

Exhibitor Information Packet

**IEDC
COLUMBUS**

INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL

ANNUAL CONFERENCE

NEW PARADIGMS:
THE PRACTICE OF ECONOMIC DEVELOPMENT IN A CHANGED LANDSCAPE

September 26 - 29, 2010



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Columbus Region

The Power of Knowledge and Leadership

NEW TOOLS NEW USES NEW VENTURES NEW DIRECTIONS

2010 IEDC ANNUAL CONFERENCE EXHIBITOR INFORMATION PACKET



The International Economic Development Council (IEDC) invites you to participate in the **2010 Annual Conference and Exhibit Hall** in Columbus, Ohio, September 26th – 29th. The 2010 Annual Conference will attract over 1,500 economic development professionals from across the United States and around the world. Exhibiting organizations will have direct access to the leading public and private sector decision-makers, and local, state and federal government officials. This is an opportunity for you to market your products and services while networking at the largest gathering of economic development professionals anywhere!

STANDARD & DOUBLE STANDARD EXHIBITOR BENEFITS

Recognition in Conference Materials

- Company logo, contact information and description in the on-site conference program (distributed to all conference attendees)

Exhibitor Passes

- Two (2) Complimentary Exhibitor Badges (includes access only to the exhibit hall)

Plus!

- Electronic copy of the complete conference attendee list (excluding email addresses)
- Participation in all networking and social functions in the exhibit hall
- Opportunity to have a conference raffle/giveaway

PREMIUM & DOUBLE PREMIUM EXHIBITOR BENEFITS

**Premium booths are only available to sponsors at or above the Platinum Level (\$10,000) of sponsorship.

Prime Location

- In direct flow of traffic!

Recognition in All Conference Materials

- Company logo inside the conference registration brochure
- Company logo, contact information and description in the on-site conference program
- Link and logo on the IEDC conference web site through end of conference

Conference Passes

- Two (2) Complimentary Exhibitor Badges

Plus!

- Free copy of the complete conference attendee list (excluding email addresses)
- Participation in all networking and social functions in the exhibit hall
- Opportunity to have a conference raffle/giveaway

SPECIAL EARLY SIGN-UP BENEFIT!

IEDC will do at two rounds of booth assignments for the 2010 Annual Conference. If you sign up by **December 31st, 2009**, you will be assigned in January/February 2010 during the first round of assignments. All other exhibitors will be assigned during the second round of assignments in July 2010. Get your signed form in today to take advantage of this opportunity!

EXHIBIT HALL ACTIVITIES

IEDC recognizes that bringing attendees into the exhibit hall is of critical importance to exhibitors. For 2010, IEDC will bring back the following events to the exhibit hall:

- Sunday Evening – Chairman’s Reception
- Monday Networking Luncheon
- Monday Evening – Networking Social Hour
- Half-Day Tuesday allows for travel home on Tuesday if desired
- Conference Registration Desk
- Learning Laboratory Sessions
- Cyber Café
- Resource Center
- Continental Breakfasts/Breaks
- Refreshment Stations between sessions
- Exhibitor Raffles/Giveaway: All exhibitors have the opportunity to directly connect with and advertise to the conference attendees through raffles or giveaways.
- Passport to the Exhibit Hall: Raffle prizes will be drawn for people who receive stamps from 75% of our exhibit booths

EXHIBIT HALL LOCATION AND DATES

Location: Battelle Hall – Columbus Convention Center

Dates: (Hours subject to change, based on the 2009 Annual Conference)

Sunday, September 26	Setup:	11:00 a.m. – 1:00 p.m.
	Exhibit Hours:	1:00 p.m. – 8:00 p.m.
Monday, September 27	Exhibit Hours:	7:30 a.m. – 6:30 p.m.
Tuesday, September 28	Exhibit Hours:	7:30 a.m. – 12:15 p.m.
	Tear Down:	12:15 p.m. – 4:00 p.m.

