



**THE INDIANA GROUND WATER ASSOCIATION'S  
BIENNIAL CONVENTION & TRADE SHOW  
October 27 & 28, 2022**

**Exhibitor Contract  
DEADLINE SEPTEMBER 25, 2022**

*Convention Newsletter mailed August 1<sup>st</sup>*

**Location:**

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

For hotel reservations ask for group code: **GIN1025**  
*Rates are: Blue Chip Tower Standard \$89, Spa Blue Tower Standard \$109*  
Cut-off date for this room rate is October 1, 2022

Visit [www.bluechipcasino.com](http://www.bluechipcasino.com) for complete details on this destination

**Convention Agenda (Tentative)**

**Wednesday, October 26, 2022**

4 pm – 6 pm Vendor Check In & Set Up

**Thursday, October 27, 2022**

9 am - 12 pm Vendor Check In & Set up  
1 pm- 3:15 pm Classes  
3 pm – 7 pm Tradeshow with hospitality on tradeshow floor (ALL  
Attendees MUST visit tradeshow this year for credit)  
6 pm Door Prizes and Live Auction  
7 pm Vendor Breakdown

**Friday, October 28, 2022**

7 am – 8:30 am Breakfast  
8:00 – 8:30 am Annual Meeting  
9:00 am – 12 pm Classes

**Exhibitor Registration Information & Questions directed to:**

*Indiana Ground Water Association P.O. Box 160 Covington, In 47932 Or fax to 765-231-4430  
Questions: Call 888-443-7330 Email: [ingroundwater@gmail.com](mailto:ingroundwater@gmail.com)*

**TOTAL COSTS**

Please include this completed form with ALL Pages that are marked: **RETURN THIS PAGE.**  
Make sure to include Insurance Certificate if not already on file.

**Total Costs to remit:**

Booth Space	\$ _____	
Add'l Booth	\$ _____	
220 V Electric	\$ _____	
Add'l Exhibitor Badges	\$ _____	
Advertising Space	\$ <u>N/A</u>	
Sponsorship	\$ _____	
Friday Breakfast # _____	\$ _____	\$20 per person
<b>TOTAL</b>	<b>\$ _____</b>	

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 \_\_\_\_\_

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*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.*

**AFTER SEPTEMBER 25 AND BEFORE OCTOBER 15 ADD \$100 PER BOOTH.  
IF REGISTERED AFTER SEPTEMBER 25~ NO GUARANTEE YOU WILL BE ON SIGNAGE OR IN  
MAIN HALL.**

<u>Booth size</u>	Member Rate	Non-Member Rate	Number	Fee
10' x 10' Booth	\$400	\$650	_____	\$_____
Each additional booth	\$300	\$400	_____	\$_____

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. One per booth as space allows.

\_\_\_\_ I will need electricity. It will be free for 110 v only and available on the exterior walls only as a first-come first-served basis. 110 V is free.

\_\_\_\_ I will need 220 v electricity. Fee is \$75.00 per booth. Only 8 available.

**Friday breakfast 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 (PRINT):

\_\_\_\_\_

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

\_\_\_\_\_

Manufacturers represented in display:

\_\_\_\_\_

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INDIANA GROUND WATER ASSOCIATION'S 2022 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 booth 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	\$600 Only one available _____
Thursday Hospitality	
Food Sponsors	\$300 each _____
Beer/Wine Sponsors	\$350 each _____
Friday	
Breakfast sponsors	\$250 each _____
Breakfast Single sponsor	\$1000 each- First to be received in office. _____
Friday AM Break sponsor	\$150 each _____

Company Name: \_\_\_\_\_

**We will be doing 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.**

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## **Door Prizes and LIVE Auction items NEEDED!**

If you are interested in submitting a Door Prize/Live Auction item for the IGWA convention, please complete the information below and return via fax to 765-231-4430 or email to [ingroundwater@gmail.com](mailto:ingroundwater@gmail.com).

**Items other than products sold.**

**Door prizes, Live auction items and the donors will be promoted throughout the convention.**

**We will be doing a LIVE auction this year in place of the silent auction.**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ Door Prize: \_\_\_\_\_

\_\_\_\_ Live Auction: \_\_\_\_\_

(Approximate Value of the Auction item \_\_\_\_\_)

Brief description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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IGWA 2022 Exhibitor Contract

IGWA 2022 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, 2022. Booths not paid in full by October 1, 2022 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 2022 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 June 30th, 2022, any exhibitor who notifies IGWA in writing that he will not be exhibiting is eligible for a full refund. Between June 30th and October 1st, any exhibitor who provides written notification that he will not be exhibiting will be refunded one half of the total rental due for the exhibit space. No refunds will be given on cancellation made after October 1st, 2022.
3. All valid exhibit space applications will be assigned in October after deadline. 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.
12. Exterior Space- Exhibitors agree that any equipment exhibited on the exterior of the facility is at the exhibitor's sole risk. The IGWA is not responsible for any damage, vandalism, theft, loss or any other unnamed act to equipment exhibited on the exterior of the facility.

