

INDIANA ASSOCIATION OF SCHOOL PRINCIPALS

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Conference Exhibitor Information

Assistant Principals Conference Sunday, November 18, 2012

There is no fee to exhibit on Sunday but you must also exhibit on Monday

The Assistant Principals Conference will be held at the Marriott Hotel, 350 W. Maryland, Indianapolis, 317-822-3500. Exhibit booths will be located in the Marriott Ballroom. Booths will be available to exhibitors for set-up on Sunday, November 18. Time: TBA. You will have the same booth(s) for both shows.

Exhibit hours are Sunday, November 18 from 12:30 p.m. – 1:30 p.m. and 3:00 p.m. – 5:30 p.m.

Fall Professional Conference Monday, November 19, 2012

Booths 1-8 \$900/booth

Booths 9-96 \$500/booth

The Fall Professional Conference will be held at the Marriott Hotel, 350 W. Maryland, Indianapolis, 317-822-3500. Booths will be available to Sunday's exhibitors for setup after 6:30 p.m. on Sunday, November 19 (if you elect not to participate on Sunday from 12:30 p.m. until 5:30 p.m. you cannot set-up your booth until after 6:00 p.m. on Sunday). The hall will reopen on Monday, November 19 at 6:00 a.m. for those wanting to set-up on Monday prior to the show.

Exhibit hours are 8:00 a.m. to 2:00 p.m. on Monday, November 19th.

- The decorator for both shows 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. 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 Marriott Hotel 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 at Monday evening's celebration. Door prize(s) can be left at the conference registration before you leave. Please have a business card or note recognizing your company attached to the door prize(s).

Cancellation Policy

Refunds or credits will be given only for cancellations made in writing (mail, fax, or email) to pmoss@iasp.org

On or before Oct. 10	90% Refund
Between Oct 11 and Nov.1	50% Refund
After 4:00 p.m. on Nov. 2	No Refund

IASP EXHIBITOR BOOTH SELECTION PROCESS:

- Go to our website at www.iasp.org
- On the left under Principal Programs click on Conferences and workshops
- Click on the Exhibit Hall
- Click on Conference Floor Plan
- Yellow colored booths are still available.
- (Scrolling over the red booths indicate who is contracted for that booth so you don't select a booth next to a competitor)
- Click on the booth you would like to have.
- Click on continue to checkout page
- The booth cost and size will appear

Click on the checkout tab and follow directions

**Become a sponsor for one of the many events at the
Assistant Principals Conference or at the
Fall Professional Conference!**