



**THE INDIANA GROUND WATER ASSOCIATION'S
BIENNIAL CONVENTION & EXPOSITION
November 1 – 2, 2018**

Exhibitor Contract

**Vendors Sign Up by June 30th to be included in the Newsletter
PLUS A FREE 1/4 page ad – ad must be submitted by June 30th**
Convention Newsletter mailed August 22nd

Location:

**Blue Chip Hotel Casino Spa
777 Blue Chip Drive
Michigan City, Indiana 46360
888-879-7711**

For hotel reservations ask for group code: **GIW1101**
Rates are: Blue Chip Tower Standard \$89, Spa Blue Tower Standard \$109
Cut-off date for this room rate is October 15, 2018
Visit www.bluechipcasino.com for complete details on this destination

Convention Agenda (Tentative)

	<u>Wednesday, October 31, 2018</u>
4 pm – 6 pm	Vendor Check In & Set Up
	<u>Thursday, November 1, 2018</u>
9 am - 2 pm	Vendor Check In & Set up
4 pm - 9 pm	Tradeshow with hospitality on tradeshow floor
4 pm- 9 pm	Vendor Spotlight Advertising Sessions
	<u>Friday, November 2, 2018</u>
7 am – 9 am	Registration
7 am– 8:30 am	Trade Show with Breakfast
8:30 am- 11:30 am	Vendor Breakdown
9 am – 12:30	Classes
12:30 – 1:45	Lunch
2 pm – 6 pm	Classes

Exhibitor Registration Information & Questions directed to:

Indiana Ground Water Association P.O. Box160 Covington, In 47932 Or fax to 765-231-4430
Questions: Call 888-443-7330 Email: ingroundwater@gmail.com

TOTAL COSTS

Please include this completed form with ALL 7 pages of the contract.

Total Costs to remit:

Booth Space	\$ _____	
Add'l Booth	\$ _____	
Add'l Exhibitor Badges	\$ _____	
Advertising Space	\$ _____	
Sponsorship	\$ _____	
Spotlight	\$ _____	
Friday Luncheon # _____	\$ _____	\$20 per person
TOTAL	\$ _____	

Company _____

Name _____

Phone: _____

Signature: _____

Payment Amount: _____

Check made payable to IGWA or Discover, Master Card, Visa, American Express

Name on Card _____

Billing Address: _____ Zip: _____

I authorize above amount to be charged by the Indiana Ground Water

Association:

Signature: _____

Card No. _____

Expiration _____

Please complete the following contract by June 30th, 2018 to be included in the IGWA's Convention Registration Brochure to be mailed to 500+ drilling contractors.

IGWA 2018 Exhibitor Contract

Booth assignments will be assigned on a first-come, first-served basis. There won't be a bad spot in the hall. Load-in/out will be easy on ground level with an overhead door access.

<u>Booth size</u>	Member Rate	Non-Member Rate	Number	Fee
10 x 10 Booth	\$375	\$525	_____	\$_____
Each additional booth	\$250	\$350	_____	\$_____

Each 10 x 10 booth includes a 6' skirted table, 2 folding chairs, and signage

Rig and Equipment Exterior Displays will be available upon request on a first-come, first-served basis along with a paid interior exhibit booth. Please provide a full description of the items for display.

____ I will need electricity. It will be free and available on the exterior walls only as a first-come first-served basis.

Friday luncheon is an additional \$20 per person.

Please type or print legibly

Name of Company: _____

Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____ **Website:** _____

Booth identification sign should read exactly as follows:

Please describe the products and/or services to be exhibited:

Manufacturers represented in display:

INDIANA GROUND WATER ASSOCIATION'S 2018 CONVENTION

EXHIBITOR ATTENDEE REGISTRATON/NAME BADGE FORM

Please indicate the names of the individuals from your company who will be in attendance. Two persons per display area are included.

