

**2024 IBEA ANNUAL FALL CONFERENCE**  
**GENERAL INFORMATION FOR EXHIBITORS/SPONSORS**

<b>Place:</b>	<b>President Abraham Lincoln Springfield—a DoubleTree by Hilton Hotel</b> 701 East Adams Street Springfield, IL 62701 Phone: 217-544-8800
<b>Sponsorship:</b>	<b><u>\$2000</u> paid in full by October 1, 2024.</b> Please make your check payable to <b>IBEA</b> . You may also pay by credit card via the IBEA website, <a href="http://www.ibea.org">www.ibea.org</a> !
<b>Exhibit Only:</b>	<b><u>\$350</u>.</b> You may submit a \$50 to reserve your spot anytime prior to September 30. From October 1, 2024 – November 1, 2024, booths rent for <b><u>\$450</u></b> . Please make your check payable to <b>IBEA</b> . You may also pay by credit card via the IBEA website, <a href="http://www.ibea.org">www.ibea.org</a> !
<b>Exhibitor Set-Up:</b>	Exhibitor set-up will be open <b>12:00 p.m. to 7:00 p.m. on Wednesday, November 6, 2024</b> , and <b>6:30 a.m. on Thursday, November 8, 2024</b> .
<b>Exhibit Hours: Subject to Change</b>	<b>Thursday: 9:00 a.m.-9:30 a.m. &amp; 11:30 a.m.-5:00 p.m.</b> <b>Special Exhibit Time (no sessions scheduled) 9:00 a.m.-9:30 a.m.</b> <b>Special Exhibit Time (no sessions scheduled) 1:50 p.m.-2:20 p.m.</b> <b>Special Exhibit Time (no sessions scheduled) 4:40 p.m.-5:00 p.m.</b> Exhibits will be closed during Opening Session Brunch from <b>9:30 a.m.-11:30 p.m.</b>
<b>Equipment Supplied:</b>	One 6-foot draped display table and two upholstered chairs. Drapery colors will be white. The hotel will oversee this area.
<b>Extra Equipment:</b>	If you need additional furniture, such as extra tables and chairs, electrical service, etc., please indicate on the enclosed <b>2024 IBEA Application for Booth Space</b> . You will be responsible for arranging payment with the hotel/hotel suppliers for these additional items. You may bring your own power strips, if needed.
<b>Forms:</b>	2024 IBEA Application for Booth Space 2024 Door Prize Confirmation Form 2024 Sales Tax Exemption Form
<b>Labor Rules &amp; Regulations:</b>	All labor is subject to prevailing union jurisdiction, rules, rates, and other regulations.
<b>Care of Property:</b>	No nails, scotch tape, screws, or bracing wire may be used in erecting displays without the consent of the hotel management. All property must be replaced in its original condition by the exhibitor at the exhibitor's expense.
<b>Contact:</b>	If you have any questions, please contact Allison Ferguson at <a href="mailto:Allison.ferguson@district140.org">Allison.ferguson@district140.org</a> .