



***Indiana Brownfields Conference 2006:
Bridging Economic Development and Environmental Protection
April 11-12, 2006
Indiana Convention Center – Indianapolis, Indiana***

Opportunities for Exhibit Space

The Indiana Brownfields Program will host a statewide Brownfields Conference to be held in downtown Indianapolis on April 11-12, 2006. The conference will focus on the economic development benefits of brownfields redevelopment – bridging economic development and environmental protection. The Indiana Brownfields Program is supported by state and federal legislation that allows for the provision of services and the distribution of funds to communities for assessment and cleanup of brownfield properties. A brownfield is a property where redevelopment is complicated due to actual or potential environmental contamination.

You are invited to participate as an exhibitor at the Indiana Brownfields Conference. This is your chance to meet stakeholders who are involved with brownfields redevelopment in Indiana and market your goods or services directly to them. Maximize your company’s and organization’s presence and selling potential by becoming an exhibitor! **The continental breakfasts, refreshment breaks and reception will all be held in the Exhibit Hall.**

- Exhibit Space Includes:**
- One 8' x 8' Exhibit Booth,
 - One 6' Draped Display Table and Two Chairs,
 - Identification Sign in the Booth,
 - Inclusion in the Conference Program,
 - One Conference Registration,
 - Exposure to Up to 500 Attendees.

APPLICATION FORM FOR EXHIBIT SPACE

Event Planning Services (EPS) is the contractor that will be coordinating the Indiana Brownfields Conference. Exhibit spaces will be assigned on a first-come, first-served basis. **Reserve today; space is limited to 70 exhibitors!** Exhibitors and vendors are subject to approval by the Indiana Brownfields Program. Exhibit space rental price is based on one person per booth. Additional personnel may register at the cost of \$200 for the Corporate rate or \$100 for the Government/Nonprofit rate. Please complete the following application:

Booth Rental: ☐ \$1,000 Corporate Rate Per Exhibit Space ☐ \$250 Government/Nonprofit Rate Per Exhibit Space

Exhibitor Information:

Contact Name _____

Company/Organization Name _____

(Please print or type the company/organization name as you want it to appear on the sign.)

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail Address _____ Exhibit Type (i.e., pop-up, table-top, etc.) _____

Authorized Company/Organization Representative (please print) _____	
Title _____	Signature _____
Note: This form constitutes a legally binding agreement. Event Planning Services agrees to review your application and assign exhibit space to your company/organization consistent with conference eligibility requirements and policies. By signing above, I certify that I am authorized to execute this binding contract on behalf of my company/organization. I understand this fee is nonrefundable should I cancel the contract. List additional personnel who will be staffing the booth and attach additional sheet if necessary.	
Name _____	Title _____

Exhibit Hours: The move-in date is Monday, April 10, 2006, from 10:00 a.m. to 4:00 p.m. The official exhibit dates and hours are: Tuesday, April 11, 2006, from 8:00 a.m. to 6:30 p.m. and Wednesday, April 12, 2006, from 8:00 a.m. to 1:00 p.m. The move-out date is Wednesday, April 12, 2006, beginning at 1:00 p.m. and must be completed by midnight. No exhibits may be removed before 1:00 p.m. on April 12. Please see the section on Freight Policy for additional information.

Please complete items on the reverse side.

Exhibit Space Rates: All booths are 8' x 8'; however, you may rent more than one exhibit space by multiplying the rate per exhibit space by the number of exhibit spaces desired. There is no discount for renting multiple exhibit spaces. It is further understood that the space will be occupied by the company shown on this application and that the exhibitor will not sublet or share the space without written consent of EPS. The exhibitor agrees to abide by the conference rules as outlined in the exhibitor service kit.

Exhibit Space Choices: Refer to the floor plan enclosed and mark your choice of exhibit spaces in order of preference: 1st _____ 2nd _____ 3rd _____

Number of exhibit spaces requested _____ @ \$_____ (\$1,000 Corporate rate) or \$_____ (\$250 Government/Nonprofit rate) per exhibit space = \$_____ total exhibit space cost.

Extra exhibit booth personnel _____ @ \$200 per person (Corporate rate) or _____ @ \$100 (Government/Nonprofit rate) = \$_____ total additional exhibitor staff cost.

In order for you to be guaranteed space(s), full payment must accompany this form. EPS will make every effort to accommodate exhibitor requests; however, space requests are guidelines only and are not guaranteed. Assignments are based on the date received and space availability.

Exhibitor Service Kit: The exhibitor will receive an exhibitor service kit which will outline options for additional items needed such as electrical hookups, telephones, carpet, wastebasket, etc. The exhibitor agrees to pay for these items/services at additional costs from Excel Decorators Inc., the official service contractor for the conference.

Raffles and Promotional Items: Exhibitors must be in compliance with the Indiana Code of Ethics (42 IAC 1-1).

Selling Policy: Exhibitors who wish to transact sales on the exhibit floor are responsible for payment of Indiana Sales Tax directly to the Indiana Department of Revenue.

Liability, Insurance and Hold Harmless Clause: The exhibitor agrees to carry personal and property damage liability and worker’s compensation insurance. Furthermore, the exhibitor hereby releases, relinquishes, discharges, and agrees to indemnify and hold harmless EPS, the Indiana Convention Center, and the State of Indiana from any and all claims, demands, liabilities, costs and expenses, for any injury to, including the death of, persons and any loss of or damage caused by, or growing out of, or happening in connection with the provision of services or equipment by EPS. EPS reserves the right to ask for a certificate of insurance.

Freight Policy: No exhibit may be removed from the exhibit hall during the conference. Only exhibitors with proper credentials will be allowed into the conference or allowed to remove items from the facility during the move-out period. Information regarding drayage will be included in the exhibitor service kit.

Americans With Disabilities Act: Exhibitors must be in compliance with the Americans With Disabilities Act (ADA).

Security: Twenty-four hour security will be provided; however, it is the responsibility of the exhibitor to protect its property both on and off the conference premises. EPS is not responsible for any loss, theft or damages.

Payment Terms: All applications must be accompanied with full payment. Forms of payment include business check, cashiers check, or money order. All payments must be in U.S. currency. Please make the check payable to the Indiana Brownfields Program. Send application and payment to:

**Indiana Brownfields Program
c/o Event Planning Services
12512 Geist Cove Drive
Indianapolis, IN 46236
(317) 823-9530**

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE IN THIS SPACE		
No. _____	No. _____	No. _____
Date Received _____		