

Indiana Council for the Social Studies Annual Conference
INDIANA LANDMARKS CENTER – COOK THEATER, 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202
Exhibitor Application
February 24th 2023

This is an application for exhibit space at the Indiana Council for Social Studies Annual Conference. We encourage you to submit your reservation form as soon as possible. Spaces are available on a first come first-serve basis. Please complete this application in its entirety and submit it along with your full payment of the exhibit space rental and/or advertisement fee. ICSS reserves the right to decline, prohibit, or expel the exhibit which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, etc.

EXHIBITOR APPLICATION

PLEASE PRINT:

Organization _____

Mailing Address _____

City _____ State _____ Zip _____

Org Phone (_____) _____ Ext _____ Fax (_____) _____

E-Mail _____ Website _____

Contact Name _____ Daytime Phone (_____) _____

EXHIBITORS			
(Please check appropriate boxes)			
<input type="checkbox"/> Bronze Sponsorship	\$300	<input type="checkbox"/> Diamond Sponsorship	\$1000
<input type="checkbox"/> Silver Sponsorship	\$500	<input type="checkbox"/> Platinum Sponsorship	\$1250
<input type="checkbox"/> Gold Sponsorship	\$750	<input type="checkbox"/> Liaison Sponsorship	\$100
ADVERTISING OPPORTUNITIES			
<input type="checkbox"/> Sponsor Swag Bag (logo)	\$500	<input type="checkbox"/> Provide Items for the Raffle	
		<input type="checkbox"/> Provide Items for the Swag Bag (150)	
SELECT METHOD OF PAYMENT			
<p style="text-align: center; font-size: small;">CREDIT CARD</p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p>Name on Card: _____</p> <p>NUMBER: _____ Expiration date: __ / __</p> <p style="text-align: center;">Security Code - _____</p> <p>Billing Zip Code for the card: _____</p>		<input type="checkbox"/> CHECK / Money Order Enclosed <small>(payable to Indiana Council for the Social Studies)</small>	
		<input type="checkbox"/> CASH (on-site payment only)	
PLEASE SIGN (Registration will not be accepted without a signature)			DATE: / /
Exhibitor name badges are needed for the following (2) individuals who will be staffing your exhibit			

CONFERENCE USE ONLY			
PAYMENT BY (Check one) <input type="checkbox"/> Individual <input type="checkbox"/> Organization	DATE RECEIVED: / /	AMOUNT: \$	
CHECK OR MONEY ORDER NO.:	PO/AUTH. NO.:	INVOICE NO.:	
RECEIPT NO.:	ITEMS RECEIVED (Check each box)	<input type="checkbox"/> Name Tag <input type="checkbox"/> Registration Packet	



Indiana Council for the Social Studies Annual Conference
INDIANA LANDMARKS CENTER – COOK THEATER, 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202
Exhibitor Application
February 24th 2023

AGREEMENT OF CONDITIONS

LOCATION OF EXHIBITS: *INDIANA LANDMARKS CENTER – COOK THEATER
 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202*

EXHIBITOR SET-UP: *Friday, February 24, 2023, 8:00 am*

LOGO AND AD COPY: *Friday, February 4, 2023*

EXHIBIT HOURS: *Friday, February 24, 2023, 9:00 am – 3:30 pm*

EXHIBIT TEAR-DOWN: *Friday, February 24, 2023, 4:30 pm*

CONFERENCE HOURS: *Friday, February 24, 2023, 8:00 am Registration
 Friday, February 24, 2023, 9:00 am Main Session (etc. ...)*

*****ALL TIMES, DATES AND EVENTS ARE SUBJECT TO CHANGE*****

EXHIBIT TABLE-TOPS: *Tabletops are approximately 3' x 6' is size, includes (2) chairs -Upon Availability*

EXHIBIT COST:

Conference Exhibitor Registration Type	Fee	Benefits
Sponsorship, Bronze Level	\$300	1 complimentary exhibitor table and a half-page advertisement in the conference program. ½-page advertisement can measure 2"x2.5" or the reverse
Sponsorship, Silver Level	\$500	1 complimentary exhibitor table, half-page advertisement in the conference program, and insert in the conference packet. ½-page advertisement can measure 2" x2.5" or the reverse
Sponsorship, Gold Level	\$750	1 complimentary exhibitor table, full page advertisement in the conference program, insert in the conference packet, logo on keynote presentation and logo on conference packets. Full page advertisement can measure 4"x5" or the Reverse, 2 teachers that are not currently members awarded conference and year of ICSS Membership
Sponsorship, Diamond Level	\$1000	1 complimentary exhibitor table and full-page advertisement in the conference program, insert in the conference packet and attendees' contact list. Full page advertisement can measure 4"x5" or the reverse, 5 teachers that are not currently



Indiana Council for the Social Studies Annual Conference
INDIANA LANDMARKS CENTER – COOK THEATER, 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202
Exhibitor Application
February 24th 2023

		members awarded conference and year of ICSS Membership
Sponsorship, Platinum Level	\$1250	1 complimentary exhibitor table, full page advertisement in the conference program, insert in the conference packet, logo on keynote presentation, logo on conference packets, attendees' contact list, welcome video featured on ICSS webpage and signage on breakfast tables. Full page advertisement can measure 4"x5" or the reverse, 5 teachers that are not currently members awarded conference and year of ICSS Membership
Liaison Organization	\$100	1 complimentary exhibitor table

