

Indiana Association of School Principals General Information for the Fall Professional and Assistant Principal Conferences

Objective: It is the objective of the IASP to present an educational exhibition providing informative materials and product displays to the conference attendees. Permission to exhibit is predicated upon the agreement of the exhibitor to meet these objectives.

These regulations are a part of the contract/application between the exhibitor and the Indiana Association of School Principals. They have been formulated for the best interest of the exhibitors. IASP respectfully asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Indiana Association of School Principals.

1. All exhibitors are provided with:
 - 8' deep and 10' wide booth for the Fall Conference with an 8' back drape, 3' side panels, 6' draped table, two chairs, waste can, 7" x 44" identification sign.
 - 8' deep and 8' wide booth for the Assistant Principal Conference with an 8' back drape, 3' side panels, 6' draped table, two chairs, waste can, 7" x 44" identification sign.
 - A description of their company's products and services in the Conference Program
 - Support on the exhibit floor by IASP representatives
 - The opportunity to purchase a set of mailing labels of conference attendees who are pre-registered as of the date of the request.
 - Included in the conference program will be an alphabetical listing of exhibiting companies including addresses, booth number and a brief description of the company's products and services to be exhibited. Corporate partners will be specially marked. An exhibit hall floor plan will also be included.
2. Drayage Contractor:
 - George Fern and Company, Indianapolis, Indiana, the IASP service/drayage contractor, will handle exhibitor's on-site needs and provide all exhibitors with an Exhibit Service Kit outlining available services and equipment prior to each conference.
3. Booth setup and Teardown:
 - AP Conference set up will be after 6:00 pm on Sunday, October 10 and after 6:00 am on Monday, October 11. Teardown will be the same day after 2:30 pm. Any space not claimed will not receive a refund and will not be invited to exhibit in 2011. The exhibitor agrees **NOT TO DISMANTLE THEIR EXHIBIT OR DO ANY PACKING BEFORE 2:30 PM.**
 - FC Conference set up will be after 6:30 pm on Sunday, November 21 and after 6:00 am on Monday, November 22. Teardown will be the same day after 2:30pm. Any space not claimed will not receive a refund and will not be invited to exhibit in 2011. The exhibitor agrees **NOT TO DISMANTLE THEIR EXHIBIT OR DO ANY PACKING BEFORE 2:30 PM.**
 - There will be no IASP personnel available on Sunday evening during set-up hours.
 - IASP reserves the right to alter exhibit hours due to changes in the Conference(s) schedule or other reasons deemed advisable by the IASP Executive Team.
 - Exhibitors **MUST USE THE SERVICE ELEVATORS AT THE RESPECTIVE HOTELS AND NOT ENTER THROUGH THE MAIN LOBBY OR BE IN THE FOYER OF THE BALLROOMS DURING THE RECEPTIONS.**
4. Booth Fees:
 - See application for booth fees. Booth fees include pipe and drape; 8 x 10 space with 6' draped table, two chairs, waste can, and a 7 x 44 identification sign
 - **Each exhibitor will be responsible for ordering and paying for their own electricity needs. Electricity must be ordered directly with the respective hotel. Forms will be sent with conference confirmation.**
 - Applicants for exhibit space are required to return the formal application/contract to IASP. To be valid, each application must include payment in full and must specify products scheduled for exhibition. The application for space, formal notice of assignment, acceptance by IASP, and full payment of rental space constitute a contract for the right to use this space. A signed contract and payment in full will be required before any exhibitor will be allowed to set up.
5. Booth Assignments:
 - Booths will be assigned no later than October 1, 2010. Assignment will be made in order they are received by IASP.
6. Use of Space:
 - All demonstrations, or other sale activities, must be confined to the limits of the exhibit booth. The exhibitor shall not assign, sublet, or share the space allotted without written consent of IASP. The exhibitor shall not be permitted to show goods other than those manufactured or sold by it in the regular course of business. **DISPLAYS OR INDIVIDUALS SHALL NOT BE PLACED IN SUCH A MANNER AS TO INTERFERE WITH OTHER EXHIBITS.**
7. Selection of Exhibits:
 - Only firms whose services are appropriately related to education, health, welfare or personal development of children and the Principalship shall be permitted to exhibit. The Indiana Association of School Principals reserves the right to decline or prohibit any exhibits which in its judgment are inappropriate, with reservation being all-inclusive as to persons, things, printed matter, products, and conduct.
8. Parking at Marriott & Hyatt Downtown:
 - Exhibitors are responsible for paying their own parking fees