

ISBA ANNUAL MEETING

October 16-18, 2019 ~ Sheraton Indianapolis Hotel at Keystone Crossing

GENERAL INFORMATION

Partner with the ISBA at the 2019 Annual Meeting!

The Annual Meeting is the State Bar's largest conference of the year and is a great opportunity for sponsors & exhibitors to market their products, services, and technologies to the legal professionals of Indiana. Attorneys attend Annual Meeting to learn and discuss the latest issues affecting their profession, as well as network with colleagues. As a prime showcase for your products and services, your exhibit at the Annual Meeting is a great way to capture the attention of Corporate Attorneys, Government Attorneys, Private Practice Attorneys, Judges, Legal Administrators, Law Librarians, Paralegals, Law Students and other legal professionals. The exhibit area is located near the meeting rooms used for educational sessions. The break station and lounge area will be located in the exhibit area as well.

EXPO SCHEDULE

Exhibitor Move-in Hours:
Wednesday, October 16
1:00 p.m. – 4:30 p.m.
-or-
Thursday, October 17
7:00 a.m. – 8:00 a.m.

Exhibitor Move-out Hours:
Friday, October 18, 2019
11:00 a.m. – 1:00 p.m.

Conference Expo Hours:
Thursday, October 17, 2019
9:00 a.m. – 5:30 p.m.
Friday, October 18, 2019
8:00 a.m. – 11:00 a.m.

CONFERENCE LOCATION & LODGING INFORMATION

Sheraton Indianapolis Hotel at Keystone Crossing
8787 Keystone Crossing, Indianapolis, IN 46240

As an exhibitor of the 2019 ISBA Annual Meeting, you qualify for the ISBA group room rate. Visit the following link to make your room reservation: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1561565481585&key=GRP&app=resvlink>. The ISBA rate is \$159/night. Or call 888-627-7814 to make your reservation – be sure reference "ISBA" or "Indiana State Bar Association" in order to receive the discounted ISBA group rate. The ISBA rate is available until 5:00pm on Sept. 25 or until the block sells out, whichever comes first.

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 sponsors & 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 early August.

QUESTIONS?

Contact Ashley Higgins, Director of Meetings & Events, ahiggins@inbar.org

ISBA EXHIBITOR RULES & REGULATIONS

Exhibition: ISBA Annual Meeting Law Expo

Exhibition Facility & Date: Sheraton Indianapolis Hotel at Keystone Crossing, October 16-18, 2019

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 annual meeting 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 Sheraton Indianapolis Hotel at Keystone Crossing 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 Sheraton Indianapolis Hotel at Keystone Crossing 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 Sept. 1, 2019. 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.

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 2019 ISBA Annual Meeting. 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 September 25, 2019. 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.

2019 ISBA Annual Meeting Draft Schedule

WEDNESDAY, OCTOBER 16

- 11:00 a.m. – 1:30 p.m. Board of Governors Meeting
- 2:00 p.m. – 5:00 p.m. **House of Delegates Meeting**
Assembly of delegates to consider the policy of the Association.
- 5:00 p.m. – 6:30 p.m. **Welcome Reception**

THURSDAY, OCTOBER 17

Breakfast on your own

- All Day Break Station, Lounge & Charging Area in Expo
- 8:15 a.m. – 9:15 a.m. Section & Committee Breakfast Meetings
- 9:15 a.m. Break
- 9:30 a.m. – 10:30 a.m. CLE Programs: 3 Tracks
- Hot Topics
 - Professional Development & Essential Skills
 - Voices in the Courtroom
- 10:30 a.m. Break
- 10:45 a.m. - 12:15 p.m. CLE Programs: 3 Tracks
- Hot Topics
 - Professional Development & Essential Skills
 - Voices in the Courtroom
- 12:15 p.m. Break
- 12:30 p.m. – 1:45 p.m. **Family Feud Gameshow Lunch!**
Join our Emcee James Bell as we play this popular game. Prizes to be awarded!
- 1:45 p.m. Break
- 2:00 p.m. - 3:00 p.m. CLE Programs: 3 Tracks
- Hot Topics
 - Professional Development & Essential Skills
 - Voices in the Courtroom
- 3:00 p.m. Break

- 3:15 p.m. - 4:15 p.m. CLE Programs: 3 Tracks
- Hot Topics
 - Professional Development & Essential Skills
 - Voices in the Courtroom
- 4:30 p.m. – 5:30 p.m. **Assembly Meeting**
The official business meeting of the ISBA where members will elect the 2019-21 board members and induct Leslie Craig Henderzahs as the 2019-20 president. Sustaining members will also be recognized.
- 5:30 – 6:30 p.m. **Law School Alumni Receptions**
- 6:30 – 8:30 p.m. **Dinner with Keynote Speaker, David Rudolf**
- 8:45 p.m. **Late Night Social**
Hosted by the Young Lawyers Section

FRIDAY, OCTOBER 18

Breakfast on your own

- Until 11:00 a.m. Break Station, Lounge & Charging Area in Expo
- 8:00 a.m. – 9:00 a.m. Section & Committee Breakfast Meetings
- 9:00 a.m. – 10:00 a.m. CLE Programs: 2 Tracks
- Hot Topics
 - Professional Development & Essential Skills
- 10:00 a.m. Break
- 10:15 a.m. – 11:15 a.m. CLE Programs: 2 Tracks
- Hot Topics
 - Professional Development & Essential Skills
- 11:15 a.m. Break
- 11:30 a.m. – 12:30 p.m. CLE Programs: 2 Tracks
- Hot Topics