EXHIBIT DELIVERIES OR PARTS THEREOF: Please check and re-check your shipping tracking numbers of your carrier so you may be assured that your exhibits and materials will arrive before the conference dates. Please target Friday, October 7, 2022, as your date of delivery. **ICSS assumes no liability and/or responsibility for late deliveries from third party carriers.** All deliveries to the hotel should be addressed as follows:

Indiana Council for Social Studies Annual Conference/Arrival – February 24, 2023
 INDIANA LANDMARKS CENTER – COOK THEATER
 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202

EXHIBITOR RESPONSIBILITIES: Your representative(s) must be present at his/her exhibit during exhibit hours.

CREDIT CARD PAYMENTS: You may make credit card payment for your exhibit by filling out the application above and emailing the application to jeff@theswishers.com

OUTSIDE EXHIBIT SPACE: All exhibits shall be located in the designated exhibit area(s). No displays are permitted outside the official exhibit area unless authorized by ICSS.

POINT OF CONTACT: Please make a copy of this form for your records. If you have any questions, please call our Exhibits Coordinator, **Jeff Swisher** at (219) 614-5640, email jeff@theswishers.com. ICSS reserves the right to accept or reject this application.

USE OF EXHIBIT SPACE: ICSS reserves the right to decline, prohibit, or expel the exhibitor which, in its judgment, is out of keeping with the character of the conference, this reservation being all inclusive to persons, things, printed matter, product, conduct, sound level, etc. No exhibitor shall assign or sublet any part of his assigned space. Any space not occupied by the time stated for completion of the installation of displays can be reassigned at the discretion of the conference staff.

CANCELLATION OF EXHIBIT: Cancellation must be requested in writing and emailed to Jeff Swisher at jeff@theswishers.com. Cancellations received by February 17, 2023 will receive the full refund less \$100.00 processing fee. Cancellations received after February 17, 2023, will receive 50% refund. Cancellation notices received after October 3, 2022 (at close of business) will NOT receive a refund. All refunds will be mailed 4-6 weeks after the conference by check.



Indiana Council for the Social Studies Annual Conference
INDIANA LANDMARKS CENTER – COOK THEATER, 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202
Exhibitor Application
February 24th 2023

DISPLAY SPACE(S) NOT CLAIMED: *Exhibit tabletops not occupied or claimed by 7:30 am on February 17, 2023 may be reassigned by ICSS.*

LIABILITY: *The Exhibitor and its agents assumes responsibility and agrees to indemnify and defend the Indiana Council for the Social Studies and Indiana Historical Society and their respective employees and agents against all claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither the ICSS nor Indiana Historical Society maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.*

STORAGE: *Fire code regulations prohibit storage of any kind behind exhibits and tables, including empty packing materials. Please storage non-essential items underneath your tabletop, space permitting. Valuables should be secured in a safe place as ICSS and its agents cannot assume responsibility for loss or damage to exhibitors' materials. It is strongly advisable to remove valuable items when you leave your booth or to secure them in a safe place whenever the tabletop exhibit is unattended.*

SECURITY: *Security will not be provided and ICSS cannot be responsible for or guarantee against any loss.*

Indiana Council for the Social Studies Annual Conference
INDIANA LANDMARKS CENTER – COOK THEATER, 1201 CENTRAL AVENUE INDIANAPOLIS, IN 46202
Exhibitor Application
February 24th 2023

EXHIBITOR INFORMATION

EXHIBITOR SPACE: Prime exhibit table-top space is being reserved for Sponsors. Other exhibit space will be assigned on a first-come, first-served basis. Corporations, federal, state, and local agencies promote their products and/or employment opportunities as our exhibitors. Exhibit space includes one table (approximately 6') and two chairs. Early reservation with full payment will receive priority table location assignments.

WHAT EXHIBITORS CAN EXPECT: ICSS has always striven to provide our exhibitors with the most exposure possible. We have designed our exhibit area so all in attendance will see your exhibit. We believe our exhibitors provide practical knowledge and services to our attendees.

ADVERTISING OPPORTUNITIES: Please take a few minutes to review the variety of marketing opportunities to promote your presence at the conference. These range from highly visible coffee break sponsorships to portfolios and/or lanyards to conference bag sponsorships. For other advertising sponsorships please contact the exhibitor coordinator.

EXHIBITOR RAFFLE PRIZE DONATIONS: Do you wish to contribute any raffle prizes as a form of sponsorship? If so, please let me know so you may be recognized.

NEW MEMBER INFORMATION: If you have selected either Diamond or Platinum Sponsorship please provide the names, emails and mailing address for the teachers you wish to offer a complementary membership. The new member cannot be a current member of ICSS.

MAILING INSTRUCTIONS: Please mail checks, money orders, purchase orders, or requisitions to:

Indiana University Center on Representative Government
CO Michelle Willhoite
201 N. Indiana Ave
Bloomington, IN 47408

CONTACT

Jeff Swisher
Exhibits Coordinator
2022 ICSS Conference Committee
Phone: (219) 614-5640
Email: jeff@theswishers.com

