on the ILMCT website located at <a href="https://aimindiana.org/ilmct">https://aimindiana.org/ilmct</a>.</p> <p><b>Room Rate:</b>  \$98 plus tax</p> <p><b>Parking:</b> \$22 Daily Valet Parking setup through hotel upon arrival with in and out access.</p>
<p><b>Aloft South Bend</b>  111 N Main Street  South Bend, IN 46601  (574) 344-5406  Request Group Code: ILMCT Conference  Online Booking: The online booking link can be found on the ILMCT website located at <a href="https://aimindiana.org/ilmct">https://aimindiana.org/ilmct</a>.</p> <p><b>Room Rate:</b>  \$129 plus tax</p> <p><b>Parking:</b> \$10 Daily Parking setup through hotel upon arrival with in and out access.</p>	

If you have questions, please contact Lisa Mullaney at [clerk@townofargos.com](mailto:clerk@townofargos.com), Karen Heim at [kheim@townofculver.org](mailto:kheim@townofculver.org), or Lesley Mosier at (317) 237-6200 ext. 223 or [lmosier@aimindiana.org](mailto:lmosier@aimindiana.org). We thank you for your support of the League and hope to see you in June.

Sincerely,

***Karen Heim, Clerk-Treasurer, Culver***  
ILMCT President

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



87th Annual Conference & State Board of Accounts School

**JUNE 23-27, 2024**  
**Century Center**  
**South Bend, Indiana**

**AGENDA**

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

**Sunday, June 23**

8:00 a.m. – 3:00 p.m.	Athenian Dialogue <i>(additional registration fee)</i>
2:30 p.m. – 5:00 p.m.	Conference Registration
4:00 p.m. – 8:00 p.m.	Executive Committee Meeting and Dinner

**Monday, June 24**

6:30 a.m. – 7:15 a.m.	Yoga at the Gridiron
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 Workshops
12:15 p.m. – 1:30 p.m.	Institute & Academy Lunch
1:45 p.m. – 4:45 p.m.	Institute & Academy Workshops
6:00 p.m. – 8:00 p.m.	Welcome Event

**Tuesday, June 25**

6:30 a.m. – 7:15 a.m.	G.R.I.T. at the Gridiron
7:00 a.m. – 5:00 p.m.	Conference Registration
7:15 a.m. – 8:15 a.m.	State Board of Accounts School Continental Breakfast
8:30 a.m. – 12:00 p.m.	State Board of Accounts School
11:00 a.m. – 2:30 p.m.	State Board of Accounts Resource Center
12:00 p.m. – 1:00 p.m.	State Board of Accounts School Lunch
1:15 p.m. – 2:45 p.m.	State Board of Accounts School
<b>2:30 p.m. – 5:00 p.m.</b>	<b>Exhibitor Move-in</b>
3:00 p.m. – 5:00 p.m.	Opening Business Session
<b>5:00 p.m. – 6:30 p.m.</b>	<b>Exhibit Hall Welcome Reception</b>

**Wednesday, June 26**

6:30 a.m. – 7:15 a.m.

7:00 a.m. – 9:00 a.m.

**7:30 a.m. – 8:45 a.m.**

**7:30 a.m. – 1:00 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.**

**12:45 p.m. – 1:00 p.m.**

1:00 p.m. – 3:30 p.m.

3:30 p.m. – 4:30 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.

Jazzercise at the Gridiron

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

**Lunch with Exhibitors**

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

State Board of Accounts School

Institute & Academy Workshop

Conference Registration

President's Reception

Annual Banquet

**Thursday, June 27**

8:30 a.m. – 10:30 a.m.

