

Booth Reservation Form

2012 Spring Conference and Trade Show: May 7, 2012
Indiana Convention Center: Hall A
Indianapolis, IN

inspire. serve. advocate.
Spring Conference & Trade Show
May 7-8, 2012 | Indiana Convention Center
LeadingAge Indiana | INALA | HOPE | IHPCO

INSTRUCTIONS Please type or print all information. Return completed form with \$100 deposit to LeadingAge Indiana, P.O. Box 68829, Indianapolis, IN 46268, or fax to 317-733-2385. Check or credit card information must be enclosed to reserve space. After receipt, an acknowledgment email will be sent and you will also receive access to an on-line Exhibitor Kit from Excel Decorators in January 2012. Final payment must be received in full by April 27, 2012. Cancellations must be received in writing prior to April 27, 2012. A \$100 administration fee will be charged with the balance returned.

Name of Company: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____ E-mail: _____

Please list any competitors: _____

PAYMENT OPTIONS

2012 Exhibit Fee

Members \$585/Non-Members \$690

Includes 10' x 10' booth with carpet, (1) six foot skirted table, (2) folding chairs, (1) wastebasket with liner, sign, (2) lunch tickets.

- I am a LeadingAge Indiana/INALA/HOPE/IHPCO Member and am entitled to the \$585 member fee
 I am a LeadingAge Indiana Enhanced/Premier Member and my booth is included with my membership fee
- Check MC Visa AMEX

Credit Card #: _____ Expiration Date: _____

Total to be charged to account: _____ (Deposit of \$100 is due to reserve a booth)

Make checks payable to **LeadingAge Indiana & Mail to:**

LeadingAge Indiana, P.O. Box 68829, Indianapolis, IN 46268-0829

BOOTH CHOICE (Preferences given are for guidance and are not guaranteed) # of Booths: _____

Please reserve booth # _____ 1st Choice _____ 2nd Choice _____ 3rd Choice
_____ 4th Choice _____ 5th Choice _____ 6th Choice

YES! Our company is interested in sponsorship opportunities. Please send information on how to sponsor the 2012 Spring Conference & Trade Show.

Terms and Conditions of Exhibiting: LeadingAge IN reserves the right to allocate space in such a manner as to produce a balanced show in order to enhance its appeal to attendees. Booths will be assigned on the basis of availability of space in the order received. All exhibits must be set up during the time allotted. No exhibitors may set up or take down their booths during official show hours. Upon the request of show management, exhibitors may be required to rearrange or limit their displays if equipment, tables, etc., cause congestion in the aisles or interfere with other exhibits or block aisles. Show management reserves the right to restrict the operation of or evict completely any exhibit, which, in its opinion, detracts from the general appearance of the exhibition as a whole. Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted to them without the permission of show managers, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of doing business. By signature of this contract, the exhibitor also expressly holds LeadingAge IN harmless from any and all claims for any injury, loss or damage that may occur to the exhibitor while on the show site and agrees to secure liability insurance to cover such injuries, accidents and losses. No refunds for cancellation after April 27, 2012.

Signature: _____

INDIANA ASSOCIATION OF HOMES AND SERVICES FOR THE AGING

MAY 7, 2012

