



January 2012

TO: INAFPE TRADE FAIR EXHIBITORS

I/We understand that this application becomes a contract when signed and officially accepted by the INAFPE Board and the Trade Fair Chairman.

I/We wish to apply for a Trade Fair Exhibit space for our use, maintenance and custody at the 2013 INAFPE Annual Convention to be held at the Marriott East Hotel in Indianapolis, Indiana on January 4-6, 2013. We will be responsible for having our booth open during Trade Fair hours.

I/We understand that our membership dues must be paid for 2012 / 2013 and our membership accepted (some restrictions may apply).

There is to be no alcoholic beverages sold or served and no cooking of food in the Trade Fair area. Cotton candy, soft drinks, tea, coffee, candy, apples and heated food items are acceptable IF NOT COOKED IN THE TRADE FAIR AREA.

You may contact the Marriott East for arrangements: they will offer you other options.

I/We understand that each booth space will measure approximately 8 foot X 8 foot, and will include one (1) 60" x 24" undraped table, two (2) chairs, and a 8 foot backdrop and 3 foot side draperies. Any additional equipment that you need must be provided by our organization or contracted from the selected INAFPE decorating company, including any labor or utility needs. NOTHING IS TO BE DROP-SHIPED TO THE MARRIOTT EAST HOTEL. No signage is included: you will be expected to identify your booth. The INAFPE decorating company will supply a small identification sign. The INAFPE Board and the Trade Fair Chairman will make all management decisions.

The applicable fee per booth space paid prior to April 1, 2012 will be \$225. After April 1, 2012 the fee will be \$275 per booth.

The INAFPE will provide the following for those that register and pay for the Trade Fair booth prior to November 1, 2012

- Listing of 2013 Trade Fair Participants on INAFPE website and a link on the INAFPE website to your organization within 30 days of contract being received.**
- Listing of 2013 Trade Fair Participants in newsletters that are prepared after May 1, 2012**
- Listing of 2013 Trade Fair Participants as of December 1, 2012 in Convention Schedule that is distributed to convention attendees**

SET-UP TIME IS: FRIDAY, JANUARY 4 – 8:00 AM TO 2:00 PM

YOUR APPLICATION IS NOT COMPLETE IF PAYMENT IS NOT INCLUDED FOR YOUR EXHIBIT SPACE.

TENTATIVE EXHIBIT HOURS ARE: (HOURS SUBJECT TO CHANGE WITH FINAL SCHEDULING)

FRIDAY, JANUARY 4, 2013 – 3:30 PM TO 7:00 PM

SATURDAY, JANUARY 5, 2013 – 9:00 AM TO Noon and 1:00 PM TO 4:00 PM

FOR MORE INFORMATION ON BOOTH SPACE PLEASE CONTACT:

GLEN SLABACH, TRADE FAIR CHAIRMAN – PHONE 574-457-8824