Closing Session & Breakfast



87th Annual Conference & State Board of Accounts School

**2024 ILMCT Annual Conference & State Board of Accounts School  
EXHIBITOR AGREEMENT**

Please return this completed form with payment no later than **Thursday, May 23, 2024** to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, IN 46204. Booths reserved after May 23 may not be listed in the conference program. The tradeshow will take place at the Century Center Convention Center in Convention Hall, Tuesday, June 25 and Wednesday, June 26, 2024. You will be notified of your booth confirmation via email. **BOOTH PREFERENCES ARE NOT GUARANTEED.**

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Company/Organization Name (please state as you prefer to be listed in conference program)

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Contact Name & Title

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Billing Address

---

City

State

Zip Code

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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 Tuesday Welcome Reception and Wednesday continental breakfast and lunch in the Exhibit Hall.

**DOOR PRIZES**

Door prizes will be given away in the Exhibit Hall at approximately 12:45 p.m. Exhibitors may also give any individual door prizes at this time, if desired.

**FEES**

**Exhibit Booth**

Number of Booths \_\_\_\_\_ X \$600.00 = \$\_\_\_\_\_

Company Representatives (limited to two per booth)

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Name & Title

**BOOTH PREFERENCES – PREFERENCES ARE NOT GUARANTEED.**

Booth # \_\_\_\_\_ (1<sup>st</sup> choice)

Booth # \_\_\_\_\_ (2<sup>nd</sup> choice)

Booth # \_\_\_\_\_ (3<sup>rd</sup> choice)

Booth # \_\_\_\_\_ (4<sup>th</sup> choice)

Booth # \_\_\_\_\_ (5<sup>th</sup> choice)

**ADDITIONAL TICKETS**

**Welcome Event**

Number Attending \_\_\_\_\_ X \$50.00 = \$\_\_\_\_\_

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Name & Title

**President's Reception & Annual Banquet Only**

Number Attending \_\_\_\_\_ X 175.00 = \$\_\_\_\_\_

After May 25 \_\_\_\_\_ X 225.00 = \$\_\_\_\_\_

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Name & Title

**PAYMENT**

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Total Amount

Pay by Check - Mail to ILMCT, 125 W. Market Street, Suite 100, Indianapolis, Indiana 46204

Pay by Credit Card

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Credit Card Number

Verification Code

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Name on Credit Card

Expiration Date

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Credit Card Billing Address

Authorized Signature



87th Annual Conference & State Board of Accounts School

**2024 ILMCT Annual Conference & State Board of Accounts School  
SPONSORSHIP AGREEMENT**

Please return this completed form with payment no later than **Thursday, May 30, 2024** to ILMCT, 125 W Market Street, Suite 100, Indianapolis, IN 46204 or [lmosier@aimindiana.org](mailto:lmosier@aimindiana.org). Sponsorships reserved after May 30 may not be listed in the conference program. You will receive confirmation of your sponsorship via email.

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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<sup>^</sup>.

### **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<sup>^</sup>.

### **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<sup>^</sup>.

### **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<sup>^</sup>.

### **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<sup>^</sup>.

## **\* SPONSOR AD INFORMATION**

The deadline for submitting ad information is **Thursday, May 30, 2024**. Ads should be emailed to Lesley Mosier at [lmosier@aimindiana.org](mailto: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

## **^ TOTE BAG PROMOTION ITEM**

Approximately 400 tote bag promotions items must be delivered to Karen Heim or Lesley Mosier no later than **Friday, June 14<sup>th</sup>** at the address listed below.

Karen Heim  
Town of Culver  
200 E Washington Street  
Culver, IN 46511

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



## EXHIBITOR SERVICES ORDER FORM CENTURY CENTER CONVENTION CENTER

120 S. DR. MARTIN LUTHER KING JR. BLVD. SOUTH BEND, INDIANA 46601  
PHONE: (574) 235-9711 FAX: (574) 235-9185 EMAIL: SANDYH@CENTURYCENTER.ORG

