



The Voice for **Grassroots Government**

Indiana Township Association, Inc.

2010 Educational Conference

SHERATON INDIANAPOLIS HOTEL & SUITES

8787 Keystone Crossing, Indianapolis, IN 46240

September 27-29, 2010

Indiana Township Association, Inc. (ITA) is once again preparing for its Annual Convention & Educational Conference. This conference typically attracts 250+ attendees with a peak attendance of 500+ during our tradeshow.

Whether you consider advertising, exhibiting, sponsoring an event or any combination, please know that your support is greatly appreciated. ITA depends on your partnership in order to bring an excellent program to our conference attendees.

Sponsor and Exhibitor Information Enclosed

- ◆ Page 2 – Exhibitor Booth Reservation Information
- ◆ Page 3 – Sponsorship and Advertising Opportunities
- ◆ Page 4 – Commitment Form
- ◆ Page 5 – Schedule of Events
- ◆ Page 6, 7 – Exhibit Services Form from the Sheraton
- ◆ Page 8 – Advertising information

Is your company an Associate Member of ITA?

By joining ITA, you are entitled to discounts on advertising and exhibit space, plus, many marketing opportunities throughout the year including being listed on the ITA website (www.indianatownshipassoc.org).

For more information regarding table top booths, sponsorship, and advertising rates please contact Debbie Driskell, ITA Executive Director at 317.813.3240 or ddriskell@indianatownshipassoc.org .

Thank you for your consideration! We hope to see you in September!

ITA 2010 Educational Conference

EXHIBITOR INFORMATION

Tradeshow Schedule

Tuesday, September 28

- **Set Up:** 6:00pm-8:00pm (no overnight security will be provided for the exhibit area)

Wednesday, September 29

- **Set Up:** 6:00am – 7:30am
- **Exhibits Open:** 7:30am – 9:30am
- **Coffee & Pastries in Exhibit Area:** 7:30am – 9:00am
- **State Board of Accounts Annual Meeting, Part 1:** 9:00am – 11:30 am (room is adjacent to tradeshow)
- **Exhibits Open:** 11:15am – 1:30pm
- **Attendees Lunch:** 11:30am – 12:30pm
- **State Board of Accounts Annual Meeting, Part 2:** 1:00pm – 4:00 pm (room is adjacent to tradeshow)
- **Exhibit Tear Down:** 1:30pm – 4:00 pm

PLEASE NOTE: Attendees tend to roam through exhibit booths during the meeting. Exhibits must be open during the above stated “open” times, however, you may choose to staff your booth during the meeting as well.

Reservations are available exclusively online via the ITA website.

You make the decision on which table top booth to reserve!

Table top booths may be reserved by clicking on the “Reserve Your Table Top Booth” link from ITA’s home page (www.indianatownshipassoc.org). If electricity is to be used at all for your booth, you must complete the electrical request form and return it with payment to the Sheraton.

Table top booths are \$425 for ITA associate members and \$575 for non-members.

