

2019 IGFOA Annual Conference
Partner & Exhibitor
FAQ's

- 1) *When and where is the 2019 IGFOA Annual Conference?*
September 8-10, at the Bloomington-Normal Marriott Hotel and Conference Center, Redbird Ballroom. The Marriott is located at 201 Broadway Avenue, Normal, IL. The Conference hotels are the Bloomington-Normal Marriott and the Hyatt Place.
- 2) *What should I have completed for my Exhibitor's Booth?*
You will receive an email from [Best Expo Inc.](#) with information on ordering additional services for your Exhibitor's booth. **Please note that electricity is an additional service and must be purchased through Best Expo.** Also, anyone from your firm planning to host the booth should have registered for the Conference. Your conference confirmation (with your selection of sessions and events) is available in your profile on the IGFOA website.
- 3) *When can I host a social event or dinner for clients?*
Sunday after 6:30 PM when the *Vendor Showcase Opening Reception* ends. Partners and Exhibitors should not schedule client events or dinners on Monday evening if it conflicts with the IGFOA social event at the Destihl Brewery.
- 4) *When do Exhibitors set up their booths?*
Sunday, September 8th between 2:00 – 4:00 PM.
- 5) *What are the Move-in Logistics?*
All exhibitors should unload their materials at the front entrance of the Marriott Hotel, 201 Broadway Avenue, Normal, IL.
- 6) *Who do I talk to if I have questions or problems setting up my booth on Sunday?*
Best Expo, Inc., the trade show decorator, will be on site in the Redbird Ballroom to assist you.
- 7) *Where do I obtain my registration packet?*
At the Registration Desk outside of the Redbird Ballroom on the first floor of the Bloomington-Normal Marriott Hotel and Conference Center.
- 8) *What are the Exhibitor hours in the Vendor Showcase?*
Sunday, Sept 8 - 5:00 to 6:30 pm Opening Reception
Monday, Sept 9 - 9:30 am to 12:30 pm
Monday, Sept 9 - 1:30 - 5:15 pm
Monday, Sept 9 Vendor Showcase Closing Reception - 5:15 - 6:15 pm
- 9) *When do I dismantle my exhibit booth?*
Monday, Sept. 9th – anytime between 6:15 – 7:00 PM. All materials and displays must be dismantled by 7:00 PM or arranged for dismantling/shipping through Best Expo.
- 10) *Are Exhibitors welcome to attend the breakfasts, keynotes and educational sessions, the Annual Business Meeting Luncheon, and the social event at the Destihl Brewery?*
Yes – your conference registration is for all conference events!

11) *Are Exhibitors welcome to attend the Sunday night IGFOA Hospitality Suite/Dinner from 6:30 – 10:00 PM?*

Yes – join Ruth and Diane if you do not have another commitment! The Sunday night IGFOA Hospitality Suite/Dinner is being held in Redbird FG of the Bloomington-Normal Marriott Hotel Redbird FG.

12) *Can I raffle off prizes at my Exhibitor's Booth?*

No – IGFOA supports its public sector members in complying with the Gift Ban Act by not allowing Exhibitors to raffle prizes. IGFOA will purchase prizes for attendees on behalf of the Partners and Exhibitors.

13) *Can I give away traditional items at my Exhibitor's Booth?*

Yes – so long as they are of nominal value.

14) *Who do I see if I have questions or problems with my booth during the Conference?*

A member of the Partners' Forum can help you. Look for the table tents at their booths with the Partner Forum designation.

Sue Kling, Promontory Interfinancial Network, Chair

Michelle Binns, PFM

Monica Burkoth, Johnson & Bell

Robert Cafarelli, Zions Bank

Ethan Salsinger, Arthur J. Gallagher & Co.

Bill Sarb, RSM US LLP

Erik Stoltz, PMA Financial Network, Inc.