EVENT:		COMPANY NAME:					
EVENT DATES:		ADDRESS:					
EXHIBIT LOCATION/BOTH:		CITY:		STATE:		ZIP:	
ORDERED BY:		PHONE:					
ON-SITE CONTACT:		EMAIL:					
ITEM		# OF DAYS	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL TAXABLE	TOTAL NON TAXABLE
<b>ELECTRIC</b>							
STANDARD OUTLET (UP TO 2400 WATTS)				\$50	\$75		
208 VOLT - 20 AMPS				\$80	\$120		
208 VOLT - 30 AMPS				\$90	\$135		
208 VOLT - 40 AMPS				\$100	\$150		
208 VOLT - 50 AMPS				\$110	\$165		
208 VOLT - 60 AMPS				\$140	\$210		
208 VOLT - 100 AMPS				\$190	\$285		
208 VOLT - 150 AMPS				\$225	\$338		
208 VOLT - 200 AMPS				\$300	\$450		
208 VOLT - 400 AMPS				\$350	\$525		
CUSTOM OR DIRECT WIRING CONNECTIONS				CALL	CALL		
<b>WATER</b>							
ONE TIME FILL, & DRAIN 100 GALLONS OR LESS PER UNIT				\$150	\$225		
ONE TIME FILL, & DRAIN 100 TO 350 GALLONS PER UNIT				\$225	\$275		
ONE TIME FILL, & DRAIN OVER 350 GALLONS OR LESS PER UNIT				CALL	CALL		
<b>SERVICES</b>							
BLACK & WHITE PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)				N/A	\$0.30		
COLOR PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)				N/A	\$0.50		
FORKLIFT AND OPERATOR				N/A	\$75		
PALLET DELIVERY (VEHICLE OR DOCK TO BOOTH / ROOM)				N/A	\$25		
MOVE-IN / MOVE-OUT SERVICE - ONE ATTENDANT WITH CART (PER TRIP)				\$10	\$20		
BANNER HANGING WITH LIFT				CALL	CALL		
<b>PHONE AND INTERNET</b>							
ANALOG PHONE LINE (CARRIER CHARGES APPLY)				\$50	\$60		
ANALOG PHONE LINE AND PHONE (CARRIER CHARGES APPLY)				\$75	\$85		
WIRED INTERNET CONNECTION				\$250	\$275		
PRIVATE WI-FI (UP TO 5 DEVICES) ADDITIONAL DAYS 50%				\$100	\$120		
PRIVATE WI-FI (UP TO 10 DEVICES) ADDITIONAL DAYS 50%				\$150	\$175		
<b>PAYMENT INFORMATION</b>						<b>TAXABLE</b>	<b>NON TAXABLE</b>
CREDIT CARD TYPE (CIRCLE ONE):		MASTER	VISA	DISCOVERY	AMEX	\$	\$
CREDIT CARD #:							
EXPIRATION DATE:		SECURITY CODE:					
NAME OF CARD (PRINT):							
SIGNATURE:							
BILLING ADDRESS:							
CITY:		STATE:		ZIP:			

TOTAL TAXABLE	\$
SALES 7% TAX	\$
TOTAL NON TAXABLE	\$
<b>GRAND TOTAL</b>	<b>\$</b>

CANCELLATION POLICY - IF A CANCELLATION OCCURS AT LEAST 7 DAYS PRIOR TO THE SCHEDULED MOVE-IN: 100% REFUND. IF THE CANCELLATION OCCURS 1 TO 6 DAYS PRIOR TO THE SCHEDULED MOVE-IN DAY: 50% REFUND. IF THE CANCELLATION OCCURS ON OR AFTER THE FIRST SCHEDULED MOVE-IN DAY: NO REFUND.



ALL TERMS, CONDITIONS, AND RATES ON THIS FORM ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.



