

2023 IPRA CONFERENCE AND EXPO

NOVEMBER 14-16, 2023
GRAND WAYNE CONVENTION CENTER
FORT WAYNE



EXHIBITOR KIT

Exhibit Location and Host Hotel

Expo Hall Location:

Grand Wayne Convention Center – Convention Hall
120 W Jefferson Blvd, Fort Wayne, IN 46802

Host Hotel:

Hilton Fort Wayne At The Grand Wayne Center – ROOM BLOCK FULL
1020 South Calhoun Street, Fort Wayne, IN 46802
Room Rate: \$139/night plus tax and fees
Reservation Link: [IPRA Annual Conference \(hilton.com\)](https://hilton.com)

Overflow Hotel:

Courtyard Fort Wayne (*attached to convention center via skybridge*)
Address: 1150 S Harrison St, Fort Wayne, IN 46802
Phone: [\(260\) 490-3629](tel:2604903629)
Room rate: \$145/night plus tax and fees
Reservation Link: [BOOK YOUR GROUP/CORPORATE RATE | MARRIOTT INTERNATIONAL](#)

Cancellation policy

A registration cancellation fee of \$100 will be assessed for all cancellations not received in writing to courtne@inpra.org 30 days prior to the event. Cancellations received within less than 30 days of the event will not receive a refund. If the event is postponed due to public health concerns, registration fees will be retained and applied to the make-up date in the future.

2023 IPRA Expo Hall THEME

Grown Up Recess

The IPRA Conference planning committee chose a theme for our expo hall. We encourage all of our exhibitors to join in the fun by providing a game or activity that follows our Grown Up Recess theme to engage with attendees.

Those exhibitors who choose to participate with a game, activity or decorations will be entered into our best booth contest. Attendees will vote for their favorite, and the winning booth will be featured in an upcoming edition of the Profile Magazine, as well as provided with a FREE half page advertisement in the same edition. The winning booth will also be announced during the silent auction social, and a photo posted to IPRA social media. We've also added a NEW activity area located in the middle of the expo hall. **If you have a game or activity you'd like to place in that area, or if you have questions about games and activities, contact courtne@inpra.org and rob@inpra.org.**

Get Social with us!

Opening night kickoff – Tuesday, Nov. 14, 5:00PM – 6:00PM

ARE YOU READY? Join us at 5:00PM to kick off the 2023 Conference & Expo! Enjoy networking, games and activities with park professionals and your fellow exhibitors in the expo hall. Our socials committee has worked hard this year to create a fun event to celebrate the opening of the expo hall!

Exhibitor Lunches –

New this year, off-site lunches for attendees and exhibitors. All participants will be eligible to purchase lunch tickets to one of several lunch venues. Tickets are \$25 each and can be purchased [HERE](#) until November 6th. **NO TICKETS WILL BE AVAILABLE FOR PURCHASE ON SITE.**

IPRF Silent Auction –

Exhibitors are encouraged to donate items to the Indiana Parks & Recreation Foundation silent auction that provides educational scholarships and grants throughout the year. Auction items are displayed in the expo hall during the conference, and winners will be announced at 5:15 pm on Wednesday, November 15th. Each donor will be acknowledged on silent auction item signage, as well as on the silent auction bidding site. If you would like to make a donation, email rob@inpra.org for additional information, or fill out the donation form [HERE](#).

Tuesday Night Social Event – 8:00PM – 10:00PM – Calhoun Ballroom

Singo in Paradise

Join us in paradise! Grab your Hawaiian shirt, parrot head hat, flip flops and shades, and let's have some fun. Come together with your fellow conference goers for an exciting night of SINGO (musical bingo, hosted by DJ Ron Rigenbach) and more to help raise funds for the Indiana Parks and Recreation Foundations scholarship fund. Sponsorships are available – contact rob@inpra.org.

