

**ISBA ANNUAL MEETING**  
**October 16-18, 2019**  
**Sheraton Indianapolis Hotel at Keystone Crossing**  
**SPONSOR & EXHIBITOR APPLICATION**

FOR ISBA USE ONLY

Application Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Conf. Sent: \_\_\_\_\_

To reserve your sponsorship level and/or exhibit space, complete this application and return with full payment to ISBA. **All Exhibitors and Sponsors are required to sign & submit this application to ISBA.** Sponsorships and/or exhibit space will be confirmed when **full payment & a completed application** have been received.

Sponsor or Exhibitor Name: \_\_\_\_\_  
*(Please print name as you would like it to be listed in the program)*

Contact Person: \_\_\_\_\_ E-mail\*: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Product/Service to be Exhibited: \_\_\_\_\_

**\*In order to receive a confirmation from ISBA, you must include an email address.**

The following person(s) will be staffing our booth and will need exhibitor/sponsor identification badges: *(please print clearly)*

1. \_\_\_\_\_  
*(this person will be listed on the conference app as the contact – **please include their name, title & email**)*
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_




### **SPONSOR DEADLINES**

**July 29** Sponsorship Applications, Payment & Company Logo Artwork (in full color) due for Advance Publicity (in order to be included as a sponsor in registration brochure that is mailed to more than 9,000 members throughout the state of Indiana). **Please submit vector artwork as .AI, .EPS, or .PDF files.** If you are a repeat Sponsor, we will use the logo we have on file already, unless notified otherwise.



**Aug. 23** If application is received after Aug. 23, Company Logo Artwork is due in order to be included in the on-site meeting & event guide. Submit artwork to ahiggins@inbar.org. **Please submit vector artwork as .AI, .EPS, or .PDF files.**

### **SPONSORSHIP LEVELS (includes booth)**


#### **Gold Sponsor (\$4,500)**

- (3) Complimentary Annual Meeting Registrations 
- (1) 8x8 Booth Space in a Prime Location with pipe & drape, ID sign, (1) 6' skirted table, (2) chairs and a wastebasket plus access to the refreshment breaks in the Expo and complimentary WiFi (shared signal)
- Recognition on the Annual Meeting App to include 1 Banner Ad & Enhanced Listing
- Recognition in the meeting registration brochure (full color logo) that is mailed to over 9,000 members
- Recognition in the meeting & event guide distributed to all annual meeting attendees
- Recognition in the on-site Event signage, including recognition on sponsor video screens
- One Time use of Pre & On-Site Annual Meeting attendee e-mail lists
- 1/4-page color advertisement in one issue of Res Gestae Magazine 
- (1) Guaranteed Spot on one of the Family Feud Gameshow Teams (Thursday, Oct. 17 Lunch) 
- Sponsor may provide a one (1) page advertisement (or brochure) to be placed in each attendee registration packet

## Silver Sponsor (\$3,500)

- (2) Complimentary Annual Meeting Registrations 
- (1) 8 x 8 Booth space with pipe & drape, ID sign, (1) 6' skirted table, (2) chairs and a wastebasket, plus access to the refreshment breaks in the Expo and complimentary WiFi (shared signal)
- Recognition on the Annual Meeting App to include an Enhanced Listing
- Recognition in the meeting registration brochure (full color logo) that is mailed to over 9,000 members
- Recognition in the meeting & event guide distributed to all annual meeting attendees
- Recognition in the on-site Event signage, including recognition on sponsor video screens
- One Time use of Pre & On-Site Annual Meeting attendee e-mail lists
- (1) Guaranteed Spot on one of the Family Feud Gameshow Teams (Thursday, Oct. 17 Lunch) 
- Sponsor may provide a one (1) page advertisement (or brochure) to be placed in each attendee registration packet

## Bronze Sponsor (\$2,500)

- (1) Complimentary Annual Meeting Registration 
- (1) 8 x 8 Booth space with pipe & drape, ID sign, (1) 6' skirted table, (2) chairs and a wastebasket, plus access to the refreshment breaks in the Expo and complimentary WiFi (shared signal)
- Recognition on the Annual Meeting App
- Recognition in the meeting registration brochure (full color logo) that is mailed to over 9,000 members
- Recognition in the meeting & event guide distributed to all annual meeting attendees
- Recognition in the on-site Event signage, including recognition on sponsor video screens
- One Time use of Pre & On-Site Annual Meeting attendee e-mail lists
- Sponsor may provide a one (1) page advertisement (or brochure) to be placed in each attendee registration packet

