

# 2018 Booth Form

## LeadingAge Indiana

2018 Spring Conference & Trade Show: May 7, 2018  
Indianapolis Convention Center: Hall D



**Instructions:** Please type or print all information. Return completed form with \$100 deposit to LeadingAge Indiana, P.O. Box 68829, Indianapolis, IN 46268, or fax to 317-733-2385. Check or credit card information must be enclosed to reserve space. After receipt, an acknowledgment email will be sent and you will also receive access to an on-line Exhibitor Kit from Excel Decorators in January 2018. Final payment must be received in full by April 27, 2018. Cancellations must be received in writing prior to April 27, 2018. A \$100 administration fee will be charged with the balance returned.

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please list any competitors: \_\_\_\_\_

### PAYMENT OPTIONS:

#### 2018 Rates Members \$595/Non-Members \$695

*Includes 10' x 10' carpeted booth, (1) six foot skirted table, (2) folding chairs, (1) wastebasket, sign, (2) lunch tickets.*

- I am a LeadingAge Indiana/INALA/HOPE/IHPCO Member and am entitled to the \$595 member fee
- I am a LeadingAge Indiana Enhanced/Premier Member and my booth is included with my membership fee
- Check  MC  Visa  AMEX [Credit Card# \_\_\_\_\_]

Exp Date: \_\_\_\_\_ Total to be charged: \_\_\_\_\_ (Deposit of \$100 is due to reserve a booth)

Credit Card Billing Address:  Same as Company -- or --  Printed Below

Make checks payable to **LeadingAge Indiana & Mail to** P.O. Box 68829, Indianapolis, IN 46268

### BOOTH CHOICE (Preferences given are for guidance and are not guaranteed) # of Booths: \_\_\_\_\_

Please reserve booth # \_\_\_\_\_ 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice  
\_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_ 5<sup>th</sup> Choice \_\_\_\_\_ 6<sup>th</sup> Choice

✓ \_\_\_\_\_ **YES!** Our company is interested in sponsorship opportunities. Please send information on how to become a sponsor for the 2018 Spring Conference & Trade Show.

**Terms and Conditions of Exhibiting:** LeadingAge Indiana reserves the right to allocate space in such a manner as to produce a balanced show in order to enhance its appeal to attendees. Booths will be assigned on the basis of availability of space in the order received. All exhibits must be set up during the time allotted. No exhibitors may set up or take down their booths during official show hours. Upon the request of show management, exhibitors may be required to rearrange or limit their displays if equipment, tables, etc., cause congestion in the aisles or interfere with other exhibits or block aisles. Show management reserves the right to restrict the operation of or evict completely any exhibit, which, in its opinion, detracts from the general appearance of the exhibition as a whole. Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allotted to them without the permission of show managers, and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of doing business. By signature of this contract, the exhibitor also expressly holds LeadingAge Indiana harmless from any and all claims for any injury, loss or damage that may occur to the exhibitor while on the show site and agrees to secure liability insurance to cover such injuries, accidents and losses. No refunds for cancellation after April 27, 2018.

Signature: \_\_\_\_\_