Wednesday After Hours Social – 8:00PM – 10:00PM - Foellinger-Freimann Botanical Conservatory

Clue in the Conservatory

Oh no! The remains of Miss Annie Body were found murdered right here in Fort Wayne. Step inside the game of Clue and see if you are a good enough detective to figure out which parks department employee finally snapped. Who did it? Where did they do it? What weapon did they use? Clues will be hidden throughout the Foellinger-Freimann Botanical Conservatory during the social to help you solve this crime. Tickets are required and available for purchase in advance, or at the door.

Exhibitor/Expo Hall Schedule

Exhibitor Move In

Tuesday, November 14, 2023: 9:00AM – 3:00PM

All booth set-ups must be complete by no later than 3PM on Tuesday Nov. 14.

Truck loading docks are located on the West side of the building/Webster Street.

Expo Hall Schedule

Tuesday, Nov. 14, 2023

4PM: Expo Hall Doors Unlock

5:00PM – 6PM: Opening Night Kick-off

Wednesday, Nov. 15, 2023

8:00AM – 9:00AM – Coffee Break in Expo Hall

12:00PM – 1:00PM - Expo hall closes for lunch

1:00PM-1:30PM - Expo hall reopens

- Drawings and giveaways at 1:15PM in expo hall

2:45PM – 3:15PM – Expo Hall Break

4:30PM – 5:45PM - Silent Auction Social in expo hall

- 5:15PM – Silent Auction Closes

Exhibit Hall Move Out/Teardown

Wednesday Nov. 15, 2023: 6 – 9pm

All booths must be torn down and moved out by 9pm.

Additional Exhibitor Information

[Grand Wayne Convention Center Policy Manual](#) – please be sure to review the GWCC policy manual here or at the end of this document.

Please note: **No outside food/beverages or alcohol** is permitted to be distributed in the expo hall, with the exception of small, wrapped treats.

Booth Electricity

Electricity is NOT included and must be ordered in advance. Electricity will not be available the day of the event if it was not ordered previously. Please contact rob@inpra.org to secure electricity if you did not do so during your initial vendor registration.

Insurance

The Grand Wayne Convention Center and IPRA require a Certificate of Insurance (COI) Grand Wayne Convention Center and the Indiana Park & Recreation Association as additional insureds in the amount of \$1,000,000.

Each exhibitor must supply this Certificate of Insurance to the IPRA no later than 30 days prior to the event. The Deadline to submit COI's to IPRA is October 20, 2023.

Drawings

Exhibitors have the option to host a drawing for prizes. The collection of attendee information must be facilitated in your booth space. Winners will be announced during the Expo Hall Social on Wednesday Nov. 15. Please notify Rob at rob@inpra.org by November 1, 2023, if you intend to host a drawing and would like it to be given away at the Expo Hall Social.

Attire

Attire for the conference is business casual.



Smith Expo

Indiana Parks and Recreation Association Grand Wayne Convention Center Convention Hall Fort Wayne, Indiana November 14-16, 2023

OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 1173 Airport Pkwy., Ste. C
- Greenwood, IN 46143
- Phone: 317.362.6890
- Email: msmith@smithexpo.com

IRPA CONTACT

- Courtnie Pettigrew, Membership and Events Coordinator
- 107 Logan St
- Noblesville, IN 46060
- Phone: (317) 219-5272
- Email: courtnie@inpra.org

EXHIBIT INFORMATION

- Backwall Drape: 8' Blue and White
- Sidewall Drape: 3' Blue
- Display: 6' x 2' x 30" high Blue Spandex Skirted Table
- Seating: Two folding chairs
- Trash: One Wastebasket
- Carpeting: Ballroom Carpet
- Signage: One ID Sign
- Electrical services: If not pre-ordered during booth registration, contact IPRA

Important Dates (Check all order forms for additional deadlines)

