

INDIANA ASSOCIATION OF SCHOOL PRINCIPALS

11025 East 25th Street Indianapolis, Indiana 46229
(317) 891-9900 • (800) 285-2188 • FAX (317) 894-9807

Conference Exhibitor Information

Assistant Principals Conference \$275/booth Monday, October 11, 2010

The Assistant Principals Conference will be held at the Hyatt Regency Indianapolis, One South Capitol Avenue, Indianapolis, 317-632-1234. Exhibit booths will be located in the Regency Ballroom. Booths will be available to exhibitors for set-up after 6:00 p.m. on Sunday, October 10 and after 6:00 a.m. on Monday, October 11.

Exhibit hours are 8:00 a.m. to 2:30 p.m. on Monday, October 11th.

The decorator is the George E. Fern Company, 1147 South White River Parkway, East Drive, Indianapolis, IN 46225, 317-635-9606. Contact is Megan Postlethwait. Booths are 8' deep and 8' wide, and come with an 8' back drape, 3' side panels, a draped 6' x 2' table, two folding chairs, one waste basket, and a one line identification sign, 7" x 44". A floor plan is enclosed

Each exhibitor will receive a packet of information from the decorator, detailing additional items and services that are available. The decorator is the Official Drayage Contractor. Do not ship any materials directly to the exhibit hall; the hotel will **NOT** accept exhibit materials. Skilled labor for set-up and dismantling displays may be contracted from the decorator, or exhibitors may carry in and set-up displays. You must order your electrical needs directly with the Hyatt Hotel. An electrical application form will be included with your booth confirmation that should be mailed directly to the Hyatt and not to IASP. The cost of electricity is **NOT** included in your exhibit fee.

Each exhibitor is encouraged to provide door prize(s). Door prizes will be awarded at the close of the conference following the last session. Please have a business card or note recognizing your company attached to the door prize(s).

Fall Professional Conference Booths 1-8 \$800/booth Booths 9-96 \$450/booth Monday, November 22, 2010

The Fall Professional Conference will be held at the Marriott Hotel, 350 W. Maryland, Indianapolis, 317-822-3500. Booths will be available to exhibitors for setup after 6:30 p.m. on Sunday, November 21 and after 6:00 a.m. on Monday, November 22. **Exhibit hours are 8:00 a.m. to 2:30 p.m. on Monday, November 22nd.**

The decorator is the George E. Fern Company, 1147 South White River Parkway, East Drive, Indianapolis, IN 46225, 317-635-9606. Contact is Megan Postlethwait. Booths are 8' deep and 10' wide, and come with an 8' back drape, 3' side panels, a draped 6' x 2' table, two folding chairs, one waste basket, and a one line identification sign, 7" x 44".

Each exhibitor will receive a packet of information from the decorator, detailing additional items and services that are available. The decorator is the Official Drayage Contractor for this show. Do not ship any materials directly to the exhibit hall, the hotel will **NOT** accept exhibit materials. Skilled labor for set-up and dismantling displays may be contracted from the decorator, or exhibitors may carry in and set-up displays. A floor plan is enclosed. You must order your electrical needs directly with the Marriott Hotel. An electrical application form will be included with your booth confirmation that should be mailed directly to the Hyatt and not to IASP. The cost of electricity is **NOT** included in your exhibit fee.

Each exhibitor is requested to provide a door prize(s). Door prizes will be awarded Monday during lunch. Door prize(s) need to be at the conference registration desk before 10:00 a.m. Please have a business card or note recognizing your company attached to the door prize(s).