

2014 Indiana GIS Conference May 7th & 8th

Sheraton Indianapolis Hotel at Keystone Crossing

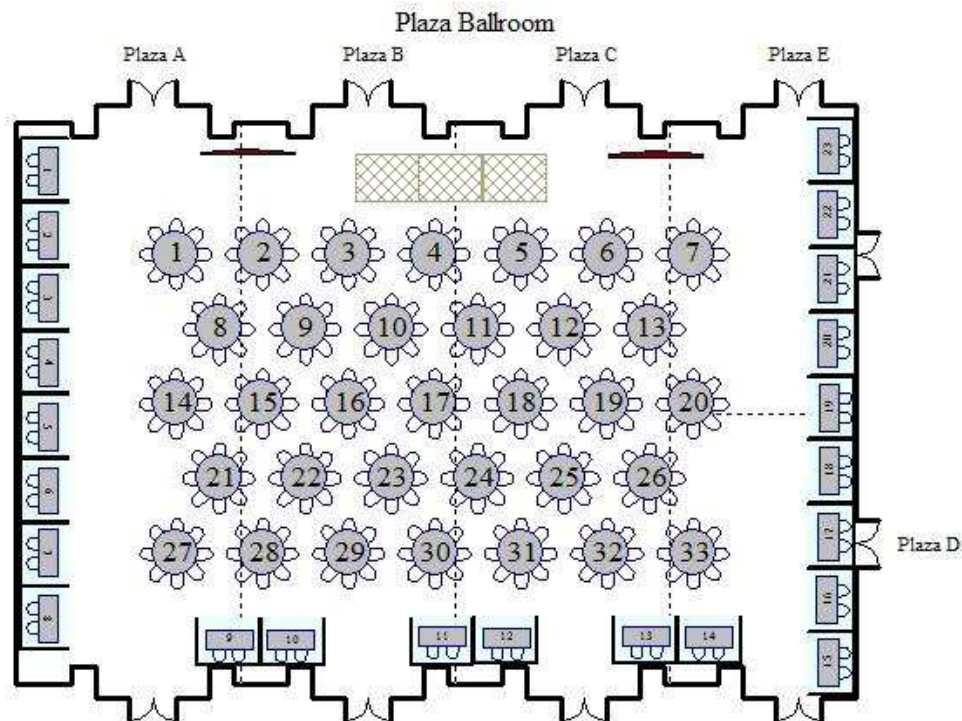


Dear Vendors and Sponsors,

Thank you for being a part of our annual GIS conference this year. We are looking forward to another outstanding event. Below are a few things you'll need to know about Exhibiting and Sponsoring at our 2014 conference. Please read carefully because there are some DEADLINES you do not want to miss!

Booth Information

All Vendor booths are located in the main ballroom. Some IGIC Partner Exhibitor booths may be located outside the ballroom in the main hall if extra space is needed. Final booth assignments are made by Kent Park the week before the event, with priority given to our sponsors.



Booth and Event Layout

Each 8' x 8' Exhibit Booth Includes:

- 2 Full Conference Registrations
- 6' display table
- 2 chairs
- Wireless Internet
- Company listed on conference website and in program
- Access to digital version of attendees list after conference

Optional Services:

- Electric Service*
- Wired Internet
- Other – see order form

* If you need power please bring your own power cords, but the hotel has an additional electric service fee for any Exhibitor who requires power in their booth. If you need power in your booth, IGIC will pay for Advance Orders received from you for the basic power service of 5 AMPS (0 -500 watts) \$25.00 per day. Each exhibitor is responsible to order and pay for any additional services as well as for any Late or Floor Orders. Use the **2014 Sheraton Electrical Charge Form (IGIC).xls** form to fill out your order and email it to Kent Park Kent.Park@Woolpert.com. If you do not need power you do not need to fill out this form, and we will assume you do not need any optional services from the hotel. All orders **must** be received by Kent Park no later than Monday April 28th to insure timely installation at the event. Orders received after this deadline cannot be guaranteed and become the sole responsibility of the Exhibitor.

Schedule**Wednesday May 7th**

9:15am - 11:00am Setup**

11:00am - 7:30pm Exhibits Open

5:45pm - 7:30pm Exhibitors Reception

Thursday May 8th

8:00am - 1:00pm Exhibits Open

1:00pm - 3:10pm Tear Down

** Indiana's Lt. Governor Sue Ellspermann is speaking at our Opening Session in the Plaza Ballroom from 8:30am to 9:15am. Therefore we are asking vendors to please not start setting up in the ballroom until after this event which concludes at 9:15am.

Freight

The Sheraton hotel can accommodate limited pre-shipping. Items shipped must be labeled as follows:

Indiana Annual GIS Conference (and On-Site Contact of individual receiving materials)

C/O The Sheraton Indianapolis Hotel and Suites

8787 Keystone Crossing

Indianapolis, IN 46240

Hold for: Name and Date of Conference

Box (es) _____ of _____ (Multiple boxes MUST be numbered)

ATTN: Hollis Brown, Event Manager

Hotel does not have storage space for crates, pallets or large shipments. Any materials to be sent to Hotel may arrive no earlier than 3 days prior to Tuesday, May 06, 2014. A handling and storage fee of based on weight/size (plus all applicable dates) will be assessed. The mandatory handling and storage fee is retained by the Hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Hotel will not be responsible for any loss or damage to materials sent to Hotel prior to Tuesday, May 06, 2014.