- | | | |
|-------------------------------------------------|----------------------|-------------|
| • Advanced Order Deadline: | Fri., Nov. 10, 2023 | 3 PM |
| • Advance Freight Deadline (without surcharge): | Fri., Nov. 10, 2023 | 3 PM |
| • Move-in: | Tues., Nov. 14, 2023 | 9 AM - 4 PM |
| • Show Hours: | Tues., Nov. 14, 2023 | 4 PM - 6 PM |
| • Show Hours Continued: | Wed., Nov. 15, 2023 | 8 AM - 6 PM |
| • Move-out (all equipment removed by 9 pm): | Wed., Nov. 15, 2023 | 6 PM - 9 PM |
| • Freight Re-Route: | Wed., Nov. 15, 2023 | 9 PM |

Advance Warehouse

- Company Name, Booth #
- IPRA c/o Smith Expo
- 1173 Airport Pkwy., Ste. C
- Greenwood, IN 46143

Direct to Show Site

- Company Name, Booth #
- IPRA
- GWCC c/o Smith Expo
- 120 W. Jefferson Blvd.
- Fort Wayne, IN 46802

**DRIVERS MUST USE WEBSTER St. DOCK
(West side of facility)**

Outbound Shipping

- Official Show Carrier: TF Logistics
- Email: ops@tfi-logistics.com
- Phone: 317-805-1062
- www.TFI-Logistics.com
- Bill of Ladings provided onsite

FURNITURE & ACCESSORIES ORDER FORM

IPRA 2023

Tables

| Qty | Item | Advance | Standard | Subtotal |
|----------------------------------------|---------------|---------|----------|----------|
| 30" High Spandex Skirted Tables | | | | |
| | 4' x 24" wide | \$45 | \$56 | \$ |
| | 6' x 24" wide | \$65 | \$81 | \$ |
| | 8' x 24" wide | \$85 | \$106 | \$ |

| | | | | |
|----------------------------------|---------------|------|------|----|
| 30" High Unskirted Tables | | | | |
| | 4' x 24" wide | \$25 | \$31 | \$ |
| | 6' x 24" wide | \$35 | \$44 | \$ |
| | 8' x 24" wide | \$45 | \$56 | \$ |

| | | | | |
|----------------------------------------|---------------|-------|-------|----|
| 42" High Spandex Skirted Tables | | | | |
| | 4' x 24" wide | \$65 | \$81 | \$ |
| | 6' x 24" wide | \$85 | \$106 | \$ |
| | 8' x 24" wide | \$105 | \$131 | \$ |

| | | | | |
|----------------------------------|---------------|------|------|----|
| 42" High Unskirted Tables | | | | |
| | 4' x 24" wide | \$35 | \$44 | \$ |
| | 6' x 24" wide | \$45 | \$56 | \$ |
| | 8' x 24" wide | \$55 | \$69 | \$ |

| | | | | |
|----------------------------------|-------------------|------|------|----|
| 24" Round Cocktail Tables | | | | |
| | 30" High | \$35 | \$44 | \$ |
| | 40" High | \$45 | \$56 | \$ |
| | Add Spandex Cover | \$10 | \$15 | \$ |

| | | | | |
|----------------------------------------------------------|----------|------|------|----|
| 24" Square Cocktail Tables – Tulip Base/White Top | | | | |
| | 30" High | \$65 | \$82 | \$ |
| | 40" High | \$75 | \$94 | \$ |

Important Notes

- Complete this form and return it to msmith@smithexpo.com.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo. All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact msmith@smithexpo.com or call 317.362.6890.

Form Total

| | |
|-------------------|-----------------|
| Subtotal | \$ _____ |
| 7% Sales Tax | \$ _____ |
| Est. Total | \$ _____ |

