



IASB • IASA • IASBO
Joint Annual Conference
November 22-24, 2024

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CONTRACT FOR EXHIBIT SPACE

Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

I. GENERAL BOOTH INFO



BOOTH RATES Regular 10'x10' (\$2,500), corner 10'x10' (\$2,700). Companies contracting five or more booths; the 5th booth and each additional booth will be \$2,000. There are a limited number of 6x10 booths. Please contact the Exhibit Manager, Natalie Duke, nduke@iasb.com, for availability and pricing.

All booth requests will be assigned in order of first-received basis; **with a signed contract and full payment.**

IASB Service Associates only will be granted a \$225 discount on one booth space.

Booth Fee includes:

- Basic Conference Wi-Fi
- Exhibitor Box Lunch includes up to three (3) box lunches Friday, November 22 (R.S.V.P. by October 31.)
- Carpeting
- One 2'x6' Draped Table
- Booth Pipe and Drape
- One 9"x44" Booth I.D. Sign
- Two Side Chairs
- Complimentary description in the official Conference Program, if booth registration and payment is **received by September 15, 2024**
- Complimentary listing in the event app

Union fees and electrical charges are NOT included.

Exhibitor Lounge includes complimentary coffee/rolls* for exhibitors-only.

***Limited hours — Times will be listed in Exhibitor Welcome Packet.**

EXHIBIT SHOW HOURS are as follows:

- **Friday, November 22, 8:30 a.m. - 4:30 p.m.** (opens to exhibitors at 7 a.m.)
- **Saturday, November 23, 8:30 a.m. - 1 p.m.** (opens to exhibitors at 7 a.m.)

All booths must be staffed during show hours per contract.

II. SETUP / BREAKDOWN



BUSES/VEHICLES All buses must be brought to the exhibit floor Wednesday, November 20 by 9 a.m.

EXHIBIT SETUP Exhibit setup is Thursday, November 21 from 8:30 a.m. - 5:30 p.m. After 5:30 p.m. the floor will be closed and no exhibitor may enter to set up unless preapproved. Setups are not allowed on Friday. Any space not occupied by 5:30 p.m. Thursday, November 21, will be reassigned by IASB without refund of fees paid by exhibitor contracting the space. No one under age 18 years is permitted on the show floor during setup. (See [Setup - Additional Needs](#) next page.)

PACKING CRATES No storage of any kind is allowed behind the back drapes, or in any booth or booths.

All cartons, crates, containers, packing material, etc., that are required to be stored for repacking purposes shall be removed from the exhibition areas. No exhibit material may be removed from booths until all empty crates are moved into the hotel after the 1 p.m. Saturday closing time. Hotel bellman will be available after 1 p.m., Saturday, November 23, 2024 to move small amounts of exhibit material.

1 P.M. SATURDAY BREAKDOWN Exhibit Show closes promptly at 1 p.m. on Saturday, November 23. Conference attendees plan their schedules around the advertised Exhibit Show hours. Exhibitors are NOT to start packing or dismantling booths prior to the closing time. Exhibitors dismantling booths or departing the show floor with boxes/crates prior to 1 p.m. will be subject to penalties including, but not limited to, loss of preferred booth space in subsequent years. Reinstatement of booth space will be at the sole discretion of IASB.

BOOTH MATERIALS All exhibitor booth materials/supplies must be removed from the Hyatt Regency by 7 p.m. on Saturday, November 23.

III. REGISTRATION / BADGES



REGISTRATION Exhibitors receive up to six (6) complimentary badges per booth contracted. All booth staff registered must be employees of the company contracting the booth space and must wear a conference badge to enter the show floor.

Badges (individual & company name only) provide access to Conference events that do not require an additional fee.

EXHIBITOR BADGES will be available onsite at the Exhibitor Registration desk. The deadline for completing badge form is **Thursday, October 31. BADGE FORMS NOT RECEIVED BY THIS DATE WILL** require booth personnel to request name badges onsite. Badges may be requested one of two ways:

- a) Exhibitor (company) Name-only (Interchangeable)** — These badges have the Exhibitor name-only and are interchangeable between booth staff leaving the show floor and replacement staff coming on. Booth staff leaving the floor must return badges to the Exhibitor Registration desk so those badges will be available for pickup by other booth staff.
- b) Individual & Company Name** — These badges have individual and company names and are NOT interchangeable.