**Smith Expo**

**ILMCT  
The Century Center  
South Bend, IN  
June 25-26, 2024**

**OFFICIAL SHOW  
DECORATOR**

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

**IN AWWA 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**

- 10' x 10' Exhibit Spaces
- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Display: 8' Black Spandex Skirted Table
- Seating: Two Folding Chairs
- Trash: One Wastebasket
- Signage: One ID Sign

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

• Advanced Order Deadline:	Fri., June 21, 2024	3 PM
• Advance Freight Deadline (without surcharge):	Fri., June 21, 2024	3 PM
• Move-in:	Tues., June 25, 2024	2:30 PM - 5 PM
• Show Hours:	Tues., June 25, 2024	5 PM - 6:30 PM
• Show Hours:	Wed., June 26, 2024	7:30 AM - 1 PM
• Move-out:	Wed., June 26, 2024	1 PM - 4 PM
• Freight Re-Route:	Wed., June 26, 2024	3 PM

**Advance Warehouse**

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

**Direct to Show Site**

- Company Name, Booth #
- ILMCT
- Century Center c/o Smith Expo
- 120 Dr. Martin Luther King JR.  
South Bend, IN 46601

**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

ILMCT 2024

## 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	\$

<b>Unskirted 30" High Tables</b>				
	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

<b>42" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$65	\$81	\$
	6' x 24" wide	\$85	\$106	\$
	8' x 24" wide	\$105	\$131	\$

<b>Unskirted 42" High Tables</b>				
	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

<b>24" Round Cocktail Tables</b>				
	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	\$
				<b>\$225</b>

<b>Supplies / Labor</b>			
	Shrink Wrap w/Labor	\$45/Skid	\$
	Banding w/Labor	\$55/Skid	\$
	Cart Load Service	\$25/Cart	\$

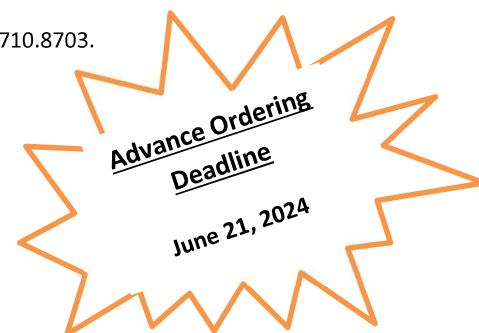
<b>Shipping *See Material Handling Resource Guide for Terms &amp; Conditions (page 4)</b>			
	Advance (per 100 lbs; 200 lb min.)	\$65/100 lbs	200 lb. min \$
	Direct (per 100 lbs; 200 lb min.)	\$62/100 lbs	200 lb. min \$
	Small Packages (Onsite Only)	\$15	25 lb. max \$
	Special Material Handling	35%	\$

## 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 \$ \_\_\_\_\_  
 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

ILMCT 2024

## Payment Policy

- Complete this form and return it to [hsmith@smithexpo.com](mailto: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 JUNE 21, 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](mailto:HSMITH@SMITHEXPO.COM)\***

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



Smith Expo

# MATERIAL HANDLING RESOURCE GUIDE

ILMCT 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 WEDNESDAY, JUNE 26 @ 3 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.**