Accessories / Labor / Shipping

| Qty | Item | Advance | Standard | Subtotal |
|-----|------------------------|-----------|-----------|----------|
| | Folding Chair | \$15 | \$19 | \$ |
| | Padded Chair | \$25 | \$31 | \$ |
| | High Stool | \$35 | \$44 | \$ |
| | Wastebasket | \$5 | \$7 | \$ |
| | Easel | \$10 | \$13 | \$ |
| | 3' Base/Upright | \$3 | \$4 | \$ |
| | 8' Base/Upright | \$8 | \$10 | \$ |
| | Cross Bar | \$8 | \$10 | \$ |
| | 3' Masking Drape/LF | \$6 | \$8 | \$ |
| | 8' Masking Drape/LF | \$9 | \$12 | \$ |
| | 55" LED TV (w/stand) | \$225/day | \$282/day | \$ |
| | Fish Bowl | \$10 | \$13 | \$ |
| | 10x10 Booth Carpet | \$115 | \$144 | \$ |
| | 10x10 Booth ½" Padding | \$85 | \$106 | \$ |

| | | | |
|-------------------------|---------------------|-------------|----|
| Supplies / Labor | | | |
| | Shrink Wrap w/Labor | \$45/Skid | \$ |
| | Banding w/Labor | \$55/Skid | \$ |
| | Cart Load Service | \$25/Cart | \$ |
| | Forklift Service | \$25 / Lift | \$ |

| | | | |
|---------------------------------------------------------------------------------------|-----------------------------------|--------------|----------------|
| Shipping *See Material Handling Resource Guide for Terms & Conditions (Page 4) | | | |
| | Advance (per 100 lbs; 200 lb in.) | \$65/100 lbs | 200 lb. min \$ |
| | Direct (per 100 lbs; 200 lb min.) | \$62/100 lbs | 200 lb. min \$ |
| | Special Material Handling | 35% | \$ |

Advance Ordering Deadline

Friday, Nov. 10, 2023 at 3 PM

PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM

COMPANY NAME: _____ **BOOTH #(S):** _____



Smith Expo

PAYMENT POLICIES & AUTHORIZATION FORM

IPRA 2023

Payment Policy

- Complete this form and return it to msmith@smithexpo.com.
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 60% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a \$50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

Payment Authorization Form

PAYMENTS MUST BE RECEIVED BY NOVEMBER 10, 2023 FOR DISCOUNT RATES TO APPLY

CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment: ☐ Visa ☐ Mastercard ☐ American Express ☐ Check #: _____
(Payable to Smith Expo – Fed ID: 83-4180399)

Card #: _____ Exp Date: _____ CVV: _____

Billing Address: _____

City, State Zip: _____ Phone: _____

☐ Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: _____

Cardholder's Name (please print clearly): _____

Email Address for Receipt: _____

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO MSMITH@SMITHEXPO.COM

COMPANY NAME: _____ BOOTH #(S): _____



Smith Expo

MATERIAL HANDLING RESOURCE GUIDE

IPRA 2023

Advance Shipping

Receive shipments at advance warehouse and store up to 45 days

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Direct Shipping

Receive shipments at show site during published move-in hours

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Special Materials Handling Service

Receive at show site only

Applies to loose, uncrated or unskidded materials, cases or boxes, and ground unloading

Small Packages

Receive at show site only (limit 25 lbs)

Deliver to booth

Material Handling Terms and Conditions

- Advance Shipments to arrive prior to 3 PM Friday, Nov. 10, 2023
- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
 - Shipment is received at the warehouse after Friday, Nov. 10, 2023 – 3 PM
 - Transportation charges will apply to all shipments received after the show opens
 - Shipment was received after the truck has left the warehouse

INBOUND SHIPPING INFORMATION

☐ Warehouse ☐ Show Site

Shipping via: _____ Tracking #: _____ Date Shipped: _____

Arrival Date: _____ Total # of Pieces: _____ Total Weight: _____ lbs

OUTBOUND SHIPPING INFORMATION

Ship To: _____ Attn: _____

Street Address: _____

City, State Zip: _____ Phone: _____

of Outbound Pieces: _____ Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____

ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY WEDNESDAY, Nov. 15, 2023 @ 9 PM OR THEY WILL BE REROUTED

OUTBOUND CARRIER INFORMATION

☐ TF Logistics – Official Show Carrier ☐ Other Carrier Name _____

If you are using a carrier other than Smith Expo's Designated Carrier – TF Logistics, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance.