INCLUDE CERTIFICATE OF INSURANCE

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**PLEASE INCLUDE A CERTIFICATE OF INSURANCE**

I acknowledge I have read the above rules & regulations:

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Send ALL "RETURN THIS PAGE" pages PLUS INSURANCE CERTIFICATE to:  
IGWA PO Box 160 Covington, IN 47932 or [ingroundwater@gmail.com](mailto:ingroundwater@gmail.com) or fax to 765-231-4430

## 2022 Blue Chip Convention Exhibitor General Information

### GENERAL LOAD IN/LOAD OUT INSTRUCTIONS

- Vendor Hours will be strictly adhered to. No one will be allowed to set up prior to published Vendor Set up times without written permission by Group Contact
- Stardust Event Center is ***carpeted***. It is your responsibility to bring tarp, plastic, or any other non-adhesive floor coverings to protect the carpet in the event that the item(s) in which you are promoting may stain or have excessive wear on the carpet.
- Motorized Vehicles ***must be pre-approved*** and will require the following:
  - Less than 1/8 tank of fuel
  - Auto Battery must be disconnected
  - In the event of inclement weather for load-in, the vehicle must be wiped down dry PRIOR to driving on the carpeted vendor hall
  - Tarp or plastic must be placed beneath the vehicle to protect the carpet from possible leakage

### STARDUST DOOR DIMENSIONS

- Stardust Event Center has its own Loading Dock on the North West side of the Event Center (on the upper level behind Fremont Ballroom)
- The Loading Dock is equipped with (2) Loading Bays (with 1 being recessed).
- Each bay has standard automated roll up door.
  - Interior Doors – (From Loading Dock to Stardust Ballroom): 8'hx14'w
  - Interior Doors – From Stardust Ballroom to Stardust Prefunction Area:
    - 8'hx 6'4" w (Doors on)
    - 8'hx 7'5" w (Doors OFF) – Additional \$100 fee to remove doors
- Stardust Ceiling – 22' Height (at low points) and 25'6" at high points (drop ceiling)

### Electric:

110 V is free on exterior walls and is first come first served by date of received and paid for contract.  
220 V is \$75.00 additional per booth. There are only 8 booths available. On exterior walls only.

**All electric is first come first served. There are a limited number of 110 and 220 booths available. If you need electric, it is suggested you reserve as soon as possible to guarantee you will have it.**

**ALL PRODUCTS AND EQUIPMENT MUST FIT IN THE BOOTH DIMENSIONS OF 10'X10'. IF YOUR EQUIPMENT IS LARGER THAN THAT, YOU MUST PAY FOR ADDITIONAL BOOTHS.**

If you have any questions, please contact Jennifer at 888-443-7330 or 219-608-4237.

## 2022 Booth Shipment & Storage Information

### Shipment Date

Shipments must arrive at Blue Chip no earlier than (3) days prior to the Start Date of the Convention. Additional fees may apply for any booths or products that arrive before. To be paid to Blue Chip.

### Shipping Address

Blue Chip Casino, Hotel & Spa  
**INDIANA GROUND WATER ASSOCIATION**  
**Attn: Sales Department**  
777 Blue Chip Drive  
Michigan City, IN 46360

### **COMPANY NAME**

Box 1 of 2, etc.

**(All boxes must be labeled as shown above with COMPANY Name, Booth Name and #of Boxes)**

### LOAD OUT/RETURN SHIPPING:

All shipping labels must be paid for, printed, securely attached to the shipping containers and are to remain IN YOUR ASSIGNED booth. Blue Chip Staff will pick up and make sure it goes out via the carrier you chose.

- Sales office can assist in printing/securing labels to shipments
- All Shipping Costs will be incurred by the vendor.

### **Any additional questions regarding shipments can be directed to:**

Angela Gaghan  
Convention Coordinator  
Blue Chip Casino Hotel & Spa  
219.861.4863  
AngleaGaghan@boydgaming.com.