

Event

2012 Fall Conference & Awards

Event Dates

October 8-9, 2012

Location

Indianapolis Marriott East

Document

Table top Exhibit Instructions

Thank you for your support of the 12 Fall Conference & Awards Luncheon through your participation as a Table Top Exhibitor. This is a reminder that you may set up your displays on Monday morning, October 8th at 7:30 AM. Attendees will be visiting these areas all day until the last session ends at 4:30 PM. Exhibitors will have the opportunity to exhibit the following day as well from 7:30 AM – 12:45 PM when the conference ends. The exhibit space will be in an open area, so it is suggested that you tear down your exhibit overnight for security purposes.

Your company may send two representatives to staff your booth. Those individuals are welcome to attend any sessions during the conference at no charge - simply fill out the exhibitor registration form indicating the sessions your representatives plan to attend. Two lunch tickets are included in your cost, however, the reception & breakfast will be at an additional cost. If you are interested in participating in these meals, please fill out the information below and we will invoice you for that expense. If you have more than two representatives from your company interested in attending, they will need to officially register for the conference and pay registration fees.

Please fill out the information below and fax back to Emilie Perkins by September 17, 2012 at 317-733-2385. If you have any additional questions please do not hesitate to call 317-733-2380.

1. Name(s) & Company for identification badges:

Company Name: _____

(1) _____ (2) _____

2. Please indicate which tickets you would like (2 lunch tickets are included in your fee)

LeadingAge IN Lunch Tickets: _____

INALA Lunch Tickets: _____

Reception Tickets: _____ X \$25 = _____

Business Breakfast Tickets: _____ X \$20 = _____

Payment Options: ☐ Check --or-- ☐ Credit Card (☐ Visa ☐ MC ☐ AMEX)

Card # _____ Exp. _____ Signature: _____

3. Important Reminders:

- ✓ Booth Size: The booth space consists of a 6'x30" Exhibit table and 2 chairs.
- ✓ Hotel Reservations: The hotel is holding a block of rooms until September 14, 2012 at the discounted rate of \$99 plus tax per night, for a single or double room. You must mention you are with IAUSA Conference to receive the special discounted rate. Please call The Indianapolis Marriott East at 317-352-1231 to make reservations.
- ✓ Booth Shipment Information:
You may ship your exhibit to the hotel. Below are policies for the hotel:
 1. Materials may not arrive prior to three days (72 Hours) before event
 2. Return shipping must be pre-arranged by carrier (note that Storage & Delivery charges may apply)
 3. All packages must include the following information:
Event Management: Garland R. Loper
c/o LeadingAge Indiana
Indianapolis Marriott East
7202 East 21st Street
Indianapolis, IN 46219