Additional Badges - to request additional badges, please contact the Exhibit Manager for the prevailing registration fee.

CANCELLATIONS received in writing to nduke@iasb.com by **Tuesday, October 15, 2024**, will be honored and exhibit fee will be returned, less a \$400 per booth cancellation fee. There are no refunds for booth cancellations after October 15, 2024, and IASB reserves the right to resale cancelled booths.

IV. BOOTH SPACE



BOOTH SPACE All booths are as shown on the floor plan and dimensions indicated are believed to be accurate, but are only warranted to be approximate. Back walls of booths are 8' high and dividers 36" high. To maintain uniformity and to prevent the obstruction of view of adjoining booths, displays must not be higher than eight feet (8') in the rear of the booth space, with a four foot (4') height restriction on all materials in the remaining space forward to the aisle. However, back walls may be (9') high where booths are against permanent walls. **NO WALLS, PARTITIONS, DECORATIONS, OR OTHER OBSTRUCTIONS MAY BE ERECTED WHICH IN ANY WAY INTERFERE WITH THE VIEW OF ANY OTHER EXHIBITOR.** Exhibitors desiring to use other than standard booth equipment, or any signs, decorations, or arrangements of display material conflicting in anyway with these rules and regulations, must submit to IASB two (2) copies of detailed sketch or proposed layout at least 45 days before opening of exhibit, and receive written approval of the Conference Management of the hotel.

USE OF SPACE All demonstrations, or other sales activities, must be confined to the limits of this exhibit booth. **Sales transactions on the show floor are prohibited.** No exhibitor shall assign, sublet, or share the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by the exhibitor in the regular course of business. **DISPLAYS SHALL NOT BE PLACED IN SUCH MANNER AS TO INTERFERE WITH OTHER EXHIBITS.** Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spot lights may be installed only after approval of location and operation has been obtained.

V. GIFTS / HANDOUTS / PROJECTIONS / SOUND



GIFT BAN (PRIZES) School board members and administrators may accept a gift from an exhibitor only if all gifts from that exhibitor to the school official and members of his or her household are **valued at less than \$100.00 per calendar year.**

CATALOGS, SOUVENIRS, ETC. Printed advertising may be distributed by exhibitors from within the confines of their own space only. No exhibits or parts, accessories, or any other goods bearing any name or form of advertisement other than that of the space occupied may be displayed.

NOISE-MAKING EXHIBITS All electronic sound producing amplification etc. must have ear phones and no external speakers.

MOTION PICTURE PROJECTION Projection machines are limited in their operation to sales demonstration only and shall not be used for showings designed to amuse attendees. All projection must be in accordance with the requirements of the fire prevention authorities of Chicago and in harmony with any agreements entered into by IASB, the auditorium management and labor unions. All plans for installation and operation of projection equipment must be approved by the management before operation is undertaken.

MUSIC No music may be played or performed, directly or indirectly, on the Exhibit Show floor unless the exhibitor first provides IASB with a copy of a license agreement which specifically grants to the exhibitor a license to play or perform the music. Exhibitor agrees to protect indemnify, save, and hold harmless IASB against and from any and all losses, costs (including attorney's fees), damage, liability, or expense arising from or out of or by reason of said exhibitor playing or performing music or in any way violating the Copyright Law of the United States.

DISTRIBUTING CIRCULARS AND SOLICITATION Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material, not in the aisles. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.

RESTRICTIONS IN OPERATION OF EXHIBITS - IASB Right of Refusal. IASB reserves the right to restrict exhibits which, because of noise, method of operation, materials, violation of use of space rules, or any reason, become objectionable, and also to prohibit or evict any exhibit which in the sole opinion of IASB may detract from the alignment of the general character of the exhibit to the learning and networking purposes of the IASB conference as a whole. **Additionally, giveaways of alcohol**

and other legal drugs are strictly prohibited as a giveaway to align with IASB's drug and alcohol-free workplace policy. This reservation includes persons, things, conduct, printed matter, or anything of a character which IASB determines is objectionable to the exhibit. In the event of such restriction or eviction, IASB is not liable for any refunds of fees or other exhibit expense. **CONCESSION TYPE EXHIBITS, WHERE THERE IS DIRECT SELLING OF PRODUCTS OR SERVICES WITHIN THE BOOTH, ARE PROHIBITED.** Further, IASB reserves the right to decline, refuse and/or return any exhibit contract and monies prior to the exhibit show date.

