

IASB · IASA · IASBO JOINT ANNUAL CONFERENCE

Educate. Inspire. Lead.

November 19-21, 2021 • Chicago

I. General Booth Info

- Booth Rates
- Exhibit Show Hours

II. Setup / Breakdown

- Buses/Vehicles
- Exhibit Setup
- Packing Crates
- 2 p.m. Saturday Breakdown
- Booth Materials

III. Registration / Badges

- Registration
- Exhibitor Badges
 - Exhibitor
 - Individual & Company Name
 - Additional Badges
- Cancellations

IV. Booth Space

- Booth Space
- Use of Space

V. Gifts / Handouts /

Projections / Sound

- Gift Ban (Prizes)
- Catalogs, Souvenirs, etc.
- Noise-Making Exhibits
- Motion Picture Projection
- Music
- Distributing Circulars and Solicitation
- Restrictions in Operation of Exhibits

VI. Mailing / Telephone List

VII. Sales

VIII. Photos / Video

IX. Setup - Additional Needs

- Light and Power
- Florist Service
- Special Signage
- Special Work Exhibition
- Objections
- Combustible Materials

X. Liability / Insurance / Fire

Regulations

- Liability
- Insurance
- Claim for Injuries or Loss
- Regulations of the Chicago Fire Department

CONTRACT FOR EXHIBIT SPACE

Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

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



I. GENERAL BOOTH INFO

BOOTH RATES Regular 10'x10' (\$2,475), corner 10'x10' (\$2,675). Companies contracting five or more booths; the 5th booth and each additional booth will be \$1,975. There are a limited number of 6x10 booths, please contact the Exhibit Manager, ExhibitManager@iasb.com, for availability and pricing. These booths are shaded on the floor map. 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 flat rate discount on one regular booth.

Booth Fee includes the following complimentary equipment:

- 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 submitted by October 1, 2021
- Complimentary listing in the event app

Wi-Fi and electrical are NOT included.

Exhibitor Lounge includes Complimentary Coffee for exhibitors-only:

- Thursday (Coffee and Rolls)
- Thursday, 3 p.m. (Coffee)
- Friday, 8:30 a.m. (Coffee and Rolls)
- Friday, 2 p.m. (Coffee)
- Saturday, 8:30 a.m. (Coffee and Rolls)

EXHIBIT SHOW HOURS are as follows:

- **Friday, November 19, 8:30 a.m. - 5 p.m.** (opens to exhibitors at 7:30 a.m.)
- **Saturday, November 20, 8:30 a.m. - 2 p.m.** (opens to exhibitors at 7:30 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 17 by 9 a.m.

EXHIBIT SETUP Exhibit setup is Thursday, November 18 from 8:30 a.m. - 5 p.m. After 5 p.m. the floor will be closed and no exhibitor may enter to set up unless with approval. Setups are not allowed on Friday. Any space not occupied by 5 p.m. Thursday, November 18, 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 2 p.m. Saturday closing time. Hotel bellman will be available after 2 p.m., Saturday, November 20, 2021 to move small amounts of exhibit material.

2 P.M. SATURDAY BREAKDOWN Exhibit Show closes promptly at 2 p.m. on Saturday, November 20. 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 2 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 NOON on Sunday, November 21.



III. REGISTRATION / BADGES

REGISTRATION Exhibitors receive up to (8) 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. Badge Registration forms should be submitted using the link provided in the confirmation email by Monday, November 9. REGISTRATION 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 registrar@iasb.com by Friday, October 15, 2021, 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, 2021, 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 two 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 him 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 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 the City 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 opinion of IASB may detract from the general character of the exhibit as a whole. 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 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.



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 IASB or 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 or 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 and affixing my signature hereto, the company I represent agrees to abide by the rules, regulations, and stipulations above.

Please sign the contract and return it with your payment to:

IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, Illinois 62703-5929 or registrar@iasb.com

(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.)

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Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

88th IASB • IASA • IASBO Joint Annual Conference

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Please sign the contract and return it with your payment to: IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, Illinois 62703-5929 or registrar@iasb.com. (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.)

Company Information (All fields required)

Company Name (Full Legal Name) _____

Doing Business As (for signage and printed material) _____

Exhibitor Booth Coordinator (to receive ALL correspondence/show information) _____

Company Address _____ City/State/Zip _____

Exhibit Booth Coordinator Email _____ Exhibit Booth Coordinator Phone _____

Company Website _____ Product/Service Category _____

Company Description for Conference Program Book and Event App

Will appear exactly as listed here; enter as much as you would like to include. DEADLINE FOR PROGRAM BOOK LISTING - **OCTOBER 1**.

