

# ISBA SOLO & SMALL FIRM CONFERENCE

May 31 - June 2, 2018 ~ French Lick Resort

## SPONSOR & EXHIBITOR GENERAL INFORMATION

The Solo & Small Firm Conference attracts solo & small firm attorneys each year from around the state and has a very special appeal because attendees are the decision makers in their firms. Along with exclusive access to your targeted customers, your exhibit fee entitles you to additional tools to make your experience at the ISBA Solo & Small Firm Conference a truly profitable one:

- Added exposure for your company
- Expand your customer base
- Valuable networking opportunities
- Professional booth presentation

Invite up to four people from your organization to be exposed to Indiana's largest gathering of solo & small firm professionals!

### BOOTH PACKAGE

- (1) 8 x 8 space with pipe & drape, ID sign, (1) 6' skirted table, (2) chairs and a wastebasket.
- Use of the ISBA special room rate at French Lick Resort.
- Recognition in the meeting & event guide distributed to all conference attendees on-site.
- Access to the post-conference registration e-mail list for a one time mailing.
- Opportunity to sign up for various social events during the conference.
- (1) Ticket to the Welcome Dinner on Thursday, May 31.
- Access to the refreshment breaks (in the Law Expo) on Friday, June 1 and Saturday, June 2.
- Up to (4) identification badges for booth staff.
- Plentiful breaks built into the conference schedule to allow for maximum time with attendees
- Listing on the ISBA Solo & Small Firm Conference App.
- Complimentary Wi-Fi (shared signal)
- Participate in the very popular Door Prize Drawing by donating a door prize and your name will be listed on the door prize card attendees will use to stop by your booth during the conference for a signature. In order to participate, email [ahiggins@inbar.org](mailto:ahiggins@inbar.org) what you will be donating as a door prize (& the value of the item) by April 30, 2018. Door prizes will be given out at the Closing Luncheon on Saturday, June 2.

### EXPO SCHEDULE

#### Exhibitor Move-in Hours:

Thursday, May 31, 2018  
2:00 p.m. – 5:00 p.m.

-or-

Friday, June 1, 2018  
7:30 a.m. – 9:00 a.m.

#### Exhibitor Move-out Hours:

Saturday, June 2, 2018  
Noon – 2:00 p.m.

#### Conference Expo Hours:

Friday, June 1, 2018  
9:00 a.m. – 5:30 p.m.  
Saturday, June 2, 2018  
8:00 a.m. – Noon

## **CONFERENCE LOCATION & LODGING INFORMATION**

French Lick Resort  
8670 West State Road 56  
French Lick, IN 47432

As an exhibitor of the 2018 ISBA Solo & Small Firm Conference, you will qualify for the ISBA group room rate of \$149 per night. Contact French Lick at 888-936-9360 to make your room reservation. Be sure to provide the group code 0518ISB in order to receive the discounted ISBA rate.

The deadline to book your room at the ISBA group rate is **May 9, 2018** or until the room block is sold out, whichever occurs first. Please note: the group room rate is only valid at French Lick Springs Hotel.

## **CONFIRMATION**

Once ISBA receives your signed exhibitor application & payment, you will receive confirmation (via email) with additional details including electrical and phone services, shipping and storage of freight. Booth assignments and the expo layout will be emailed to exhibitors 2-3 weeks prior to the conference.

## **CONFERENCE SCHEDULE**

The conference schedule highlights are included within this packet. The finalized schedule will be posted to [www.inbar.org](http://www.inbar.org) mid-to-late March.

## **QUESTIONS?**

Contact Ashley Higgins, Director of Meetings & Events, [ahiggins@inbar.org](mailto:ahiggins@inbar.org)

## **ISBA EXHIBITOR RULES & REGULATIONS**

Exhibition: ISBA Solo & Small Firm Conference Law Expo  
Exhibition Facility & Date: French Lick Resort, May 31-June 2, 2018  
Exhibition Management: Indiana State Bar Association (ISBA)  
Exhibition Manager: Ashley Higgins (ahiggins@inbar.org)

Exhibition Management assigns all space on a first-come, first-served basis (with preference given to conference sponsors).

Exhibition Management has the right to assign Exhibitors to the best alternate space and to make reasonable shifts in location.

Exhibition Management has the right to decline, prohibit or expel any exhibit or Exhibitor, which in the sole judgment of Exhibition Management, is not in keeping with the character of the Exhibition, this being all inclusive as to persons, things, printed matter, product, conduct, etc.