VI. MAILING / TELEPHONE LIST



MAILING LIST - TELEPHONE LIST PROHIBITION No vendor, hotel or other agency or organizations associated with the Joint Annual Conference may provide, sell or give names of board members or conference attendees and their guests to any other vendor or organization for the purpose of creating or adding to a mailing list or telephone list to be used for solicitation.

VII. SALES



SALES ON SHOW FLOOR PROHIBITED The showcase of school products and services represents an educational and informational activity. Sales transactions, including taking of orders, are prohibited in the exhibition areas, hallways, or any other areas of the conference hotel used by the association. **THIS LIMITATION ON EXHIBITORS WILL BE POLICED AND STRICTLY ENFORCED.**

VIII. PHOTOS / VIDEO



PUBLICITY USE OF PHOTOS OR VIDEO Exhibitor agrees that IASB may list Exhibitor in show promotional materials and/or use photography and/or video taken at show for publicity purposes without compensation to the Exhibitor.

IX. SETUP – ADDITIONAL NEEDS



LIGHT AND POWER All electrical work must be done by a licensed electrical contractor. All display wiring must meet the Chicago Electrical Code.

FLORIST SERVICE Order form is in the **Exhibitor Kit.**

SPECIAL SIGNAGE required by exhibitors will be furnished by **Freeman Decorating Company** at standard rates. Additional charges will be made for excessive copy, trademarks, special-type lettering and illustrations, and for last-minute sign copy. Orders for special signs should be accompanied by typewritten copy for same, dimensions, color or sign and lettering, trademark (if used), and a sketch to ensure satisfactory results. Orders for special signs must be received **no later than 21 days prior to opening of the exhibit.**

SPECIAL WORK EXHIBITION Carpentry work, water connections, air, drainage, as well as other special work, may be obtained from Freeman Decorating Company at standard contractors' rates. All such orders must be placed well in advance so that work may be finished on the day the exhibit opens. Order form is in the **Exhibitor Kit.**

OBJECTIONS The operation of whistles or any objectionable devices will not be allowed. No gasoline engines are allowed to operate in the Exhibit Show. Noisy and unsightly work will not be permitted after the show opens.

COMBUSTIBLE MATERIALS All draping or display material of cloth or paper texture must be fireproofed. Under no condition will combustible oils or gases be permitted in the Exhibition Show.

X. LIABILITY / INSURANCE / FIRE REGULATIONS



LIABILITY Exhibitor agrees to protect, save, and hold the Group and the Chicago Hotel Venture, Kato Kagaku Co., Ltd., Hyatt Corporation, d/b/a/ Hyatt Regency Chicago, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or

those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.

INSURANCE The Hyatt Regency Chicago and IASB will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. EXHIBITORS WHO DESIRE TO CARRY INSURANCE ON THEIR EXHIBIT MUST PLACE IT AT THEIR OWN EXPENSE.

CLAIM FOR INJURIES OR LOSS It is expressly agreed that neither IASB nor the Hyatt Regency Chicago shall not be liable or held responsible for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that he will hold, keep and save harmless, and indemnify IASB and the Hyatt Regency Chicago from any and all such claims.

GENERAL The above paragraphs, along with the Regulations of the Chicago Fire Department, are a part of the contract between the exhibitor and the IASB. They have been formulated in the mutual interest of the exhibitor, IASB and the Hyatt Regency. IASB respectfully asks the full cooperation of the exhibitors in their observance.

All points not covered are subject to the decision of IASB. IASB reserves the right to make any changes necessary to the best interests of the exhibition.

Regulations of the Chicago Fire Department

1. All material including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test." Only fire retardant cardboard and paper may be used. Affix certification of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes or behind booth displays. A maximum of one-day's supply of materials may be kept in your booth space, and/or under your table.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc., will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

By completing this contract, the applicant agrees to abide by the rules, regulations, and stipulations applicable to exhibitors.

Signature of company representative _____

Print Company Name _____

Date _____

Please sign and return contract with payment to: IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, Illinois 62703

Save and email to nduke@iasb.com.
Fax to (217) 241-2144. **(Retain a copy for your files.)**

(Retain a copy of each page for your files.)

After your contract has been processed and approved, an email confirmation of booth assignment will be sent to the exhibit booth coordinator listed on the contract.

