



Take It *personally* Night & Day

Call for Exhibitors

Indiana Coalition Against Domestic Violence
28th Annual Fall Conference

TAKE IT PERSONALLY; Night & Day
October 19 & 20, 2010

Indianapolis Marriott East
7202 East 21st Street
Indianapolis, IN 46219

Registration deadline is September 15, 2010

Exhibit Time: 8:00 a.m. - 5:00 p.m. October 19, 2010
8:00 a.m. - 3:30 p.m. October 20, 2010

Set Up Times: 6:00 p.m. – 7:30 p.m. October 18, 2010
7:00 a.m. - 8:00 a.m. October 19, 2010

Fee: Free ICADV Provider Members (1 table)
Free Sponsors (1 table)
\$100 ICADV Partner Members (1 table)
\$125 ICADV Personal Members (1 table)
\$150 Nonprofit Organizations (1 table)
\$200 For-Profit Organizations (1 table)

** For exhibitors wishing to sell retail items, your registration fee can be offset through donations to our Silent Auction. Please contact Caryn Burton for details.

Tables: 1(One) 6 ft. provided. Each additional table will be \$25.00 per table

Electricity: \$40 each day

Phone Line: \$55 each day

Breakfast, Lunch & Breaks: Available to exhibitors for \$30 each day

**Indiana Coalition Against Domestic Violence
Exhibitor Agreement**

_____ (hereinafter referred to as the Exhibitor) is hereby authorized to maintain a display at the Indianapolis Marriott, 7202 East 21st St., Indianapolis, for the purpose of participating in the Indiana Coalition Against Domestic Violence (ICADV) 27th Annual Conference, Take It Personally; Night & Day, from October 19, 2010 to October 20, 2010.

ICADV specifically excludes all offers of exclusivity of any category of business.

Conference attendance fees and meals are not included in the exhibit fee. An Exhibitor wishing to attend workshop sessions must register for the conference. Meals for those staffing the exhibit may be reserved for Oct. 19 and Oct. 20 for a fee.

The Exhibitor agrees to follow the Display Rules and Regulations included in this mailing. The Exhibitor acknowledges total responsibility for its display and for the actions of its employees, agents, contractors, or subcontractors in the area surrounding the display and will maintain direct control over all activities in the exhibit area.

The availability of electricity cannot be guaranteed by ICADV. However, every reasonable attempt will be made to obtain it in the available area, if requested.

The Exhibitor agrees to indemnify and hold harmless ICADV and its agents and employees from and against any and all claims, damages, and losses and expenses contingent or otherwise, including reasonable attorney's fee's (1) arising out of the Exhibitors use of space and maintenance of displays or (2) caused in whole or part by the Exhibitors negligent acts or that the agents, employees, contractors or subcontractor or anyone employed or contracted by them for whose act the Exhibitor may be liable.

Organization Name _____

Signature _____ Position _____

Address _____

City/State/Zip _____

Phone _____ Fax _____

Email Address _____

Person(s) staffing the exhibit (maximum of 2 people) _____

Product or service to be displayed _____

Electricity needed _____ Special Needs _____

Number of tables needed _____ = \$ _____

*One 6ft table provided at no cost; each additional table is \$25.00

<u>Phone Line - \$55 each day</u>	Tues. Oct. 19 _____	
	Wed. Oct. 20 _____	= \$ _____

<u>Electricity - \$40 each day</u>	Tues. Oct. 19 _____	
	Wed. Oct. 20 _____	= \$ _____

<u>Breakfast, Lunch & Breaks - \$30 each day</u>	Tues. Oct. 19 _____	
	Wed. Oct. 20 _____	= \$ _____

<u>Type of Exhibitor</u>	For-Profit Org. (\$200)	_____	= \$ _____
	Nonprofit Org. (\$150)	_____	= \$ _____
	ICADV Personal Members (\$125)	_____	= \$ _____
	ICADV Partner Members (\$100)	_____	= \$ _____
	ICADV Provider Members & Sponsors (\$0)	_____	= \$ _____

Total = \$ _____

Please return this form and payment by September 15, 2010 to:

ICADV, Attn: Caryn Burton, 1915 West 18th Street, Indianapolis, IN 46202

(800) 538-3393, (317) 917-3685 or (317) 917-3695 fax



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Exhibitor Display Rules & Regulations

The Exhibitor agrees to abide by the following rules and regulations:

- ❖ Set up and take down of exhibits must be made during appointed times only.
- ❖ Displays must not exceed 8 feet in height.
- ❖ Sirens, bells, amplifiers, flashing lights, or any equipment causing excessive noise or annoyance is expressly forbidden.
- ❖ Spaces may not be sublet or shared unless written permission from ICADV is obtained.
- ❖ Exhibitor must conform to all federal, state and city laws.
- ❖ No item on display may be attached to hotel property.
- ❖ Exhibitor must possess liability, property damage and theft insurance.
- ❖ Exhibitor may make literature available for pick up by consumer. Exhibitor must restrict activities and materials to the confines of assigned area.
- ❖ Exhibitor failing to appear at appointed set up times shall forfeit assigned space and be held responsible for entire amount due.