Each additional person is \$15:

PLEASE PRINT LEGIBLY EACH NAME:

1. _____
2. _____
3. _____
4. _____
5. _____

SPONSORSHIP OPPORTUNITIES

Sponsorship Opportunities—your company will be listed in the convention program, winter newsletter, announced throughout the convention and include sponsoring event signage:

Key Card Sponsor	\$900
Thursday Hospitality	
Food Sponsors	\$250 ___ each
Beer/Wine Sponsors	\$300 ___ each
Friday	
Breakfast sponsors	\$250___ each
Lunch Multiple sponsors	\$200___ each
Lunch Single sponsor	\$2000 ___ each- First to be received in office.
AM Break sponsor	\$150___ each
PM Break sponsor	\$150___ each

Company Name: _____

We are going to do a sponsored Beer and Wine package for attendees. This is a great sponsorship opportunity. There will be signs at the bar and food stations recognizing sponsors.

New This Year!

Live Spotlight Advertising

We will have a room set aside just outside of the tradeshow floor for 30 minute segments. This will **not** count for ceus.

You will have an audience for 30 minutes. You can use this time for showcasing your products, mini training session, or for any other advertising opportunity.

You can do 1 giveaway as well for that room.

There will be 7 slots available on a first come first serve basis. This will be decided by which company comes in to the office in order.

You will have a podium, microphone, screen, and projector. You will need to supply your own laptop.

The seating will be theater style. It will seat up to 50 people.

Cost is \$50 for members and \$125 for non-members. Platinum Sponsors are free- but must follow the rest of the rules above for a time slot.

Time slots are:

4:00- 4:30	_____
4:45- 5:15	_____
5:30- 6:00	_____
6:15- 6:45	_____
7:00- 7:30	_____
7:45- 8:15	_____
8:30- 9:00	_____

Please number in order of choice in case there are multiples received the same day.

**INDIANA GROUND WATER ASSOCIATION'S
ADVERTISING in the CONVENTION REGISTRATION BROCHURE**

Advertising in the convention newsletter will reach 500 + licensed drilling contractors and pump installers throughout Indiana and surrounding states.

Larger ads will receive the credit of \$100 for the ¼ page ad.

Ad Size- Circle

Full Page	7.5" wide x 8.75" tall	\$300
1/2-page	7.5" wide x 4.375" tall	\$175
1/4-page	3.625" wide x 4.375" tall	FREE- WITH EXHIBIT CONTRACT BY JUNE 30TH (a \$100 value)
Business Card	3.5" x 2" Either Direction	\$65

The newsletter is printed in one-color. **Submit black and white ads only.**

Ad Mechanics for All Publications: *Digital Ads will be accepted in these formats:*

- Acceptable Media: CD or via email.
- File Formats: EPS, 300 dpi PDF, or 300 dpi TIFF.
- Acceptable Applications: QuarkExpress, InDesign, Illustrator or Photoshop.
- Required with all ads: Include all supporting files, printer and screen fonts when submitting application files. Send a color laser print of ad.
- Scanning: We can scan high contrast, camera-ready print-outs for black and white ads only. Ad cannot contain tints, photos or screens. *The quality of the the published advertisement depends upon the materials provided. The publisher assumes no responsibility for errors in the copy submitted by the advertiser.*

Send ads and production questions to: Mary Breidenbach, Cumulus Design, 7810 Meadowbrook Dr., Indianapolis, IN 46240
Phone: 317-205-9635 Email: mary@ecumulus.com

Billing Inquiries: Indiana Ground Water Association, Jennifer Alexander, IGWA Executive Director
P.O. Box 160 Covington, IN 47932 Phone: 888-443-7330; Fax: 765-231-4430, Email: ingroundwater@gmail.com
Each ad is billed upon publication. A 2% per month service charge will be imposed on all accounts 30 days past due. The editor reserves the right to pull any ad on account 60 days past due

Right of Publisher: IGWA reserves the right to refuse or to edit any advertisement for any reason it deems necessary.

Name: _____

Company: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____ E-mail: _____

Mail or fax or email completed form to:

Indiana Ground Water Association
P.O. Box 160
Covington, IN 47932

Fax to: 765-231-4430

Email to: ingroundwater@gmail.com

Door Prizes and Silent Auction items NEEDED!

If you are interested in submitting a Door Prize/Silent Auction item for the IGWA convention, please complete the information below and return via fax to 765-231-4430 by June 30th, 2018 to be included in August newsletter.