CONTRACT FOR EXHIBIT SPACE

Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

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Joint Annual Conference
November 22-24, 2024

By completing this contract the applicant agrees to abide by the rules, regulations, and stipulations applicable to exhibitors. By completing this contract and affixing my signature hereto, the company I represent agrees to abide by the rules, regulations, and stipulations on pages 1-3.

Please sign the contract and return it with your payment to: IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, Illinois 62703-5929 or nduke@iasb.com. (After your contract has been processed and approved, an email confirmation of booth assignment will be sent to the exhibit booth coordinator listed on the contract.)

Company Information

Full Legal Company Name _____

Primary Contact(s) for receiving ALL correspondence/show information _____

Primary Email _____ Primary Phone _____

Company Description for Conference Program Book and Event App

DEADLINE FOR PROGRAM BOOK LISTING - **SEPTEMBER 15, 2024.**

Company Name for Signage and Printed Material _____

Company Address _____ City/State/Zip _____

Company Phone _____ Website _____

Description of Services (max. 30 words)

Person(s) to be listed (in the Conference program)

Company Logo

Email a high resolution company logo to nduke@iasb.com to be used in the conference app, program and signage. Logo format: 300-600 dpi, EPS vector file, no black and white logos, CMYK

Exhibitor Space

All exhibit space requests **are assigned in order of first received with signed contract and payment.**

Booth assignments are made at the discretion of IASB.

Qty. _____	10'x10' regular booth	@ \$2,500	= _____	(First 4 booths)
Qty. _____	5 or more multiple booth discount	@ \$2,000	= _____	(Discounted rate for 5th booth purchased and beyond)
Qty. _____	10'x10' corner booth	@ \$2,700	= _____	
Qty. _____	6'x10' regular booth	@ \$2,200	= _____	(Limited in qty.)
Qty. _____	6'x10' corner booth	@ \$2,400	= _____	(Limited in qty.)

Booth space request in order of preference:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Displaying bus or vehicle? Yes No

Bus or vehicle size (required if displaying):

Product/Service Categories

Please Check ONE Category for your Company

- Administrative and Operations Software
- Architects/Engineers
- Associations
- Athletic/Playground Equipment & Services
- Audio Visual Equipment
- Bond Sales
- Bus/Transportation Services & Consulting
- Communication Systems
- Computer Hardware/Software Equipment
- Construction Management
- Construction/Renovation
- Consulting Services
- Continuous School Improvement
- Curriculum/Curriculum Consultants
- Custodial/Janitorial Services & Products
- Disaster Recovery
- Drug & Alcohol Testing
- Employee Absence Management Solutions
- Energy Management Services
- Executive Searches
- Financial Services
- Flooring
- Food Service Operations
- Furnishings for Classroom/Lab/Music/Office
- Government Agency
- Gym & Playground
- Health & Wellness
- Inspection Services
- Insurance
- Lighting
- Modular Building Products & Services
- Non-Profit
- On-Demand Learning
- Other
- Performance Contracting
- Professional Development
- Purchase Cooperative
- Roofing
- Safety/Safety Programs/Security
- School Management Systems
- Scoreboards/Signs
- Seating for Auditoriums/Bleachers/Grandstands
- Technology Consultants
- Turf
- University
- Website Communication/Services/Management
- Windows

Sponsorship Opportunities

SPONSORSHIP PAYMENTS AND ARTWORK DUE SEPTEMBER 4

Count me in! I've selected a sponsorship level below. Please add amount to payment page.

	Friend \$1,000	Decade \$3,000	Century \$5,000	Millennium \$10,000	Legacy \$15,000	Premier Custom*
Logo on 'Thank You Conference Sponsors' Signage (located at multiple areas)	☆	☆	☆	☆	☆	
Hanging Banner Signage (located in main hallway leading to General Session and meeting rooms – one logo per sign or shared logos per sign)		☆ (shared)	☆ (shared)	☆	☆	
Conference Program Book Recognition (company logo listed)		☆	☆	☆	☆	
Exhibit Booth (comp. standard booth 10'x10')			☆	☆	☆	
Advertisement – Conference Program Book (full-page or half-page advertisement)			☆ (half page)	☆ (full page)	☆ (full page)	
Conference Attendee email(s) Recognition in IASB email(s) to attendees. (both pre- and post-event emails)				☆	☆	
General Session(s) Recognition in pre-session presentation				☆	☆	
Verbal Recognition at each General Session					☆	
Conference Website Recognition					☆	
* Custom Sponsorships <ul style="list-style-type: none"> • Customized per vendor with additional signage (examples: coffee sponsorship, lanyards, app, hospitality, etc.) • Limited number of Premier Sponsorships. • Highest recognition and exposure to member school districts. 						*Please contact Natalie Duke at nduke@iasb.com to discuss a custom sponsorship package.

