





## **2024 ILAPPA Conference Sponsorship Information**

### **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 judgment, 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 will incur an administrative fee of \\$300. Cancellations after March 1 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 the hosting institution, 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.