

IMPORTANT 2017 EXHIBITOR FORMS DUE: AUGUST 8, 2017

On the following pages you will find forms that we need you to complete by August 8.

Please read the information carefully as some forms need to be returned to IAA while others will be returned to Shepard Exposition or the Indiana Convention Center.



EXHIBITOR FORMS

DUE AUGUST 8, 2017

RETURN TO IAA

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EXHIBITOR CONFIRMATION

Please fill out the following information as it will appear on signage and in the onsite guide. If you need to reference your booth number, you can access it [here](#). Please return via fax, email or mail to Morissa at morissa@iaaonline.net or 317-816-8911.

Company Name:

Booth Number:

Contact Name:

Email:

Website:

Phone #:

Company Description: _____

Send or Fax to:

IAA • 9100 Keystone Crossing #725 • Indianapolis, IN 46240 • Fax: (317) 816-8911 •
morissa@iaaonline.net

Deadline to return form is

August 8, 2017



EXHIBITOR BADGE ORDER FORM

Deadline Date: **August 8, 2017**

Please print or type the information below or use a company stamp/label.

EXHIBITOR BADGES:

- You are allowed eight (8) badges per booth.
- List only personnel who will be in attendance in your booth.
- Pick up your Exhibitor Packet and Badges at the Exhibitor Registration Desk in the back of Hall B during move-in hours, 7:00-11:30 a.m. on Tuesday, October 10, 2017.
- **ALL BOOTHS MUST BE SET BY 12:00 PM.**
- Badges are non-transferable.
- Each exhibitor must have a badge to enter the exhibit area and badges must be worn at all times.
- The badges will have two lines with the Exhibitor’s Name and Company Name.

COMPANY NAME AS IT SHOULD APPEAR ON THE BADGE:

LIST EXHIBITING PERSONNEL *(Please provide cell phone number next to exhibiting personnel if interested in receiving text notifications throughout the conference):*

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

EMERGENCY CONTACT: *Please provide the name and number of one company representative who will not be at the Midwest Multifamily Conference to contact should there be an emergency:*
 Name: _____ Phone Number: _____

**Note: There will be a \$10 charge per badge over eight (8) per booth.
Please make a copy of this form for your records.**

Send or Fax to: IAA • 9100 Keystone Crossing #725 • Indianapolis, IN 46240 • Fax: (317) 816-8911 • morissa@iaaonline.net



2017 MIDWEST MULTIFAMILY CONFERENCE

MEAL OPPORTUNITIES

Option 1: You may choose to attend the IAA Keynote Speaker *plated* lunches on Tuesday and Wednesday if you would like to continue to network with decision makers. The cost for lunch each day is \$40.00.

Option 2: We will offer a lunch buffet inside the exhibit hall to make it easier for exhibitors to grab a quick lunch in the exhibitor lounge. The cost for the lunch buffet each day is \$40.00.

**Complimentary drinks will also be available in the exhibitor lounge during trade show hours.*

Lunch & Awards in the 500 Ballroom

Tuesday, October 10, 2017

12:30pm – 1:30 pm

- Attend lunch and seize an opportunity to mingle with show attendees. Also see some Midwest Prodigy Award winners receive their accolades.
- **Cost \$40/person.**

Lunch & Speaker in the 500 Ballroom

Wednesday, October 11, 2017

Closing Session Lunch

11:30am – 12:30pm

- Attend lunch and seize an opportunity to mingle with show attendees.
- **Cost \$40/person.**

Midwest Prodigy Awards Dinner

Wednesday, October 11, 2017

Reception

6:00pm Indiana Roof Ballroom Foyer

Dinner

7:00pm Indiana Roof Ballroom

- Register for this gala event at the Indiana Roof Ballroom honoring “The Best of the Industry” attended by over 800 people. This is your opportunity to network with owners, regional managers, leasing and maintenance personnel. What an opportunity to dine with potential and existing clients! The Awards Dinner Reception will begin at 6:00 p.m. in the Indiana Roof Ballroom Foyer.
- **Cost \$135/person.**



EXHIBITOR MEAL REGISTRATION

Please complete the information below and return by **AUGUST 8, 2017** if you would like to attend any or all of the meal functions. (Cancellations must be made in writing to IAA before **September 6, 2017** or company is responsible for the cost of all ordered meals.)

October 10 – Lunch # people attending _____ @ \$40/each **Total cost \$** _____

Option 1= Lunch & Awards Option 2= Exhibitor Lounge

Names of attendees (please print) _____ [] **Option 1** [] **Option 2**
 Names of attendees (please print) _____ [] **Option 1** [] **Option 2**
 Names of attendees (please print) _____ [] **Option 1** [] **Option 2**


October 11 – Lunch # people attending _____ @ \$40/each **Total cost \$** _____

Names of attendees (please print) _____ [] **Option 1** [] **Option 2**
 Names of attendees (please print) _____ [] **Option 1** [] **Option 2**
 Names of attendees (please print) _____ [] **Option 1** [] **Option 2**

October 11 – Midwest Prodigy Dinner # people attending _____ @ \$135/each **Total cost \$** _____

