

## 2022 IGFOA Annual Conference - Sustaining and Associate Partner Vendor Showcase FAQ's

**1) What is the move-in logistics for the Peoria Civic Center?**

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.

**2) What is the size of the exhibitor booths?**

Exhibitor booths are 10x8.

**3) When do Partners set up their booths?**

Sunday, September 18<sup>th</sup>, anytime between 2:00 PM – 4:00 PM

**4) Who do I talk to if I have questions or problems setting up my exhibitor's booth?**

Best Expo, Inc., the trade show decorator, will be on site to assist you.

**5) Can I raffle off or award prizes at my exhibitor's booth?**

**NO** – IGFOA supports its public sector members in complying with the Illinois Gift Ban Act. Specifically, the [IGFOA Gift Ban Act Policy](#) states that “Partners and Exhibitors are strictly prohibited from raffling prizes at the Annual Conference and other IGFOA events”. IGFOA has purchased raffle prizes for attendees on behalf of the partners. *This policy is strictly enforced.*

**6) Can I give away items at my exhibitor's booth?**

Yes – [IGFOA's Gift Ban Act Policy](#) states that “Partners and Exhibitors may offer gifts of nominal value, such as pens.”

**7) Where do I obtain my registration packet?**

At the registration desk on Level 4 of the Peoria Civic Center.

**8) Who do I see if I have questions or problems during the Annual Conference?**

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

Bill Sarb, RSM US LLP – Chair – Booth #32

Michelle Binns, PFM Asset Management – Co-Chair – Booth #1

Jessica Curran, Fifth Third Bank – Booth #18

Susannah Filipovic, Baker Tilly US, LLP – Booth #19

Justin Pisellini, The 457 Consulting Group – Booth #17

Stephan Roberts, BAIRD – Booth #5

Susan Wade, Old National Bank – Booth #36

**9) When can I host a social event or dinner for clients?**

Sunday after 6:30 PM, when the Vendor Showcase Opening Reception ends. For those with no dinner plans Sunday evening, there will be an IGFOA dinner hosted by IGFOA staff at the Peoria Civic Center in Rooms 405 - 406. This event is open to all registered attendees, which includes vendors.

**10) What are the exhibitor hours in the Vendor Showcase?**

Sunday, Sept 18 - 5:00 PM – 6:30 PM

Monday, Sept 19 – 11:00 AM – 12:30 PM; 1:45 PM – 3:30 PM; 4:45 PM – 6:00 PM

*(Consider attending lunch from 12:30 PM – 1:45 PM and the Keynote session from 3:30 PM – 4:45 PM)*

**11) When do I dismantle my exhibitor's booth?**

Monday, Sept. 19 – between 6:00 PM – 7:00 PM, Best Expo will begin dismantling at 6:15 PM. All materials and displays must be dismantled by 7:00 PM or arranged for dismantling/shipping through Best Expo.

**12) Are Partners welcome to attend the keynotes and educational sessions, the Annual Business Meeting Luncheon, and the social event at the Peoria Civic Center?**

Yes – your conference registration is for all annual conference events, excluding the optional Sunday workshops and sessions, unless purchased separately.