



2018 Annual Conference Exhibit Booth Overview

Exhibit Hall Location

Marriott East Indianapolis
Liberty Hall
7202 E 21st St | Indianapolis, IN 46219

Exhibit Hall Hours

Exhibit hall hours are subject to change as we continue to plan the conference schedule.

Move-In

Monday, November 12	12 – 5 PM
Tuesday, November 13	7 – 10 AM

Show Hours

Tuesday, November 13	10 AM – 5 PM
Wednesday, November 14	8:30 AM – 3 PM

Move- Out

Wednesday, November 14	3:30 – 5:30 PM
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Booth Details

Booths are 10' wide x 8' deep with 8' back drape and 3' side drape. Also includes: one 6' draped table, two chairs, an identification sign, and wastebasket.

Booth Fee

	Corporate	Nonprofit
Before July 31	\$800	\$425
Before October 15	\$850	\$450
After October 15	\$900	\$525

Four exhibitor badges are included in the booth price. Additional badges may be purchased for \$25 each.

Cancellation Policy

90 days prior to event	10% refund
60 days prior to event	50% refund
30 days prior to event	no refund

Contracts received after October 1, 2018 are not guaranteed a listing in the final conference program.

Decorator

George Fern is the official decorator for this event, and shall have the exclusive rights to supply all equipment, furniture, drayage, and non-technical manpower on a rental basis to individual exhibitors. George Fern will provide an exhibitor information kit including all pertinent forms regarding your requirements for electricity, shipping, furniture and fixture rental, etc. in October 2018. They will also be onsite during scheduled move-in and move-out times. Any fabric supplied by the exhibitor must be flame-proof and comply with the requirements of the Indiana State Fire Marshall.

Liability

The Indianapolis Marriott East, Indiana Library Federation, and George Fern will not be held liable by an exhibitor for any damages, injury, or loss to any person or of property. George Fern will carry full coverage liability and property damage insurance with a certificate to be supplied upon request. Exhibitors desiring to insure their exhibits and display materials against fire, theft, etc. must do so at their own expense. Liberty Hall will be locked at the end of each day by Marriott staff and confirmed by ILF staff.

Terms & Conditions

1. Exhibitors should register their booth via the [ILF website](#). Payment can be completed during online registration or by check to the ILF office. Payment must be received prior to the respective booth fee deadline to secure the published rate.
2. Any checks should be made payable to the Indiana Library Federation. Booth space will be assigned when payment is received, and ILF staff will consider exhibitor preferences as best as possible.
3. Booth selection confirmation and further details will be forwarded at a later date.

Contact

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