Names of attendees (please print) _____
 Names of attendees (please print) _____
 Names of attendees (please print) _____

Payment: Total amount due for meal functions: \$ _____

I would like to pay by: Check – Check #: _____ Credit Card 
 Name of cardholder: _____ Expiration Date: _____
 Account # _____ 3 or 4 digit code _____
 Full Billing Address: _____
 Person completing this form: _____
 Company name: _____
 Phone number: _____ email: _____

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Deadline to return form is:
AUGUST 8, 2017



DOOR PRIZE FORM

A big hit at our past trade shows has been the giving and receiving of door prizes. Thank you to all who have helped us in the past and those who will help us this year. We are asking that you sign-up for a time slot in which to give your prize away and indicate the prize donation. Listed below are the guidelines for prize give-aways.

1. Each prize should have a minimum retail value of \$25.
2. At least one prize will be given away every hour (IAA will accept as many prizes that exhibitors wish to be given away at a specific time).
3. Exhibitors will be responsible for providing a list of items and times door prizes should be announced.
4. Exhibitors will collect names/business cards from attendees and choose their own winner. IAA will collect the winner from you and announce over the PA system for the winner to collect their prize at your booth.
5. Exhibitors giving away prizes must abide by the policy that the winners do not have to be present to win. Winning names will be posted on a prize board.
6. Please complete this form if you are donating a door prize and return it by **September 22, 2017**.

Please return this form to IAA

Company Name: _____ Booth # _____

Contact Name: _____ Phone: _____

Please indicate prize donation and requested time:

Tuesday, October 10, 2017

2:30 p.m. – prize: _____

4:30 p.m. – prize: _____

3:30 p.m. – prize: _____

Wednesday, October 11, 2017

1:00 p.m. – prize: _____

3:00 p.m. – prize: _____

2:00 p.m. – prize: _____

Send or Fax to: IAA • 9100 Keystone Crossing #725 • Indianapolis, IN 46240 • Fax: (317) 816-8911 • morissa@iaaonline.net

Deadline to return form is
September 22, 2017



The **Maintenance Executive Social Hour (M*E*S*H)** is a very popular event at the conference. The purpose of this function is to give the maintenance personnel an opportunity to socialize and network with each other. Over 200 maintenance personnel attend this event to network and have the opportunity to win one of the fabulous door prizes.

We are holding a **Leasing Social Hour** which will give leasing personnel in multifamily an opportunity to network with one another and win exciting door prizes.

Both events will take place on Wednesday, October 11, from 3:45 p.m. – 5:00 p.m. at the Indiana Convention Center.

With your help, we can make these events a huge success. To contribute, complete the form below and send or fax it to IAA by **September 22, 2017**. (We request a \$30 minimum value of a maintenance related gift for MESH or \$30 minimum gift card or related gift for Leasing Social Hour). Thank you for your generous donation.

The gift can be collected from you at your booth or you may bring it to the Attendee Registration Desk located outside the front of exhibit hall B by noon on Wednesday, October 11, 2017.

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

→I will be donating a gift to Maintenance Executive Social Hour Leasing Social Hour

I would like the gift collected from my booth: # _____

I will bring the gift to the Attendee Registration desk: _____

Send or Fax to:

IAA • 9100 Keystone Crossing #725 • Indianapolis, IN 46240 • Fax: (317) 816-8911 • morissa@iaaonline.net

Deadline to return form is:
September 22, 2017



MOVE-IN SIGNUP

If you need to use the loading dock to unload your booth, please complete the information below. Please include what time you would like to arrive and approximately how long it will take to unload your booth. IAA will try to accommodate your request as best as possible and a confirmed schedule will be sent the week of September 18.

Yes, I will be exhibiting a vehicle in my booth (must have a double booth to exhibit vehicle)

Company Name: _____ Booth # _____

Yes, I will need access to the loading dock

Company Name: _____ Booth # _____

Main Contact for Exhibitor move-in _____ Cell # _____

No, I will not need access to the loading dock

Company Name: _____ Booth # _____

<u>Time</u> (Choose one)	<u>How long to unload</u>	<u>Time</u>	<u>How long to unload</u>
7:00am _____		9:30am _____	
7:30am _____		10:00am _____	
8:00am _____		10:30am _____	
8:30am _____		11:00am _____	
9:00am _____		11:30am _____	

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PLEASE NOTE: IAA will not provide any dollies or carts to transport your items from the docks to the exhibit hall. It is advised to bring your own.



SPONSORSHIP OPPORTUNITIES

Give your company the most exposure at the
2017 Midwest Multifamily Conference
by sponsoring an event
The exposure and recognition will be well worth the expense!

