



## Sustaining and Associate Partner Vendor Showcase:

### Booth Information

The standard 10' x 8' booth comes with back and side drape, a 6' skirted table, and 2 chairs. The drape colors are Green, White and Blue. The ballroom is carpet. [Additional items plus electric may be purchased directly from Best Expo, Inc., the official show decorator.](#)

A name badge is required for admittance to all sessions, exhibits, and events. ***Each individual working at your booth during Vendor Showcase hours must be registered for the conference. Only paid registrants will receive name badges and conference admission.*** The registration fee cannot be prorated so individuals must pay the full conference fee even if they are only attending part of the conference. However, like all conference registrants, exhibitors have full access to ALL educational sessions and social events.

### Move-In Instructions

Partners should unload their materials at the loading dock area behind Hall D and then take an elevator to the 4<sup>th</sup> floor at the Peoria Civic Center ([see attached PCC entrance map](#)). The entrance to the Vendor Showcase is inside the Peoria Civic Center, Ballroom 400 on Level 4.

### Liability

Exhibitor agrees to indemnify, hold harmless, and defend IGFOA and their respective members, officers, directors, agents, and employees ('Indemnities') forever harmless from and against any and all liabilities, damages, actions, losses, claims, and expenses (inclusive of attorney's fees) on account of personal injury, death, or damage to or loss of property or profits arising out of or contributed to by any act, omission, negligence, fault, or violation of a law or ordinance by the Exhibitor or its employees, agents, contractors, patrons, and invitees. Exhibitor hereby waives each and every claim that arises or may arise in its favor against any one or more of the indemnities for any and all losses of damage covered by valid and collectible insurance. Such waiver precludes the assignment of any claim by subrogation or otherwise. IGFOA will not be liable for loss or damage of any article of equipment or property of Exhibitor that may be suffered during installation or removal or during the Exhibit by reason of robbery, fire, accident, or any other destructive cause. ***IGFOA is not responsible for lost or stolen items.***