Exhibition Management will not be liable for the fulfillment of this contract as to the delivery of exhibit space if for any reason the Exhibition is not held. Exhibition Management will be responsible only for the return of rental fees.

Exhibitor shall not share, assign, sublet or broker any of its assigned space.

Exhibitor shall be bound by all pertinent laws, codes and regulations of municipal or other authorities having jurisdiction over the Exhibition Facility together with the rules and regulations of the owners and/or operators of the Exhibition Facility.

Exhibition Management, its Exposition Services Company, George Fern, and French Lick Resort assume no responsibility for the safety of the properties of the Exhibitor, its officers, agents or employees.

Exhibitor agrees to hold harmless ISBA, its Exposition Services Company, George Fern, and French Lick Resort and all agents and employees thereof (hereafter "Indemnities") for any damages or charges for violations of any law or ordinance, whether from the negligence of Exhibitor or those holding under Exhibitor. Exhibitor agrees to indemnify and hold harmless the Indemnities from all costs, damages, or liability, including attorney's fees, arising from or by reason of any accident, bodily injury, or other occurrence to any person(s), including Exhibitor, its employees, agents, and business invitees, arising from or out of the Exhibition premises.

### **NOISE LEVELS**

All sound and other noises must be kept at sufficiently low levels so as not to disturb other Exhibitors. After one warning, the Exposition Manager reserves the right to turn off the electricity of any Exhibitor who violates this rule.

### **OBSTRUCTION OF EXHIBITS**

Exhibitor displays may not obstruct the general view of the Exhibition area nor hide the exhibits of others. Plans for any specialty built displays require pre-approval & should be submitted to the Exhibition Manager by April 13, 2018. If in Exhibition Management's sole judgment, the proposed display is not consistent with the purposes of ISBA, Exhibition Management has the right to decline to lease space to Exhibitor.

### **BOOTH SIZE & DISPLAYS**

Exhibitors are provided with an 8x8 booth space to include (1) 6ft table, 2 chairs and wastebasket. If an Exhibitor has a display larger than 8ft, ISBA has a very limited quantity of booths (8x10) that can accommodate this and it will be an additional \$50 to secure. Contact Ashley Higgins to discuss further.

### **PROTECTION OF EXHIBITION FACILITY**

Exhibitor shall not post, tack, nail, screw or otherwise attach anything to the columns, walls, floor or other parts of the Exhibition Facility without permission from the proper Exhibition Facility authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibition Manager.

### **COMPLIANCE WITH SCHEDULE**

Exhibitor agrees to have a representative/attendant present & in charge of their exhibit during show hours, and, further, each Exhibitor agrees to maintain installed displays throughout all Exhibition days and hours. No packing of equipment, literature, etc. or dismantling of exhibits will be permitted until the official Exhibition closing time.

### **SECURITY**

Exhibits will not be guarded during the conference. During non-Expo hours or when you are away from your booth, we encourage you to stow away any valuables, knick-knacks, etc.

### **CIRCULARIZATION AND SOLICITATION**

Circulars or advertising matter of any description may be distributed and patronage may be solicited only within the space assigned to the exhibitor presenting such material. Companies or organizations not assigned booth space will not be permitted to solicit business in any manner within the Exhibition area. Exhibitors are urged to report any non-exhibitors who are soliciting within the Exhibition area to the Exhibition Manager.

### **INSURANCE**

Exhibitor shall carry its own insurance coverage for any loss or damages to Exhibitor's property (including from place of shipment to the Exhibition Facility and return and the period during which the Exhibitor's property remains in the Exhibition area) as well as insurance coverage for any potential liability arising from Exhibitor's participation in the 2018 ISBA Solo & Small Firm Conference. Exhibitor waives any claims of subrogation against Exhibition Management in the event of a loss that is compensated by the insurance coverage applicable to Exhibitor or its property.

### **ELECTRICAL AND PHONE REQUIREMENTS**

All electrical and phone requirements shall be arranged by the Exhibitor through the Exhibition Facility. An order form will be sent to Exhibitors upon receiving a sign contract.

### **SHIPPING**

Shipping information will be included in the confirmation sent to Exhibitors. Any fees associated with the shipping & storage of Exhibitor's property & materials is at the cost of the Exhibitor.