AVAILABLE OPPORTUNITIES

GOLD

\$5,000 (exclusive to 4 sponsors)

→Midwest Prodigy Awards Reception

Includes:

- Two complimentary tickets to awards dinner
- Recognition from stage during dinner
- Recognition in dinner program & on table signage
- Half page ad in onsite convention program
- Company name on committee shirts
- Company logo on onsite signage and print materials
- Opportunity to include promotional piece into each attendee bag

SILVER

\$1,200

Choose from:

→MESH (Maintenance Executive Social Hour, non-exclusive sponsorship)

→Leasing Social Hour

→Trade Show Opening (non-exclusive)

Includes:

- Company name on committee shirts
- Company name on onsite signage and print materials
- Opportunity to hand out any materials/swag at sponsored event

BRONZE

\$500 (non-exclusive)

Choose from:

→Education Seminar

→Trade Show Bar

Includes:

- Company name on onsite signage and print materials
- Opportunity to talk about your company (Seminar only)
- Opportunity to provide cups/napkins with your company logo (Trade Show Bar only)



SPONSORSHIP OPPORTUNITIES

Please complete the form below and return to Morissa Meehan by **August 8, 2017**.

GOLD SPONSORSHIP - \$5000

Prodigy Awards Reception

SILVER SPONSORSHIP - \$1200

MESH

Leasing Social Hour

Trade Show Opening

BRONZE SPONSORSHIP - \$500

Education Seminar (25 options)

Trade Show Bar

Company: _____


Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Amount Due: \$ _____

Payment: Check Enclosed Credit Card  Please bill the company

Name of cardholder: _____ Expiration Date: _____

Account # _____ 3 or 4 digit code _____

Full Billing Address: _____

Person completing this form: _____

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**ELECTRICAL
TELEPHONE
INTERNET**

***To print order forms refer to
Shepard Exposition exhibitor kit
or contact 317-677-1235.
indianapolis@shepardes.com***

ORDER FORMS MUST BE SENT TO:

Indiana Convention Center & Lucas Oil Stadium
Utility Department
100 S Capitol Avenue
Indianapolis, IN 46225

Or

Order online at:
www.icclos.com

EXHIBIT HALL UTILITY SERVICES

- All Exhibit Hall floor pockets contain three phase electrical, 100amp 208v, or six (6) each 20 amp 120 v. Every other floor pocket contains three phase 100amp 480v.
- There is an average of three (3) 20 amp 120v, single-phase electrical service lines in each meeting room (2400 watts per line).
- Extension Cords provided by the user must be approved by an ICCLOS electrician. Heavy-duty extension cords may be rented through the ICCLOS. Light-duty utility cords may NOT be used.
- Additional electrical hookups are available. Higher voltage can be ordered on a special hookup basis and at an additional cost.

Gas, Water, Drainage, and Compressed Air Service

Gas, Water, Drainage, and Compressed Air service is available in most areas of the halls and certain areas of the stadium. To order service, the appropriate service order form must be completed and returned to the address noted on the form, together with payment. Orders may also be placed online using a valid credit card at www.icclos.com.

- Water fountains, pools, ponds, etc. must be water tight (installed over visqueen or plastic) and are subject to inspection by ICCLOS personnel.
- Water, natural gas, and compressed air are not available in the meeting rooms.

Internet & Data Services

Comprehensive Internet, data networking and equipment rental services are available to clients and exhibitors through Smart City, the exclusive Internet and data services provider to the ICCLOS. To order service, the Internet Order Form must be completed and returned to the address noted on the form, together with payment.

Orders may also be placed online using a valid credit card at www.smartcity.com, or by contacting a Smart City corporate representative at 888-446-6911, or in Indianapolis at 317-262-4600.

Internet Services

- Shared High Speed Internet Service. (LAN card required).
- Basic Internet Services – These are limited quantity services for up to one (1) device at 512Kbps download/256Kbps upload speeds and 1.5Mbps download/512Kbps upload speeds.
- Dedicated Ethernet Service (128Kbps to 3Mbps or greater) – exclusive high-speed Internet needs can be arranged through Smart City to have a dedicated T1, DS3, etc., installed for the event. (LAN card required). Required for use with your VoIP and Webcast services.
- Wireless service – Enjoy Internet/LAN portability while at the Indiana Convention Center and Lucas Oil Stadium with customized wireless solutions or a daily wireless option.
- Additional Public IP Addresses. Also available in blocks of twenty-nine (29) addresses for dedicated 3Mbps service.

Miscellaneous Services

Smart City offers a host of other services at ICCLOS.

- Complete networking services available at 10/100/1000Mb. Whether it is booth to booth, room to room, VLAN configuration, or setting up a “cyber café”, Smart City will provide the requested design.
- Equipment Rental: 10/100/1000 switches and Cat 5 patch cables.
- Webcast/Web Conferencing available in live and on-demand with secured media delivery built on patent-pending technologies.
- Wi-Fi sponsorships with revenue generated by advertising messages on the Wi-Fi sign-in page and redirect page.
- Consulting and Technical Services, on an hourly basis, to help with technical needs.

Telephone Service

Voice and telephone services can be provided throughout most areas of the convention center and stadium with the facility’s state-of-the-art VOIP system. Services range from general single line telephones to enhanced business set telephones with or without long distance. Analog services are also available for fax, credit card machines, and modems. Services, including dial-tone and telephones, may be ordered online at www.icclos.com, or by using the telephone utility order form. Contact the Utility Department at 317-262-3467 for more information. Nine (9) must be dialed for outside service.