Registration Policy

All exhibitors must be registered. Two complimentary conference registrations are included with each booth. Up to three additional booth participants may register for \$135.00 per person or through sponsorship opportunities. Exhibitor badges will be furnished to each exhibitor and must be worn for identification purposes at all times in the exhibit hall.

Indemnification

Exhibitors agree to indemnify and hold harmless the Indiana Geographic Information Council, The Indiana Geological Survey, the Conference Committee and all co-hosts from and against any and all liability and expenses for personal injury and property damages or loss arising from or out of the use by the exhibitor space or related activities.

Cancellation Policy

All cancellation requests must be received in writing. This policy and the schedule below apply to all exhibitor, individual and sponsor registrations.

April 11, 2014 - Refund less \$35 administrative fee per registration

After April 11 - No refunds

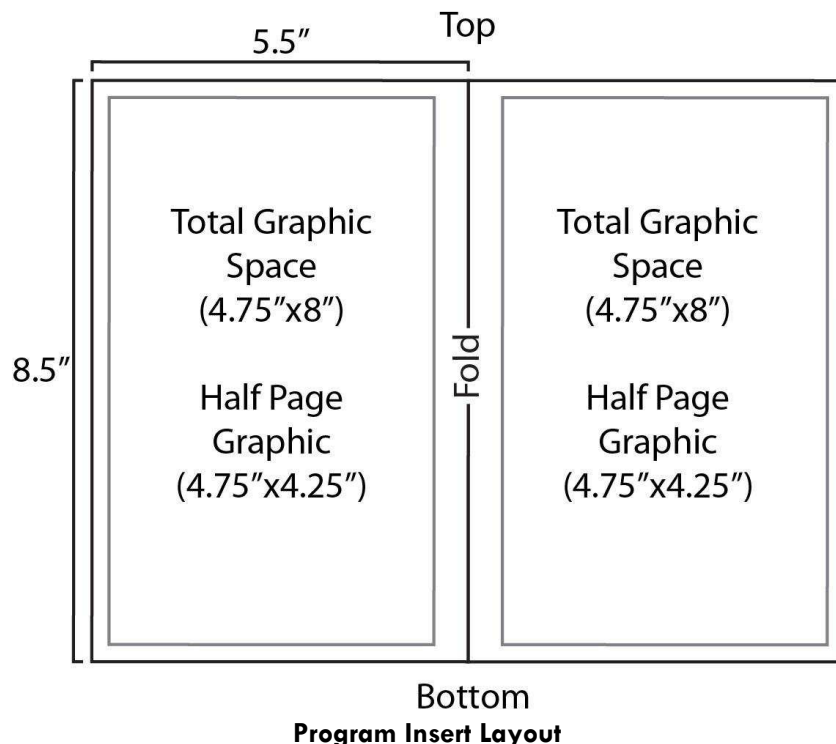
Program Inserts

All vendors and sponsors and vendors are asked to furnish a black and white digital profile or ad to be included in our official conference program. Sponsors get a full-page and vendors a half-page.

Sponsor full-page: Can be as large as 8.0”h x 4.75”w

Vendor half-page: Can be as large as 4.25”h x 4.75”w (see layout below).

Your profile should be at high resolution (300dpi) image (TIFF, PNG, PSD, or JPG) in Black and White. Please email your profile to Phil Worrall (pworrall@igic.org) no later than Thursday, April 10th 2014.



Logos

All sponsors and vendors are asked to furnish a color logo to be included in our slide deck for display during our conference lunches and the vendor reception. Sponsors' Logos are also required for inclusion in the Conference Program and for display on our event signage.

Your Logo should be a high resolution (300dpi) image (TIFF, PNG, PSD, or JPG) in CMYK color space, if they are in RGB we will convert. Please email your Logo to Phil Worrall (pworrall@igic.org) no later than Thursday, April 10th 2014

Donating Door Prizes

Each exhibitor may donate one or more prizes or a prize package to be given away at the Vendor Reception on Wednesday evening or at the Closing Town Hall Session on Thursday afternoon. All prizes donated will be awarded by IGIC through our geospatial quiz / trivia contest or random drawings. Please bring your gift to the registration table on either Wednesday or Thursday morning. Be sure to include a business card so we may recognize your generosity.

Conference Sponsor IGNITE Presentations

Again this year we are inviting each sponsor make a 5 minute IGNITE presentation (Topic: Emerging Industry Trends) at the conference. This year the Sponsor IGNITE presentations will be held during our first General Session on Wednesday at 5:05 pm (right before the Vendor Reception). Your insights as leaders in your various geospatial market segments will be of great interest to our audience. You can talk about anything you want, but please do not make it a commercial for your company, and use this general topic to help focus your remarks and to have some fun!

We DO NOT Follow strict IGNITE presentation rules, but we try to provide a bunch of information on different topics in a short amount of time, so you must limit your total presentation time to 5 minutes [or less], and be ready to jump up on stage when it's your turn, and off when you are done (we will hold all questions to the end). To support your talk, please bring a few PowerPoint slides of visual interest!

All sponsors should email Phil Worrall (pworrall@igic.org) by Thursday, April 25, 2014 to identify who from your organization will be making your IGNITE presentation and to provide a copy of your IGNITE presentation slides. If slides are not submitted in advance of the conference, Phil will collect them from each presenter on Wednesday morning May 7th.

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