### **CANCELLATION/REFUND POLICY**

50% of the total booth price will be refunded if cancellation is received by Exhibition Management in writing on or before May 3, 2018. No refunds will be made after this date.

### **ACCEPTANCE**

If the Exhibitor's application is accepted, Exhibitor agrees to abide by the terms hereto and agrees that failure to do so subjects Exhibition Management the right, without notice to the Exhibitor, to sell or offer for sale the exhibit space covered by Exhibitor's application, without rights to recourse or a refund. Exhibitor shall be liable for any deficiency, loss or damage suffered by Exhibition Management by reason of the premises stated, which loss or damage includes but is not limited to, reasonable expenses and costs incurred by reason thereof, including attorney's fees.

## 2018 ISBA Solo & Small Firm Conference Draft Conference Schedule

*Meals & Events are open to all conference attendees and paid guests.*

### THURSDAY, MAY 31, 2018

- 9:00 a.m. – Pre Conference Camps  
4:15 p.m.
- 11:00 a.m. - **Golf Outing**  
4:00 p.m. *Donald Ross Golf Course*
- 2:00 p.m. – Exhibitor Move-in Hours (Option #1)  
5:00 p.m.
- 5:00 p.m. Speakers' Reception
- 6:00 p.m. – **Welcome Dinner**  
8:00 p.m.
- 8:30 p.m. First Timers Orientation
- 9:00 p.m. Law Students & Buddies Gathering
- 9:30 p.m. War Story Contest
- 10:00 p.m. Meet & Greet @ Power Plant Bar

### FRIDAY, JUNE 1, 2018

- 6:30 a.m. – 5K Fun Run/Walk  
7:30 a.m.
- 7:00 a.m. - **Breakfast**  
8:00 a.m.
- 7:30 a.m. – Exhibitor Move-In Hours  
(option #2) 9:00 a.m.
- 8:00 a.m. - **Opening Plenary Session featuring Catherine Sanders Reach,**  
9:15 a.m. *The Flexible Law Firm*
- 9:00 a.m. – Expo Open  
5:30 p.m.
- 9:15 a.m. - PROGRAM BREAK  
9:30 a.m.
- 9:30 a.m. - Relaxation Yoga  
10:30 a.m.

9:30 a.m. - Sessions 10:30 a.m.	Breakout
All Day (during breaks)	<b>Professional Development Lounge</b> The Professional Development Lounge is designed to provide one-on-one learning about legal technology and law practice management.
10:30 a.m. - 10:45 a.m.	PROGRAM BREAK
10:45 a.m. - Sessions 11:45 a.m.	Breakout
Noon - 1:45 p.m.	<b>Lunch and Afternoon Plenary (Guest Speaker: Lincoln Mead, The Future has Passed)</b>
1:45 p.m. - 2:00 p.m.	PROGRAM BREAK
2:00 p.m. - Sessions 3:00 p.m.	Breakout
2:00 p.m. - Meeting 5:00 p.m.	ISBA Board of Governors
3:00 p.m. - 3:15 p.m.	PROGRAM BREAK
3:15 p.m. - 3:45 p.m.	<b>Select Sponsor Presentations</b>
3:45 p.m. - 4:00 p.m.	PROGRAM BREAK
4:00 p.m. - 5:00 p.m.	Breakout Sessions
6:30 p.m. - 8:30 p.m.	<b>Dinner &amp; Presentation of the GP Hall of Fame Awards</b>
8:30 p.m.	Various Social Activities: Go Kart Racing, <b>Beer Tasting &amp; Cornhole Tournament</b>

## **SATURDAY, JUNE 2, 2018**

7:00 a.m. - 8:15 a.m.	<b>Breakfast</b>
7:30 a.m. - 8:30 a.m.	Yoga

7:30 a.m. - 8:30 a.m.	Sunrise CLE
8:00 a.m. - Noon	Expo Open
8:30 a.m. - 9:30 a.m.	<b>Wellness Plenary Session</b>
9:30 a.m. - 9:45 a.m.	PROGRAM BREAK
9:45 a.m. - 10:45 a.m.	Breakout Sessions
10:45 a.m. - 11:00 a.m.	PROGRAM BREAK
11:00 a.m. - Noon	Breakout Sessions
Noon - 2:00 p.m.	Exhibitor Move-out Hours
Noon - 1:00 p.m.	Closing Luncheon & Awarding of Door Prizes