Door prizes and the donors will be promoted in our Attendee Registration to be mailed August 22th to our membership and surrounding non-members and throughout the convention.

Winners of door prizes will be directed to your booth to pick up the prize this year. This will be another opportunity for you to interact with a possible customer.

Name _____

Company _____

Address _____

City _____ St _____ Zip _____

Cell phone: _____ Fax: _____

Email: _____

_____ Door Prize: _____

_____ Silent Auction: _____

(Approximate Value of the Auction item _____)

Brief description:

IGWA 2018 Exhibitor Contract

IGWA 2018 CONVENTION –RULES & REGULATIONS

Booth Reservation Procedure - A 50% deposit of total cost is required with the exhibit space contract. Booth space reservations must be paid in full by October 1, 2018. Booths not paid in full by October 1, 2018 will be subject to resale.

Rules and Regulations

These rules and regulations constitute a bona fide part of the contract for space. IGWA reserves the right to render all interpretations and decisions, should questions arise, and to establish further regulations as may be deemed necessary to the general success and wellbeing of the exhibit. Decisions and interpretations of these rules and regulations shall be the decision of IGWA and accepted as final in all cases. Signature on Exhibit Contract acknowledges agreement to Rules and Regulations.

1. The 2018 Indiana Ground Water Association Convention & Exposition will be held at the conference facility as outlined in the Exhibit Contract.
2. Applications for exhibit space are to be mailed to IGWA with a check for the full booth price (or 50% deposit). Prior to July 30th, 2018, any exhibitor who notifies IGWA in writing that he will not be exhibiting is eligible for a full refund. Between July 30th and October 1st, any exhibitor who provides written notification that he will not be exhibiting will be refunded one half of the rental paid for the exhibit space. No refunds will be given on cancellation made after October 1st, 2018.
3. All valid exhibit space applications will be assigned on a “first come, first served basis”. In all cases, every effort will be made to assign space in as close compliance as possible with applicant’s choices. The IGWA reserves the right to decline or prohibit any exhibit which in its judgment is out of keeping with the character of the Show, this reservation being all-inclusive as to persons, things, printed matter, products and conduct. IGWA reserves the right to alter the Floor Diagram at any time due to number of booths sold.
4. No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of business.
5. IGWA will provide an identification sign, 6’ skirted table and 2 chairs.
6. It is expressly understood and agreed by each and every contracting exhibitor and his agents that neither the IGWA board, volunteers, employees nor contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and custody of each exhibitor.
7. All materials and fluids which are flammable, open flames, kerosene, butane gas, oxygen tanks, helium tanks, propane and or gasoline are not permitted inside the exhibit area.
8. It is mutually agreed that it is the duty and responsibility of each exhibitor to install his exhibit before the opening of the exhibition and dismantle his exhibition immediately after the close of the show. Any Freight/Shipping needs must be discussed and arranged prior to the show. If needed, contact IGWA for assistance.
9. It is the exhibitors’ sole responsibility to load and unload all exhibit items. Only hand carried items will be allowed to be brought in through the front doors. All products, dollies, carts and wagons must be moved in through the freight area of the building. Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building.
10. All equipment (if applicable) on display for an event must have the battery cables disconnected and the cables taped off. No spraying of silicon allowed inside the facility.
11. Exhibitor agrees to protect, save and keep the IGWA, and its agents forever harmless from any damage of charges imposed for violation of any law or ordinance, whether occasioned by the exhibitor or those handling under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in this agreement between the conference facility and the IGWA regarding the exhibition premises. And, further, exhibitor shall at all times protect, indemnify, save and keep harmless the IGWA and the conference facility against and from any loss, cost damage, liability, or expense arising from or our of or by reason of accident or other occurrence to anyone, including exhibitor, its agents, employees and business invitees, which arise from or our of or by reason of said exhibitors occupancy and use of the exhibition premises or a part thereof.

I acknowledge I have read the above rules & regulations:

Company: _____

Signature: _____

**Send entire 7 pages to:
IGWA
PO Box 160 Covington, IN 47932
Fax to: 765-231-4430
Email to: ingroundwater@gmail.com**