



## 2022 ILAPPA Conference Sponsorship Form

### Silver Sponsor \$500

- Company name on all materials related to event
- Company name on the ILAPPA web site as a Silver Sponsor
- Includes 1 conference registration - Additional attendees must register at \$150/person
- 1 complimentary space at the conference (1-6ft. table with 2 chairs)

### Gold Sponsor \$750

- Company name and logo on all materials related to event
- Company name and logo on the ILAPPA web site as a Gold Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 2 conference registrations - Additional attendees must register at \$150/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- Option to provide favors at event on tables

### Platinum Sponsor [amount varies]

Platinum Sponsors agree to take on the costs for all or part of a specific event, with a minimum of \$1500. Events available for sponsorship are:

Day 1: Welcome Refreshments & Registration or Evening Networking Reception

Day 2: Breakfast & Registration or Lunch & Vendor Fair

You will also receive:

- Company name and logo on all materials related to event
- Company name and logo on the ILAPPA web site as a Platinum Sponsor
- Recognition during Breakfast/Lunch/Networking breaks throughout the day
- Includes 2 conference registrations - Additional attendees must register at \$150/person
- 1 complimentary booth at the conference (1-6ft. table with 2 chairs)
- Option to provide favors at event on tables and/or place in registration folder/bag

### Business Partner Attendee Only

- Registration @ \$450/person
- Includes all meals & opening reception

### Vendor Exchange Hours

- *Set-up: Wednesday, March 9 from 10 a.m. to 6 p.m. and Thursday, March 10 from 8 a.m. – 9:30 a.m.*
- Open during all concurrent sessions and featured showcase times Wednesday & Thursday
- *Clean-up: Thursday, March 10 starting at 4 p.m.*



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### MISCELLANEOUS SPONSORSHIPS

If you don't see a sponsorship that fits your budget - we are happy to work with you to customize a sponsorship level that meets your needs! Contact Matt Pefley at (815) 403-2153 or [mcp1@spirotherm.com](mailto:mcp1@spirotherm.com)

### EXHIBIT AND SPONSORSHIP GUIDELINES

These rules and guidelines have been developed for the purpose of providing a well-balanced, well-regulated exhibit hall and conference.

### MANAGEMENT AUTHORITY

ILAPPA reserves the right in all emergencies, differences of opinion, or complaints to make such rulings which, in their judgement, are in the best interest of ILAPPA and the success of the event. The exhibitor agrees to abide by all such rulings.

### APPLICATION FOR SPACE

Products or services displayed or promoted must be the company that applied for and occupies the exhibit table. Application for space must be made on the form provided. Payment in full must accompany the application via PayPal. [Cancellations on or before Feb 15, 2022 will incur an administrative fee of \\$300. Cancellations after March 1, 2022 or no-shows will receive no refund.](#) No part of the exhibit space may be sublet without the permission of ILAPPA. No two companies may share an exhibit table without prior approval.

### REGISTRATION AND BADGES

All attendees and exhibitor company representatives must wear a name badge issued by ILAPPA at all times during the sessions, meal functions, and exhibit hours. Exhibitors are responsible for persons wearing a badge as representing the exhibitor. Company representatives not exhibiting may attend but may not conduct business of any type at any event during the conference.

### TABLETOP GUIDELINES

All tabletop exhibits include a (6) foot table and two chairs. Exhibitors may not obstruct the vision to any other tabletops by oversized displays, signs, etc. No balloons are permitted on site. The sound level from any audio source is not to interfere with communication at other vendor tables. You must bring your own power strips and extension cords if your booth requires electricity. (Requests for electricity will be considered but cannot be guaranteed.)

### VENDOR SET-UP AND BREAKDOWN

Exhibitors must abide by the conference schedule set forth. Tabletops are to be set up and broken down during the posted times. Tabletop set-up assistance and shipping must be handled directly by the appropriate vendor.

### HOLD HARMLESS/LIABILITY

Exhibitor assumes responsibility and liability for losses, damages, and claims arising out of injury or damage to displays, equipment and other property brought on to the premises, and agrees to indemnify Morton Arboretum, and ILAPPA for any and all such losses, damages and claims. Each exhibitor is responsible for carrying product and personal injury liability insurance. Exhibitor agrees that if ILAPPA should incur liability to said exhibitor for any act whatsoever, as determined appropriate by an appropriate court of law or any other binding decision making body, the damages to which the exhibitor will be entitled are limited to the amount of the exhibit fee paid by the exhibitor.