All refreshment breaks and registration activities will be held in the Exhibit Hall. For break times, please see the complete **Program Outline** of the 2010 IEDC Annual Conference at www.iedconline.org/AnnualConference

REQUIREMENTS OF EXHIBITORS

Forms: Please submit the attached Exhibitor Commitment Form, with payment and certificate of insurance, to bklein@iedconline.org or fax it in to 202-223-4745.

Company Information: Please submit your company logo, URL, company description, and contact information as attachments to bklein@iedconline.org.

- Company Logo Specifications: EPS Format, TIFF, or JPG (300 dpi and at least 2 square inches in size)
- Company URL: Sample URL: www.iedconline.org
- Company Description: Limited to 100 words, to be published in the onsite program.
- Company Contact Info: Name, Title, Company Address, Phone, Fax, and Email.

PLEASE CONTACT BETH KLEIN AT BKLEIN@IEDCONLINE.ORG OR 202-942-9485 IF YOU HAVE ANY ADDITIONAL QUESTIONS OR NEED CLARIFICATION ON ANY OF THESE ITEMS.



IEDC 2010 ANNUAL CONFERENCE PARTICIPATION AGREEMENT

Terms and Conditions for Vendor Participation in the 2010 IEDC Annual Conference in Columbus, Ohio, September 26th – 29th.

ASSIGNMENT OF SPACE: The International Economic Development Council (IEDC) shall assign the display space to the Sponsor/Exhibitor for the period of the display, such assignment to be made within six weeks after IEDC's receipt of this application, proof of Liability Insurance and a check or payment for the amount of sponsorship/exhibit fees. Conference sponsors will receive priority assignment, based on level and date of application. All other location assignments will be on a first-come, first-served basis and will be made solely at the discretion of IEDC.

USE OF DISPLAY SPACE: Sponsors/Exhibitors are allowed to distribute literature, run demonstrations, and sell products in their assigned exhibit spaces. Sponsor/Exhibitor shall not assign to a third party its display space or any portion of that space without prior written consent of IEDC, which IEDC may grant or withhold at its sole discretion. If such permission is given, the Sponsor/Exhibitor shall assume full responsibility for the conduct of the assignee and all its representatives. Sponsor's/Exhibitor's product demonstration may in no way interfere with demonstrations at adjacent tables.

INDEMNITY AND LIMITATION OF LIABILITY: Neither IEDC, any co-sponsor, or display space provider nor any of their officers, agents, employees, facilities, other representatives, or assigns shall be liable for, and the Sponsor/Exhibitor hereby releases them from, any claims for damage, loss, harm, or injury to the person, property, or business of the Sponsor or any of its visitors, officers, agents, employees, or other representatives, resulting from theft, fire, earthquake, water, unavailability of the facility, accident or any other reason in connection with the display at the conference. The Sponsor/Exhibitor shall indemnify, defend, and protect IEDC and hold IEDC, any co-sponsor, and space provider harmless from any and all claims, demands, suits, liability, damages, losses, costs, attorney's fees, and expenses, or other representatives. Under no circumstance will IEDC, any co-sponsor, or the exhibit space provider be liable for lost profits or other incidental or consequential damages for any of their acts or omissions whatsoever whether or not appraised of the possibility or likelihood of such damages or lost profits. In no event shall IEDC's liability under any circumstance, exceed the amount actually paid to it by the Sponsor/Exhibitor for display space. IEDC makes no representations or warranties regarding the number of persons who will attend the conference. Sponsors/Exhibitors must provide proof of active Liability Insurance.

OBSERVANCE OF LAWS: Sponsor/Exhibitor shall abide by and observe all laws, rules and regulations, and ordinances.

ANTI-DISCRIMINATION POLICY: IEDC is an organization dedicated to the pursuit of human rights, dignity and equal opportunity for all people. Organizations that discriminate in recruitment or employment on the basis of gender, race, religion, sexual orientation, national origin, creed or handicap disability are prohibited from sponsoring/exhibiting at IEDC meetings and conferences.

