



>> Exhibitor Guidelines

PARKING, CHECK IN & SET UP

- Parking is free in two lots and the garage.
- Time to check in and set up can begin on March 9 at 1:00 PM.
- Carts and dollies are suggested for setup. There will be signs for load-in.
- All Exhibitors should be completely set up in the Deer Zink Pavilion by 7:00 AM on Wednesday in anticipation of the opening reception beginning at 7:30 AM that morning.

DEER ZINK PAVILION ACCESS:

- For exhibitors in the large booths access to the exhibit space is located at the Deer Zink Events Pavilion entrance. This space has both an external and underground loading area. Access to the IMA dock for large set-ups can be arranged with Nicole Minor. Look for signs directing you to this location.

IMA EXHIBIT HALL ACCESS:

- Access to the first floor exhibit hallway space is located from the Deer Zink Pavilion garage or the main entrance to the museum. Access to the IMA dock for large set-ups can be arranged with Nicole Minor. Look for signs directing you to this location.

TEAR DOWN:

- Building Door Access: Open all day as needed.
- Dock Access: Needs to be pre-arranged.
- Do not remove exhibits prior to 3:00 PM on March 11.

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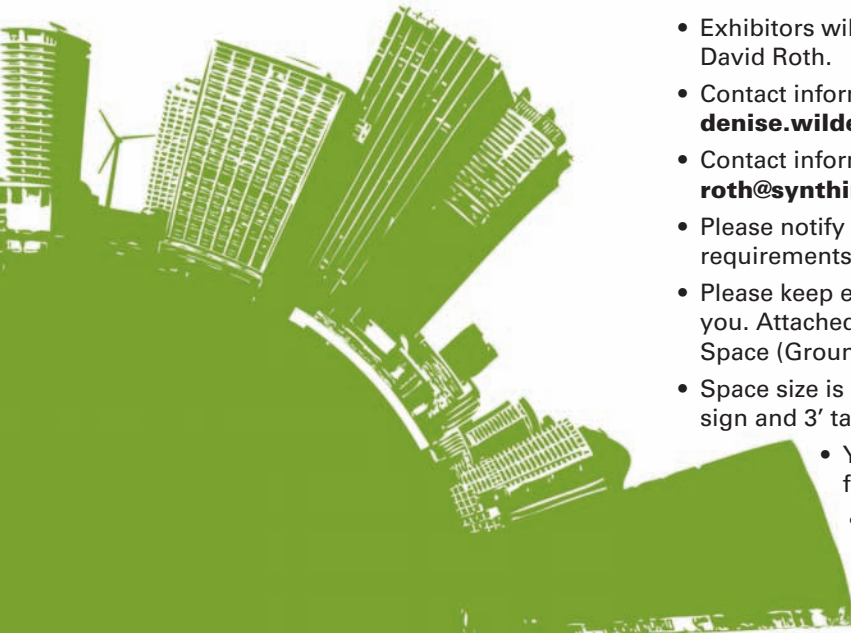
EXHIBITOR INFORMATION AND GUIDELINES:

• Booth Hours

7:30 AM to 5:00 PM on Wed., March 10

7:30 AM to 3:30 PM on Thurs., March 11

- Exhibitors will be assigned an IBGS contact person – Denise Wilder or David Roth.
- Contact information for Denise Wilder, 765-210-8311, denise.wilder@comcast.net
- Contact information for David Roth, Synthesis Incorporated: (317) 951-9500, roth@synthinc.com
- Please notify your IBGS contact person with any changes in exhibit booth requirements 10 days prior to the conference.
- Please keep exhibits in location as indicated on the drawing provided to you. Attached is a floor plan of Deer Zink (Ground floor) and Exhibit Hallway Space (Ground Floor).
- Space size is 10' x 8' or 10' x 5' which includes an 10' backwall with booth sign and 3' tall draped siderails.
 - You will be provided with a 2' x 6' table with linen and one chair from the IMA.
 - Power is available, but prior arrangements need to be made with the IBGS contacts, Denise Wilder or David Roth.
 - If you need AV equipment, you will need to bring it with you. The IMA does not rent projectors, power strips, monitors, etc.
- All of the vendor areas will be secure. There is 24 hour monitoring of the IMA by on-site security - galleries and event spaces.
- No more than two (2) sponsor/vendor employees are allowed to work the booths at one time





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SYMPOSIUM ATTENDANCE:

- Sponsor/Vendor Session Attendance: The sponsor/vendor employees may attend the sessions – however, please allow registrants preferred seating.
- Meals during the Symposium: Booth fees include breakfast and morning & afternoon break refreshments for exhibitors. Lunch tickets may be purchased separately for an additional \$28 per person per day. Please contact your IBGS contact person to purchase tickets.
- WiFi: Wireless connections are available in some areas of the IMA. Please do not rely on wireless connectivity.
- Event Website: <http://www.indianabuildinggreen.org/>

Thank you for your participation!

>> Platinum Sponsor

A **Platinum Sponsor** provides a cash contribution of **\$3,500** or more. Benefits include the following:

- Your company's logo listed in all print media, which will include: Indiana Business Journal, Building Excellence, Nuvo, and a direct mailer to over 2,500 organization members
- Three complimentary registrations for the conference
- Recognition on IBGS promotional material and large conference signs
- Formal recognition and your company's logo featured at one general session at the conference
- Your company's logo featured year-round on the IBGS website
- Promotional materials included in the Conference handouts (provided by sponsor)
- A link from the conference website to your company's website
- Your company's logo listed prominently in the Evening Program and Full Day Program
- A prominent advertisement for your company in the Full Day Program
- A listing of conference participants emails in Excel, Word or Text (ASCII) format
- Exhibit fee for one booth is reduced to \$50.00

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>> Gold Sponsor

A **Gold Sponsor** provides a cash contribution of **\$2,000** or more. Benefits include the following:

- Your company's logo listed in a direct mailer to over 2,500 organization members
- Two complimentary registrations for the conference
- Your company's logo featured year-round on the IBGS website
- Formal recognition and your company's logo featured in one breakout session at the conference
- Promotional materials included in the Conference handouts (provided by sponsor)
- A link from the conference website to your company's website
- Your company's logo listed prominently in the Evening Program
- An advertisement for your company in the Full Day Program
- Your company's logo listed in the Full Day Program
- Exhibit fee for one booth is reduced to \$200.00

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>> Silver Sponsor

A **Silver Sponsor** provides a cash contribution of **\$1,000** or more. Benefits include the following:

- One complimentary registrations for the conference
- Your company's logo featured year-round on the IBGS website
- Promotional materials included in the Conference handouts (provided by sponsor)
- A link from the conference website to your company's website
- Your company's logo listed prominently in the Evening Program
- Your company's logo listed prominently in the Full Day Program
- Exhibit fee for one booth is reduced to \$300.00





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>> Green Sponsor

A **Green Sponsor** provides a cash contribution of **\$500** or more. Benefits include the following:

- Your company's logo featured year-round on the IBGS website
- Promotional materials included in the Conference handouts (provided by sponsor)
- A link from the conference website to your company's website
- Your company's logo listed prominently in the Evening Program
- Your company's logo listed prominently in the Full Day Program

>> Exhibitor Booths

Exhibition hall booths are available at a cost of \$850 per booth (8 x 10) and \$600 per booth (5 x 10). For more information contact the exhibitor committee chair, Liz Ellis, at lellis@usgbc-in.org

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