ITA 2010 Educational Conference

SPONSORSHIP/ADVERTISING OPPORTUNITIES

PARTICIPATION LEVEL	RATE	VISIBILITY & RECOGNITION																								
Gold Sponsor (1 available)	\$3,000.00	<ul style="list-style-type: none"> ◆ Company name or logo displayed on all pre-conference promotional material ◆ Four (4) complimentary conference registrations ◆ Company name or logo on registration bags* ◆ Full page advertisement in conference program* ◆ Company logo at the top of lighted stage signage* ◆ Company recognition from podium during banquet ◆ Classroom marketing session during Tuesday's breakout sessions ◆ Link to your company's website from ITA's website for one year ◆ Copy of the conference attendee mailing list ◆ One (1) 6' draped exhibit table for Wednesday's tradeshow** ◆ Included in conference program's exhibitor list 																								
Supporting Sponsor	\$1,000.00	<ul style="list-style-type: none"> ◆ Two (2) complimentary conference registrations ◆ Company name or logo on attendee folders ◆ Half page advertisement in conference program* ◆ Company name or logo on lighted stage signage* ◆ Company recognition from podium during banquet ◆ Copy of the conference attendee mailing list ◆ One (1) 6' draped exhibit table for Wednesday's tradeshow** ◆ Included in conference program's exhibitor list 																								
Classroom Marketing	\$500.00	<ul style="list-style-type: none"> ◆ Use of classroom space during Tuesday's break-out sessions for marketing presentations (1 hr., 15 min. sessions) ◆ Company name listed in conference program 																								
Registration Bag Marketing (open sponsorship)	\$500.00	<ul style="list-style-type: none"> ◆ Place giveaway item in attendee registration bags (500 min) ◆ Company name listed in conference program 																								
Door Prize Sponsor (open sponsorship)	Vendor to Supply Prize	<ul style="list-style-type: none"> ◆ Company name listed in conference program ◆ Company recognition during door prize drawing 																								
Exhibitor Upgrade (open)	Member \$600.00 Non-Member \$750.00	<ul style="list-style-type: none"> ◆ Business Card advertisement in conference program* ◆ Company name on lighted stage signage* ◆ Company recognition from podium during banquet ◆ Copy of the conference attendee mailing list ◆ One (1) 6' draped exhibit table for Wednesday's tradeshow ◆ Included in conference program's exhibitor list ◆ Members receive one (1) complimentary conference registration 																								
Exhibitor (open)	Member \$425.00 Non-Member \$575.00	<ul style="list-style-type: none"> ◆ One (1) 6' draped exhibit table for Wednesday's tradeshow ◆ Included in conference program's exhibitor list ◆ Members receive one (1) complimentary conference registration 																								
Conference Program Advertiser (ads are black & white unless indicated)		<table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Member</th> <th style="text-align: center;">Non-Member</th> </tr> </thead> <tbody> <tr> <td>Back Cover (Color)</td> <td style="text-align: center;">\$500.00</td> <td style="text-align: center;">\$600.00</td> </tr> <tr> <td>Inside Front Cover</td> <td style="text-align: center;">\$350.00</td> <td style="text-align: center;">\$450.00</td> </tr> <tr> <td>Inside Back Cover</td> <td style="text-align: center;">\$350.00</td> <td style="text-align: center;">\$450.00</td> </tr> <tr> <td>Full Page</td> <td style="text-align: center;">\$250.00</td> <td style="text-align: center;">\$350.00</td> </tr> <tr> <td>Half Page</td> <td style="text-align: center;">\$175.00</td> <td style="text-align: center;">\$250.00</td> </tr> <tr> <td>Quarter Page</td> <td style="text-align: center;">\$ 75.00</td> <td style="text-align: center;">\$125.00</td> </tr> <tr> <td>Business Card</td> <td style="text-align: center;">\$ 30.00</td> <td style="text-align: center;">\$ 30.00</td> </tr> </tbody> </table>		Member	Non-Member	Back Cover (Color)	\$500.00	\$600.00	Inside Front Cover	\$350.00	\$450.00	Inside Back Cover	\$350.00	\$450.00	Full Page	\$250.00	\$350.00	Half Page	\$175.00	\$250.00	Quarter Page	\$ 75.00	\$125.00	Business Card	\$ 30.00	\$ 30.00
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*pending ITA print deadlines

Sponsorships opportunities are exclusively extended to ITA Associate Members unless otherwise noted (i.e. "open sponsorship")
Please complete Sponsor/Advertisement Contracts accordingly.

Indiana Township Association, Inc.

2010 Educational Conference

COMMITMENT FORM

Contact Name _____

Signature _____ Date _____

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone(_____) _____ Fax(_____) _____

Email _____

All payments (payable to ITA) should be sent to Indiana Township Association no later than September 9, 2010. Advertisements and logos may be emailed in .jpg format to ddriskell@indianatownshipassoc.org. Sponsorship and Advertisements fees are non-refundable.

Please indicate your preferred "Participation Level."

- | | |
|--|--|
| <input type="checkbox"/> Gold Sponsor \$3,000.00 | <input type="checkbox"/> Registration Bag Marketing \$500.00 |
| <input type="checkbox"/> Supporting Sponsor \$1,000.00 | <input type="checkbox"/> Door Prize Sponsor |
| <input type="checkbox"/> Classroom Marketing \$500.00 | List Prize & Value _____ |
| <input type="checkbox"/> Booth Only \$425 member / \$575 non-memb. | |

Please indicate your advertising placement or size.

Pricing: Member/Non-member

- | | |
|---|---|
| <input type="checkbox"/> Back Cover \$500/\$600 | <input type="checkbox"/> Half Page \$175/\$250 |
| <input type="checkbox"/> Inside Front Cover \$350/\$450 | <input type="checkbox"/> Quarter Page \$ 75/\$125 |
| <input type="checkbox"/> Inside Back Cover \$350/\$450 | <input type="checkbox"/> Business Card \$30 |
| <input type="checkbox"/> Full Page \$250/\$350 | |

Enclosed payment amount: \$ _____ Make Check payable to ITA

Credit Card: VISA MC Card #: _____ Exp Date: _____

Send this contract and payment to:

Indiana Township Association
PO Box 611
Fishers IN 46038
317.813.3240 Phone 317.813.3187 Fax

Indiana Township Association, Inc.

2010 Educational Conference

Schedule of Events (Tentative)

Sunday, September 26

Event

5:00 pm - 7:00 pm

Registration Open

Monday, September 27

7:30 am - 4:30 pm

Registration & Resource Center Open

8:30 am - 9:00 am

Opening Breakfast

9:00 am - 11:30 am

General Session

11:30 am - 1:00 pm

Lunch On Own

1:00 pm - 4:00 pm

Breakouts

6:00 pm - 8:00 pm

Welcome Reception

Tuesday, September 28

7:30 am - 4:30 pm

Registration & Resource Center Open

8:30 am - 9:45 am

Seminar Breakouts

10:00 am - 11:15 am

Seminar Breakouts

11:30 am - 1:00 pm

Luncheon

1:30 pm - 2:45 pm

Seminar Breakouts & Roundtables

2:45 pm - 3:00 pm

Coffee/ Tea Break

3:00 pm - 4:15 pm

Seminar Breakouts & Roundtables

6:00 pm - 8:00 pm

Exhibitor Setup

Hospitality Room

Wednesday, September 29

7:30 am - 4:30 pm

Registration & Resource Center Open

7:30am - 9:30 am

Exhibits Open

9:00 am - 11:30 am

State Board of Accounts Annual Meeting, Part 1

11:15 am - 1:30pm

Exhibits Open

11:30 am - 1:00 pm

Lunch on your own

1:00 pm - 4:00 pm

State Board of Accounts Annual Meeting, Part 2

7:00 pm - 10:30 pm

Awards Dinner



ELECTRICAL CONNECTION / INTERNET/ BANNER HANGING FORM

Mail or Fax To:

(Circle Your Catering/Convention Services Manager's Name):

Katie McCorkel

Sheraton Indianapolis Hotel & Suites

8787 Keystone Crossing

Indianapolis, IN 46240

Fax: (317) 574-6780

Event: _____

Group Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____

Method of Payment:

1) Make check payable to Sheraton Indianapolis

2) Credit card type: ___ AX ___ MC ___ VI

_____ Other _____

Printed Name on Card _____ Exp. _____

Date of Request: _____

Set Up Time & Date: _____

Tear Down Time & Date: _____

Booth Number: _____

VOLTAGE	AMPS	PHASE	ADVANCE ORDERS	ON- SITE ORDERS	QTY	NUMBER OF DAYS	TOTAL
120V (extension cord)	1-20	Single	\$45	\$110	X	=	
120V (quadbox)	21-30	Single	\$55	\$125	X	=	
208V/220V	1-20	Single	\$60	\$120	X	=	
208V/220V (2 legs instead of 3)	21-40	Single	\$75	\$150	X	=	
208V/480V	1-20	3Phase	\$75	\$80	X	=	
208V/480V	21-40	3Phase	\$85	\$170	X	=	
208V/480V	41-50	3Phase	\$95	\$190	X	=	
208V/480V	51-75	3Phase	\$125	\$250	X	=	
208V/480V	76-100	3Phase	\$250	\$500	X	=	

INTERNET CONNECTION	ADVANCE ORDERS	ON SITE ORDERS	QTY	NUMBER OF DAYS	TOTAL
Wired	\$50	\$100	X	=	

***CALL IN ADVANCE**

NOTE ALL CHARGES ARE MULTIPLIED BY EACH DAY IN SERVICE. THE PROPER MEANS OF INSTALLATION WILL BE DETERMINED BY THE CHIEF ENGINEER.

BANNER / SIGN HANGING SERVICES

Engineering labor rate (1/2 hour minimum) \$30.00 per hour: _____

Banners / Signs: First one hung (up to 3' x 8') at no charge. Additional banners / signs at \$15.00 each or \$30.00 per hour. Anything larger than 3' x 8' to be at discretion of the Hotel.

Customer Name (Please Print): _____

Signature: _____

(Please see reverse of this page)

CONNECTION CHARGES (as shown on the other side) cover the cost of electrical connections, temporary lines and bringing power lines to your location. Service includes bringing power to one point and on connection. Charges do not include work in your booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth for special wiring will be charged on a time and materials basis.

ELECTRICAL REQUIREMENTS AND REGULATIONS OF THE SHERATON INDIANAPOLIS HOTEL AND SUITES:

1. ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical and fire codes.
2. ALL equipment regardless of source of power must comply with all safety codes.
3. EXHIBITORS SHALL BE PROHIBITED from overloading circuits regardless of voltage and amperage.
4. UNDER NO CIRCUMSTANCES shall anyone other than "House Electrician" make electrical connections.
5. EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment for source of problem and corrected malfunction.
6. USE of open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.
7. The Sheraton Indianapolis Hotel and Suites reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer used while in the hotel. "House Electricians" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
8. CLAIMS will not be considered unless filed by client prior to departure.
9. SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician." However, all service connections and overload protection to such equipment must be made by "House Electricians" only.
10. ALL equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.....
11. ALL MATERIAL and equipment furnished by the HOTEL for this service order shall remain the HOTEL'S property and shall be removed ONLY by the HOTEL at the conclusion of the function.
12. WALL, COLUMN and permanent building utility outlets are NOT A PART of exhibit space and are not to be used by the exhibitors unless specified otherwise.
13. ALL EXHIBITOR'S cords MUST be of the three wire grounded type. All exposed non-current carrying metal parts of fixed equipment unless specified otherwise.
14. CREDIT will not be given for outlets installed and not used.
15. RATES are subject to change without notice.
16. HOTEL does not accept any responsibility for any injury/death to any or all persons as a result of this order. The Sheraton Indianapolis Hotel and Suites, dba Starwood, assumes no liability damage(s) to equipment caused by power fluctuations beyond the direct control of the Hotel.

IMPORTANT: Read all rules and regulations before completing and signing this order form.

BY SIGNATURE BELOW, I agree to all charges specified and agree to abide by the rules and regulations stated on this form. I am authorized to sign for company.

Authorized Signature

Printed Name

Date



FULL PAGE \$