CANCELLATION OR TERMINATION OF EXHIBITS: If for any reason beyond its reasonable control including fire, strike, earthquake, damage, construction or renovation to the display site, government regulation, public catastrophe, act of God, or any similar reason, IEDC shall determine that the conference or any part may not be held IEDC may cancel the conference, including the booth space, table-top or pop-up displays or any part thereof. In that event, IEDC shall determine and refund to the Sponsor/Exhibitor its proportionate share of the balance of the aggregate display fees received which remains after deducting all expenses incurred by IEDC.

SPONSOR/EXHIBITOR CANCELLATION: All payments made to IEDC under this application shall be deemed fully earned and non-refundable in consideration for expenses incurred by IEDC and IEDC's lost or deferred opportunity to provide display space to others.

SPONSOR/EXHIBITOR CONDUCT: Sponsor/Exhibitor and all of its representatives shall conduct themselves at all times in accordance with highest standards of decorum and good taste. IEDC reserves the right to eject from the conference any Sponsor/Exhibitor or representative violating those standards



2010 IEDC ANNUAL CONFERENCE EXHIBITOR COMMITMENT FORM

PLEASE FILL OUT THE FORM BELOW AND SEND IT IN TO IEDC WITH PAYMENT AND CERTIFICATE INSURANCE TO:

Beth Klein, Sponsorship Development Specialist
International Economic Development Council
734 15th Street NW, Suite 900 Washington, DC 20005
Phone: (202) 942-9485 Fax: (202) 223-4745
bklein@iedconline.org

Company Address and Contact information (For use in on-site program)

Company: _____
Primary Contact: _____
Street Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
Fax: _____
Email: _____

COMPLIMENTARY REGISTRATION FORM:

Exhibitor Registration #1

Company: _____
Primary Contact: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Exhibitor Registration #2

Company: _____
Primary Contact: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Additional Staff: \$100 per person-----

Additional Staff #1

Primary Contact: _____
Phone: _____ Fax: _____ Email: _____

Additional Staff #2

Primary Contact: _____
Phone: _____ Fax: _____ Email: _____

EXHIBITOR LEVEL & BOOTH SIZE:

- | | | | |
|--|---------|---|---------|
| <input type="checkbox"/> Standard | \$2,200 | <input type="checkbox"/> Premium | \$2,500 |
| <input type="checkbox"/> Double Standard | \$4,000 | <input type="checkbox"/> Double Premium | \$4,500 |

ALL CONFIRMED EXHIBITORS WILL BE CONTACTED BY AUGUST 15, 2010 WITH THEIR BOOTH ASSIGNMENTS.

BOOTH LOCATION: (Floor plan will be distribution upon completion in the next few weeks, but date stamps will be honored for order assignment).

My top three choices are:

1. _____ 2. _____ 3. _____

If possible, we would prefer NOT to be located near the following companies:

PAYMENT INFORMATION: Full payment MUST accompany this form in order to secure your space as a sponsor and exhibitor.

FEES:

Exhibit Fee: \$ _____

Additional Staff:
Quantity ___ x \$100 = \$ _____

Advertisement in Conference
Program:

Full Page Ad: \$750.00 \$ _____

Half Page Ad: \$500.00 \$ _____

TOTAL = \$ _____

Check enclosed

Please charge my credit card

Visa Mastercard American Express

Card Number: _____ Expiration: _____

Name as Displayed on Card: _____

Signature: _____

CANCELLATIONS: We will refund 50% of the total sponsor or exhibitor fee for cancellations received in writing by 5:00 p.m. (EST) on June 30, 2010. After that date, no refunds will be made.

ACCEPTANCE & AGREEMENT:

We agree to the **Participation Agreement** and **payment** terms as listed above on this form:

EXHIBITOR:

Signature: _____

Date: _____

Name (please print): _____

Title (please print): _____

