



ILEETA Expo March 19-20, 2019
 St. Louis Union Station Hotel, St. Louis, MO
 ILEETA Conference March 18-23, 2019

Contract for Exhibit Space

Company Information (for publication)	Contact: (not published)
Company Name: _____	Name: _____
Address: _____	Title: _____
City: _____ St: _____ Zip: _____	Phone: _____
Phone: _____ Fax: _____	Fax: _____
Website: _____	Email: _____

Product/Service Description (for publication, maximum 275 characters INCLUDING spaces) ILEETA reserves the right to edit description to adhere to space limitations. _____

Booth Location –All booths are assigned on a first come/first served basis. ILEETA will make reasonable efforts to accommodate your request however we cannot make guarantees. Using the 2019 ILEETA Exhibitor Floor Plan please indicate your first three choices for space:

First: _____ Second: _____ Third: _____

Corporate Sponsor (ILEETA Corporate Sponsors receive a 10% discount on exhibit space)
 Corporate Sponsor: Yes _____ No _____ Join Now (\$500 annual dues) _____

Please check all that apply

_____ \$1,145.00 Exhibit Space (15% discount for multiple spaces)	_____ \$750.00 Full Page Ad in Program Guide
_____ \$575.00 Half Page Ad in Program Guide	_____ \$325.00 Conference App Banner

Payment: _____ check _____ credit card (Please complete card information below. ILEETA accepts VISA, Mastercard or AMEX for credit card payments.)

Credit Card # _____ Exp. Date ____/____/____ Authorized Signature _____

Agreement and Authorization

In accordance with the terms, conditions and regulations governing exhibits at the ILEETA conference the undersigned hereby applies for exhibit space and agrees to abide by these rules. Payment terms are net 30 days. Full payment must be received before February 1, 2019. A \$125.00 service fee will be levied for cancellations received prior to January 1, 2019. Refunds will not be made for requests received after January 1, 2019. This contract cannot be changed except in writing and signed by both parties.

Exhibitor Authorized Signature Date ILEETA Authorized Signature Date

BOOTH SPECIFICATIONS AND RATES

All booth spaces are 10'x 6' and the cost for each space is \$1,145.00. A 15% discount will be applied to reservations requesting multiple spaces. The height of built-up displays is limited to 8'. Side wings may not obstruct the view of the adjacent booth. Items may be placed along the sides of the space or on tables as long as they do not obstruct the view of the adjacent booth.

Booth fee includes: Skirted table, two chairs, exhibitor badges and company listing in the ILEETA Official Program Guide.

ILEETA does not charge for extra booth badges.

Additional services such as electric and internet shall be arranged by the Exhibitor, at the Exhibitors expense. Complete shipping instructions and order forms for services will be sent to pre-registered Exhibitors beginning January 15, 2019. After that date Exhibitors will received the Exhibitor Packet when the registration form is processed.

PAYMENT

ILEETA has a net/30 day payment policy. Full payment is required to guarantee all exhibit space reservations. ILEETA accepts VISA, MasterCard, AMEX, check or money order as payment. Checks or money orders should be mailed to: ILEETA 109 Theresa Drive, Mullica Hill, NJ 08062.

CANCELLATIONS

All cancellation requests must be received in writing. If a cancellation is received prior to January 1, 2019 full payment received less a \$125 service charge will refunded. If the cancellation request is received after January 1, 2019 the exhibitor shall pay a cancellation fee equal to the amount of the exhibit space rental. All payments made to ILEETA under the Contract for Exhibit Space after January 1, 2019 shall be deemed fully earned and non-refundable.

SELLING POLICY

Order taking is permitted throughout the open show hours. Exhibitor is responsible for obtaining any licenses or paying any applicable taxes on merchandise sold during the show.

SAFETY REGULATIONS

Any equipment on display during the Exhibit hours, including but not limited to firearms, diversionary devices, aerosol based weapons and ammunition must not contain any live ammunition at any time. No blank cartridges or training devices that fire projectiles are permitted on the show floor during Exhibit hours. It is the responsibility of the Exhibitor to insure all visitors can properly handle and or operate products on display.

The use of real edged weapons for demonstration purposes is prohibited. Exhibitors who display edged weapons must monitor the handling of their products.

EXHIBIT SCHEDULE (*This schedule is TENTATIVE. Final schedule will be posted 1/1/2019*)

Exhibitor Set Up:

Monday 3/18/2019 4:00 p.m. to 7:00 p.m.

Tuesday 3/19/2019 8:00 a.m. to 10:00 a.m.

Exhibit Hours:

Tuesday 3/19/2019 10:00 a.m. to 6:00 p.m.

Tuesday 3/19/2019 Expo Reception 5:00 p.m. to 6:00 p.m.

Wednesday 3/20/2019 8:00 a.m. to 12:00 noon

Exhibit Breakdown:

Beginning at 12:00 noon

ILEETA * Marketing Office: 109 Theresa Drive—Mullica Hill, NJ 08062

Email: mbarbye@comcast.net * Phone: 856-223-5437 * Fax: 856-223-5439 *Website: www.ileeta.org