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO MSMITH@SMITHEXPO.COM

COMPANY NAME: _____ BOOTH #(S): _____



Smith Expo



**ADVANCE WAREHOUSE by
3PM on NOVEMBER 10, 2023**

SMITH EXPO
1173 Airport Pkwy., Ste. C
Greenwood, IN 46143

EVENTNAME: IPRA **DATES:** NOVEMBER 14-16, 2023

COMPANY NAME: _____

BOOTH #: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING



**DIRECT TO SHOW SITE
NOVEMBER 14, 2023
(ONLY during load-in hours)**

Grand Wayne Convention Center
c/o SMITH EXPO
120 W. Jefferson Blvd.
Fort Wayne, IN 46802

Drivers must use Webster St Dock Area -West Side of GWCC

EVENTNAME: IPRA DATES: NOVEMBER 14-16, 2023

COMPANY NAME: _____

BOOTH #: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING

GRAND WAYNE CONVENTION CENTER

120 W. Jefferson Blvd, Fort Wayne IN 46802 • 260.426.4100

Beyond convention. Beyond expectation.™

SERVICE ORDER FORM

ORDER FORM 0000

FULL NAME OF EVENT _____

EVENT DATE(S): ☐ One Day Event on: ____/____/____ ☐ Multiple Days: ____/____/____ through ____/____/____

EXHIBITOR NAME _____

ADDRESS _____

CITY, STATE, ZIP CODE _____ STATE _____ ZIP _____

BEST CONTACT PHONE _____ FAX _____

BEST CONTACT EMAIL _____

UTILITIES (one time per show rental rates)

| QUANTITY | DESCRIPTION | ADVANCE RATE | FLOOR RATE | AMOUNT |
|----------|------------------------------------------------------------------------|--------------|------------|----------|
| _____ | Power: 120 Volt up to 20 Amps, includes Extension Cord and Power Strip | \$ 25. | \$ 40. | \$ _____ |
| _____ | Power: 208 Volt, direct connection to 208V up to 60 Amps | \$100. | \$150. | \$ _____ |

Any 208 or 480 Volt may have an additional electrical charge based on time involved for service installation.

NOTE: Grand Wayne Convention Center will not be responsible for surge in power lines. The undersigned is expected to provide their own surge protectors.

TECHNOLOGY EQUIPMENT (daily rental rates)

| QUANTITY | DESCRIPTION | ADVANCE RATE | FLOOR RATE | AMOUNT |
|----------|-----------------------------------------------|--------------|------------|----------|
| _____ | Video display, 23", includes cable | \$ 55. | \$ 90. | \$ _____ |
| _____ | Video display, 32", includes cable | \$140. | \$175. | \$ _____ |
| _____ | Video display, 42" with stand, includes cable | \$215. | \$250. | \$ _____ |
| _____ | Video display, 55" with stand, includes cable | \$315. | \$350. | \$ _____ |
| _____ | Video display, 70" with stand, includes cable | \$465. | \$500. | \$ _____ |
| _____ | Telephone Line - Analog | \$ 75. | \$110. | \$ _____ |

TECHNOLOGY SERVICES (daily rental rates)

| QUANTITY | DESCRIPTION | ADVANCE RATE | FLOOR RATE | AMOUNT |
|----------|---------------------------------------------------------------|----------------|------------|----------|
| _____ | Internet: Complimentary WiFi for GWCC Guests — (No guarantee) | No Charge/Free | — | — |
| _____ | Internet: Wired Broadband, 1.5 Mbps — Guarantee (per device) | \$100. | \$135. | \$ _____ |
| _____ | Internet: Wired Broadband, 5 Mbps — Guarantee (per device) | \$300. | \$335. | \$ _____ |
| _____ | Internet: Wired Broadband, 10 Mbps — Guarantee (per device) | \$600. | \$635. | \$ _____ |

SUBTOTAL: Electrical, Tables, and Technological Services: \$ _____

Indiana Sales Tax of 7% \$ _____

TOTAL EQUIPMENT and SERVICES: \$ _____

PAYMENT:

Credit Card Type: ☐ MasterCard ☐ Visa ☐ AmEx ☐ Discover

Account Number: _____ | _____ | _____ | _____ Exp.: ____/____ CVC: _____

Cardholder's Name (as it appears; please print) _____

Cardholder's Signature _____

NEED MORE INFO? Please contact us at info@grandwayne.com or call 260.426.4100. Grand Wayne Convention Center's FAX: 260.4209080



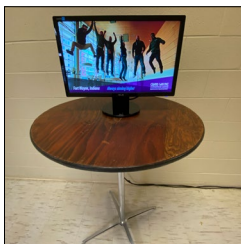
QUANTITY Power: **120 Volt** up to 20 Amps, w/
Extension Cord and Power Strip



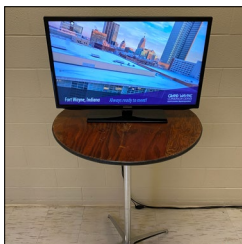
QUANTITY Power: **208 Volt**, direct connection
to 208V up to 60 Amps

ELECTRICAL and TECHNOLOGICAL SERVICES

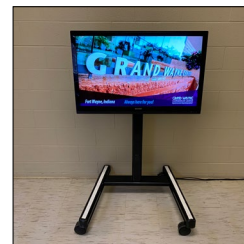
If you need items not shown here, please contact your GWCC Event Manager for options and/or additional provisions.



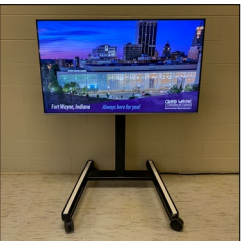
QUANTITY Video display, **23"**, includes cable



QUANTITY Video display, **32"**, includes cable



QUANTITY Video display, **42" with stand**,
includes cable



QUANTITY Video display, **55" with stand**,
includes cable



QUANTITY Video display, **70" with stand**,
includes cable



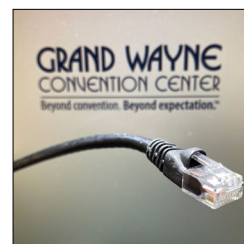
QUANTITY Telephone Line - Analog



QUANTITY Internet: Wired Broadband, 1.5 Mbps
— Guarantee (per device)



QUANTITY Internet: Wired Broadband, 5 Mbps
— Guarantee (per device)



QUANTITY Internet: Wired Broadband, 10 Mbps
— Guarantee (per device)



Internet: Complimentary WiFi for
GWCC Guests — (No guarantee)

1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.
3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.
5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.
7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.
8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.
9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.20 per pound per item with a maximum liability of \$40 per item or \$500 per shipment, whichever is less, as agreed upon damages and exclusive remedy.
10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.
11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
13. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.



An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

IMPORTANT: please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).
- All personnel under the employment of the EACs must be credentialed properly with show management.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.
- All EACs will not solicit business on the Show Floor.





GRAND WAYNE
CONVENTION CENTER
Beyond convention. Beyond expectation.™

POLICIES

GRAND WAYNE CENTER



120 W Jefferson Blvd
Fort Wayne IN 46802

grandwayne.com
260.426.4100



1. ALCOHOL

All alcoholic beverages must be purchased through Grand Wayne Convention Center's exclusive caterer, The Fort Wayne Hilton Hotel. Extra security may be required for events when alcoholic beverages are served. All alcoholic beverages must be consumed in the space rented for a particular event.

2. AMERICANS WITH DISABILITIES ACT (ADA)

As a facility of public accommodation, Grand Wayne Convention Center is sensitive to those with special needs, and complies in all respects with the American with Disabilities Act (ADA) and regulations issued thereunder. We also require our customers to comply with all provisions of the ADA.

3. ANIMALS

For the safety and comfort of all of our customers, animals are not permitted in Grand Wayne Convention Center except in conjunction with an approved exhibit, display or performance which absolutely requires the use of the animal. The customer is responsible for obtaining all appropriate permits. Guide, signal or service dogs (as defined by Law) are allowed in the GWC. All sanitary needs for animals are the responsibility of the customer.