Company Address _____ City/State/Zip _____

Company Phone _____ Website _____

Description of Services (max. 30 words)

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

IASB Service Associates: Please select your company from the list:
(IASB Service Associates receive a \$225 discount on one standard booth.
To verify membership, please contact bbeck@iasb.com.)

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	@ \$2,475	= _____	(First 4 booths)
Qty. _____	5 or more multiple booth discount	@ \$1,975	= _____	(Discounted rate for 5th booth purchased and beyond)
Qty. _____	10'x10' corner booth	@ \$2,675	= _____	
Qty. _____	6'x10' regular booth	@ \$2,175	= _____	(Limited in qty., shaded gray on layout.)
Qty. _____	6'x10' corner booth	@ \$2,375	= _____	(Limited in qty., shaded gray on layout.)

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):

(over)

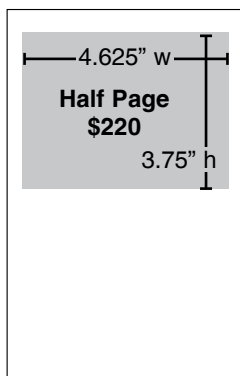
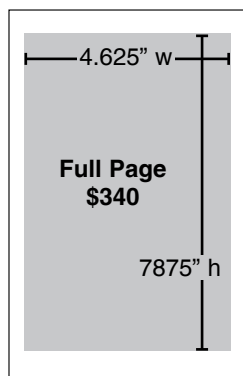
Advertising Opportunities

ALL ADVERTISING ARTWORK AND PAYMENT DUE SEPTEMBER 1

Conference Program – Deadline September 1

Special Offer: 20% off standard program advertising rates if you reserve your program ad space now. Advertising deadline is September 1. No advertising will be accepted after this date. Prices reflect the 20% discount.

- Full Page \$340** (4.625" w x 7.875" h)
 Half Page \$220 (4.625" w x 3.75" h)



IASB Service Associates BINGO – Deadline September 1

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 September 1.

Companies must be active IASB Service Associates to participate.

- Yes! We want to participate.** Please select company name:

Email bbeck@iasb.com with advertising and BINGO questions.

Payment Type

- Exhibitor Space: \$ _____ **Check Enclosed** (payable to IASB)
 Advertising: \$ _____ **Credit Card** (please see below), 3% processing fee will be added to each credit card transaction.
 BINGO: \$ _____ Early Bird Pre-Paid
Total Payment: \$ _____

Credit Card Payment

- Exhibitor Space: \$ _____ Card No. _____
 Advertising: \$ _____ Exp. Date (MM/YY) _____ CVC _____
 BINGO: \$ _____ Name on Credit Card _____
Total Payment/Charge Amount: \$ _____ Billing Zip Code _____

Signature of company representative _____ Date _____

Please sign the contract and return it with payment to: IASB

Attn: Exhibit Manager
 2921 Baker Drive
 Springfield, Illinois 62703-5929

Save and email to registrar@iasb.com or use submit button.
 Fax to (217) 241-2144. **(Retain a copy for your files).**

Please complete Credit Card Authorization Form on next page.

CREDIT CARD AUTHORIZATION FORM

IASB • IASA • IASBO
Joint Annual Conference

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

Company Information (All fields required)

Company Name (Full Legal Name) _____

Exhibiting Name (Directory Name) _____

Exhibit Booth Coordinator Name _____ Phone _____

IASB Service Associates: Please select your company from the list.

Billing Information

Company Name (Full Legal Name) _____

Billing Address _____

City _____ State _____ Zip _____

Invoice # (if applicable) _____ Booth(s) _____

Total Paid / Charge Amount \$ _____ (*same as below*)

Cardholder Signature _____

We understand all deposits are non-refundable and credit card payments are subject to all terms and conditions in the Exhibitor Contract including cancellations. **We also understand a non-refundable 3% processing fee will be applied to the final amount.**

In signing this form, it is understood that you have read and agree to the rules, regulations and stipulations listed in the contract for exhibit space.

Please send to: IASB, Attn: Exhibit Manager, 2921 Baker Drive, Springfield, Illinois 62703-5929; email to registrar@iasb.com; or fax to (217) 241-2144.

Please complete the following information. This section will be shredded once the credit card has been approved and payment has been deposited. **A 3% credit card processing fee will be added to the total.**

Exhibit Space \$ _____ Card No. _____

Advertising \$ _____ Expiration Date (MM/YY) _____ CVC _____

BINGO \$ _____ Name on Credit Card _____

Housing Deposit(s) \$ _____ Billing Zip Code _____

(*non-refundable*)

Total Paid / Charge Amount .. \$ _____