For more sponsorship information, email Natalie Duke nduke@iasb.com.

Payment and artwork required by September 4.

Note: All sponsorships are subject to change. Sponsors must be engaged in activities consistent with IASB's educational mission and tax-exempt purpose. This opportunity is open to any individual, vendor, or firm that supports the mission of IASB, including those that may not be eligible to become IASB Service Associates.

ALL ADVERTISING ARTWORK AND PAYMENT DUE AUGUST 23

Conference Program

Deadline August 23

Special Offer: 20% off standard program advertising rates if you reserve your program ad space now. Advertising deadline is August 23. No advertising will be accepted after this date. Prices reflect the 20% discount.

- Full Page \$480** (4.625" w x 7.875" h - vertical)
- Half Page \$340** (4.625" w x 3.75" h - horizontal)

Ad Primary Contact: _____
Ad Primary Contact Email: _____
Ad Primary Contact Phone: _____

IASB Service Associates BINGO

Deadline August 23

Encourage foot traffic and gain company exposure by participating in IASB Service Associates BINGO. BINGO participants receive special signage and recognition in Conference advertising and social media coverage.

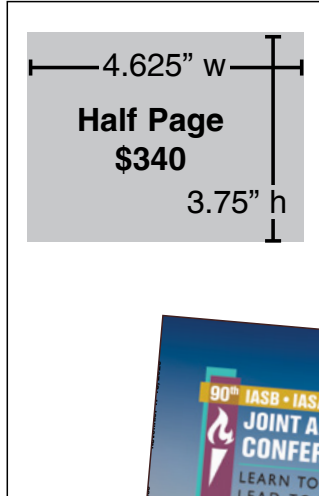
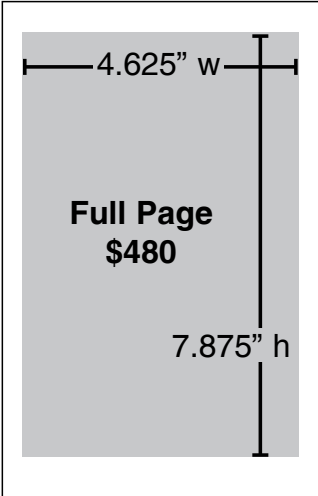
Participation fee is \$125.

Deadline for entry is August 23. Companies must be active IASB Service Associates to participate.

- Yes! I am an IASB Service Associate and want to participate.**

Please select company name from dropdown:

For advertising and BINGO questions, please email Bridget Kusturin, bkusturin@iasb.com



CREDIT CARD AUTHORIZATION FORM

IASB • IASA • IASBO
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Please complete the following information to make payment to IASB via credit card.

Credit Card Payment Authorization

PLEASE NOTE:

- Housing Deposits are non-refundable and credit card payments are subject to all terms and conditions listed in the Exhibitor Contract (including the cancellation policy).
- IASB charges a non-refundable 3% processing fee to the total credit card amount.
- All fields must be completed to process your Exhibitor Contract and payment.
- When completed, email the entire PDF to Natalie Duke, Exhibit Manager nduke@iasb.com.
- You will receive a confirmation email to confirm receipt of payment.
- Please contact Natalie, nduke@iasb.com, should you have any questions.

Please select the items you wish to pay for.

This document will be securely deleted/shredded once payment is accepted and processed.

Exhibit Booth Space	\$ _____
Advertising	\$ _____
Sponsorship Level	\$ _____
IASB Service Associate BINGO	\$ _____
IASB Service Associate \$225 Discount (if applicable)	\$ _____
Total Housing Deposits (non-refundable)	\$ _____
3% processing Fee	\$ _____
TOTAL AMOUNT DUE	\$ _____

Company Name (Full Legal Name) _____

Cardholder Full Name _____

Cardholder Billing Address _____

City _____ State _____ Billing Zip Code _____

Card No. _____ Exp. Date (MM/YY) _____ CVV Code _____

Cardholder Signature _____