



**IASB • IASA • IASBO
JOINT ANNUAL CONFERENCE**

February, 2013

TO: IASB/IASA/IASBO EXHIBITORS

FROM: Sandy Boston, Exhibit Manager, IASB
217/528-9688 ext. 1115; Fax 217/241-2144

Illinois Association
of School Boards
Illinois Association of
School Administrators
Illinois Association of
School Business Officials

The 2013 IASB/IASA/IASBO Annual Conference Exhibition will be held Friday, November 22 and Saturday, November 23, 2013, at the Hyatt Regency Chicago in the Riverside Center, 151 East Wacker Drive, Chicago, IL. The setup for all exhibitors will be Thursday, November 21 from 9 a.m. to 4 p.m. The floor will be closed at 4 p.m. and no one will be allowed on the floor after this time. We do not have any setup on Friday morning before the show opens so all booths need to be set and ready before the 4 p.m. closing.

This conference is one of the largest state-level gatherings of school decision makers in the United States. In attendance are school board members, administrators, business officials, college and university personnel and officials and staff of state education agencies.

The rates for the exhibit booths are:

Corner 10x10 ...\$2,375.00	Corner 6x10 ...\$2,075.00
Regular 10x10..\$2,175.00	Regular 6x10..\$1,875.00
(shaded booths on map)	

The hours for the show are Friday 8:30 a.m. to 5 p.m. and Saturday 8:30 a.m. to 2 p.m. **The floor will open to exhibitors on Friday and Saturday at 8:00 a.m. Please remember we have an obligation to our registrants that all exhibits remain open and manned until 2 p.m. on Saturday. It is very important that you notify your representatives working the floor of this policy to alleviate any problems on the floor.**

Illinois Association
of School Boards
2921 Baker Drive
Springfield, Illinois 62703-5929
217/528-9688
Fax: 217/528-2831

IMPORTANT INFORMATION FOR EXHIBITORS

1. **Complete all the information on the contract, print 2 copies and return with the fees to IASB, 2921 Baker Drive, Springfield, IL 62703.**
2. **Complete the housing form, print and return 4 copies with the deposit to IASB.**
3. **Exhibit set up hours** are Thursday, Nov. 21, 9 a.m.-4 p.m. **(ONLY.)** The floor will close at 4 p.m. and no one will be allowed on the floor after closing. Please notify individuals that are setting up your booth of these set-up hours. The floor will open on Friday and Saturday for exhibitors at 8:00 a.m.
4. **8 complimentary badge registrations** per booth space contracted are allowed for representatives working the booth. Badges will be available for pickup when exhibitors enter the Exhibit Hall at the Information Desk on Thurs., Nov. 21, Fri., Nov. 22 and Sat., Nov. 23.
5. **Badges are offered 2 ways:**
 - a. **8 badges with company name only.** These are for companies that want to replace workers in shifts and to interchange badges. When a representative is leaving the floor it is recommended they leave their badge at the information desk for their replacement.
 - b. **8 badges with the individual name and company.** These badges are not interchangeable and names need to be received by either fax, 217/241-2144, mailed with the contract or emailed to *sboston@iasb.com* before the **Nov. 1 deadline date. If individual names are not received by the deadline date all badges will be printed with company name only.**
6. **The exhibit floor closes at 2 p.m., Sat., Nov. 23. We have tried to comply with exhibitors requests to have a closing time that works for everyone. Again last year we had exhibitors leaving early, so we ask that you talk to all your representatives that are working the floor not to break down before the closing time and help us accommodate our registered participants.**
7. **Bellmen** will be allowed on the floor after closing. Boxes and crates for booths will not be allowed on the floor until after the 2 p.m. closing time.

Directional maps of the floor will be at both entrances. Check the listing on the bottom of the last page of the contract to be on these maps. There will be a board at the attendee's entrance to list any winners of giveaways.

October 1st is the deadline to be listed in the program.