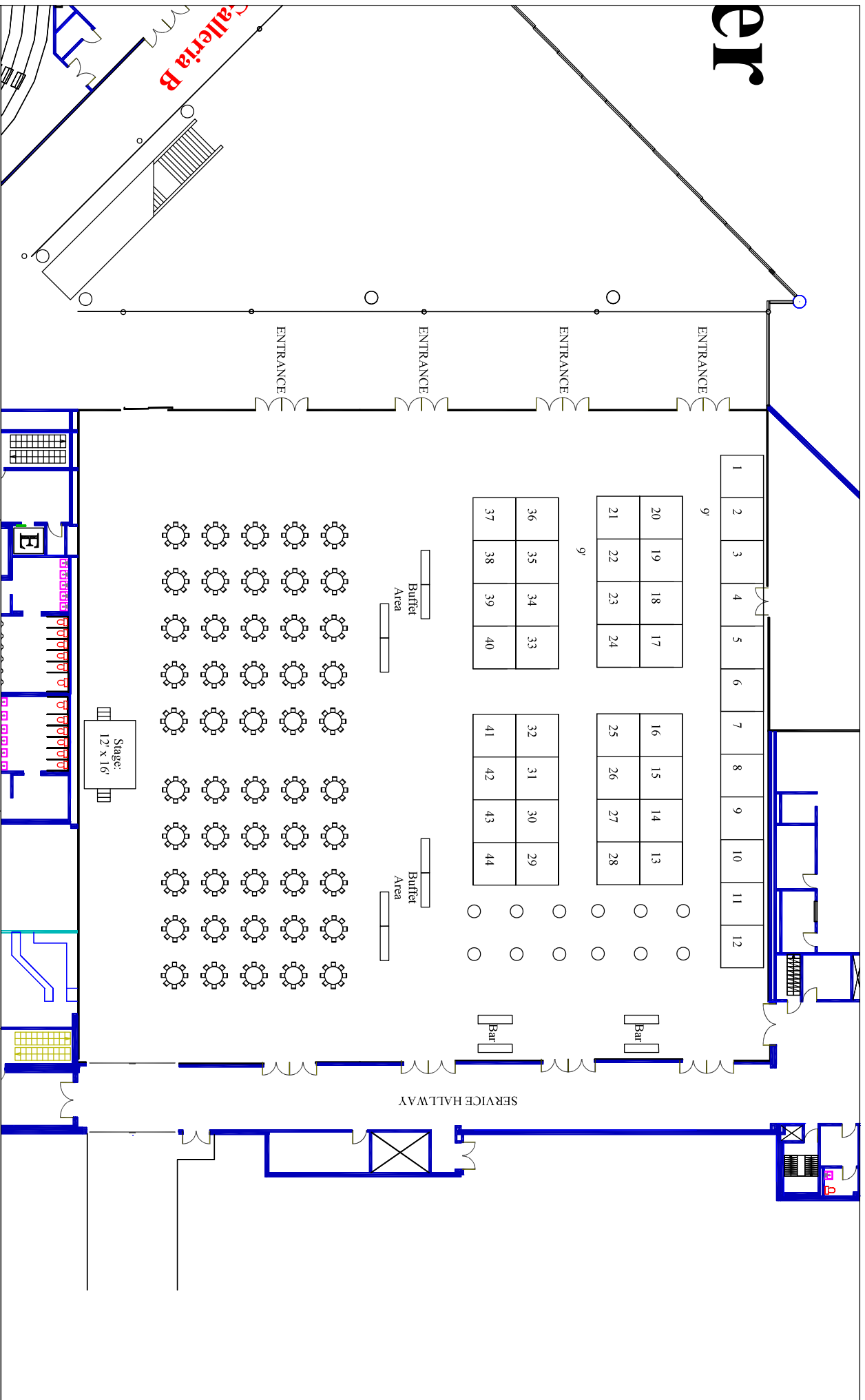
**IMPORTANT:** please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds 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.





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SHOW NAME: **Aim - ILMCT**

FACILITY: **Century Center**  
 Exhibition Hall AB and Galleria A  
 120 South Saint Joseph Street  
 South Bend, IN 46601

DATES: **June 25-26, 2024**

Smith Expo Set up: June 25 8am - 1pm

Exhibitor Set up: June 25 2:30pm - 5pm

Show Hours: June 25 5pm - 6:30pm  
 June 26 7:30am - 1pm

Dismantle: June 26 1pm - 4pm

FLOOR PLAN: **5-9-2024**

9+ Aisles

BOOTH COUNTS:  
 (44) 10' x 10'

1173 Airport Parkway

Suite C

Greenwood, IN 46143



**Smith Expo**

Mike Smith  
 317-362-6890  
 msmith@smithexpo.com