## BOOTH PACKAGE – EXHIBITOR ONLY

- (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 the Sheraton at Keystone Crossing.
- Recognition in the meeting & event guide distributed to all conference attendees on-site.
- Access to the conference e-mail registration list for a one-time mailing.
- (2) Tickets to the Welcome Reception on Wednesday, Oct. 16.
- (2) Tickets to the Late Night Social on Thursday, Oct. 17.
- Access to the refreshment breaks (in the Law Expo) on Thursday, Oct. 17 and Friday, Oct. 18.
- Plentiful breaks built into the conference schedule to allow for time with attendees.
- Listing on the ISBA Annual Meeting App.
- Complimentary Wi-Fi (shared signal)

## PAYMENT INFORMATION

Payment is required in full with application to confirm your company's participation. **Please complete the included Payment Information and return with your signed application.** If cancellation is made in writing on or before Sept. 25, 2019, a 50 percent refund will be remitted. No refunds will be made after Sept. 25.

## ACCEPTANCE

By signing below, Sponsor/Exhibitor's representative acknowledges that he or she has read and agrees to the enclosed ISBA Exhibitor Rules and Regulations on behalf of the Sponsor/Exhibitor. Sponsor/Exhibitor's representative further affirms that he or she is fully authorized to bind Exhibitor to the terms herein and to execute this application on behalf of Sponsor/Exhibitor.

**Name of Company:** \_\_\_\_\_

**Name of Sponsor/Exhibitor's Representative (please print):** \_\_\_\_\_

**Signature of Sponsor/Exhibitor's Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**PAYMENT INFORMATION**  
*(must be returned with signed application)*

Company Exhibiting/Sponsoring \_\_\_\_\_

**BOOTH FEES**

- 8 x 8 Sponsor Booth = \$ 0  
*(Gold, Silver & Bronze Level Sponsors receive a complimentary booth with their Sponsorship)*
- 8 x 8 Exhibitor Booth (non-Sponsor)
  - **Early Bird** Fee (on or before 8/28/19) = \$ 699
  - **Regular** Fee (8/29/19 – 9/25/19) = \$ 749
- 8 x 8 Exhibitor Booth for **Non-Profit Organizations or New Vendors**
  - **Early Bird** Fee (on or before 8/28/19) = \$ 499
  - **Regular** Fee (8/29/19 – 9/25/19) = \$ 549

**MARKETING OPPORTUNITIES**

- Promotional Item for Attendee Registration Packets** = \$ 300 (included w/Sponsorships)  
*Contribute a company flyer or brochure into each attendee registration packet. Items should be 8 ½ x 11 and no more than 4 pages. 250 pieces to be inserted. Due October 1, 2019. Note: this rate is only available for paid Exhibitors. The fee for non-paid Exhibitors is \$600.*

**ADDITIONAL EVENT TICKETS ORDERING:**

**Wednesday, October 16, 2019**

	<b>On or before 9.25</b>	<b>9.26-10.9</b>	<b>After 10.10 (based on availability)</b>	
Welcome Reception	# ___ @ \$40	# ___ @ \$45	# ___ @ \$50	\$ _____

**Thursday, October 17, 2019**

Family Feud Lunch	# ___ @ \$40	# ___ @ \$45	# ___ @ \$50	\$ _____
Keynote Dinner	# ___ @ \$100	# ___ @ \$110	# ___ @ \$120	\$ _____
Late Night Social	# ___ @ \$20	# ___ @ \$25	# ___ @ \$30	\$ _____

**PAYMENT INFORMATION**

- Check (made payable to ISBA):  
 Indiana State Bar Association  
 Attn: Ashley Higgins  
 One Indiana Square, Suite 530  
 Indianapolis, IN 46204

- Credit Card (scan and email forms to Ashley Higgins, ahiggins@inbar.org):
  - Visa     MasterCard     Discover
 Name on card \_\_\_\_\_  
 Card No. \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ \*3-4 Digit Ver. Code \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_