4. AUDIO SYSTEM

Grand Wayne Convention Center Technology Services Department and/or their designers are responsible for the house audio system, and they must supervise any connection made to this system. When an outside vendor needs additional hook-up to the house sound, there will be additional charge/s as per Technology Services Schedule.

5. BANNERS/SIGNAGE

Banners, signs, pictures, notices or advertisements may only be placed in locations, and by methods, approved in advance by Grand Wayne Convention Center.

6. BILLING

For your convenience and clarification, an Event Settlement summarizing rent, additional charges and any credits is prepared after each event. Final payment is due upon receipt of invoice. Deposit and/or payment in full may be required prior to the event at the discretion of Grand Wayne Convention Center Management. If the customer requires an Event Settlement prior to the close of the event, please notify Grand Wayne Convention Center 24 business hours in advance for invoice preparation.

7. BULK TRASH

When bulk trash is accumulated as part of an event, the customer may be charged for the cost of appropriate dumpster(s).

8. CAPACITIES

All meeting rooms and convention halls have a maximum occupancy as set by the City of Fort Wayne Fire Code. Grand Wayne Convention Center reserves the right to deny further entry into these spaces in order to protect public safety.

9. CLEANING

Grand Wayne Convention Center staff will clean aisles and public spaces and remove trash nightly. Booth cleaning is available for a fee.

10. CRATE STORAGE/BOOTH STORAGE

All cartons, crates, containers and packing materials that are necessary for re-packing shall be the responsibility of the customer's event management. Crates, packing materials, boxes or exhibit containers of any kind shall not be stored in service or public areas. Consideration will be given for the storage of these materials as space is available.

11. DAMAGES

The Customer is responsible for all damages, except normal wear and tear. For accuracy in billing, Grand Wayne Convention Center representatives and show management should inspect all leased space prior to move-in and during move-out to determine existing conditions. You will be informed of any damages after your event with written reports and photographs as soon as they are documented. A final walk-through will take place at the conclusion of your event.

12. DECORATIONS

The method and location of special installations must be approved in advance by Grand Wayne Convention Center Management. Approval will be determined after consideration of other building guests occupying the space at the same time. Decoration guidelines include the following:

- A. No one may tape, nail, tack or otherwise fasten to ceilings, painted surfaces, columns, walls or windows, decorations of any kind.
- B. Decorations may not block doors, fire extinguishers, sprinklers, emergency equipment signage, emergency exits or lighting systems.
- C. Permanent installations in common spaces, such as telephone banks, information kiosks and ATM machines may not be blocked.
- D. All decorating materials must be constructed of flameproof material or treated with an approved fire retardant solution. Spot testing may be performed.
- E. No one may use adhesive-backed decals or stickers anywhere on the premises.
- F. Glitter and confetti may not be used in carpeted areas of the building.
- G. Only Grand Wayne Convention Center personnel may move planters, lobby furniture and other Grand Wayne Convention Center equipment in the public areas.
- H. Distribution of helium balloons in Grand Wayne Convention Center is not allowed. If helium balloons become detached from a display, the labor cost to retrieve the balloons will be charged to the customer. For safety reasons, compressed gas cylinders used to inflate balloons must be properly secured to prevent toppling.
- I. All pools, decorative foundations, etc. must be waterproofed and may be tested by Grand Wayne Convention Center Engineering prior to installation.
- J. Event management will be responsible for removal and clean up of any dirt, bark, mulch or similar materials used for decorating purposes.

13. ELEVATORS & ESCALATORS

Grand Wayne Convention Center has one freight elevator for transportation of freight, materials and equipment. Public elevators and escalators are for passengers only and may not be used to transport freight, hand trucks or equipment dollies that may cause damage.

14. EQUIPMENT INVENTORY

Grand Wayne Convention Center equipment such as tables, chairs, staging, dance floor, etc. is available on a first-call basis in current inventory.

15. EVENT MANAGEMENT & PLANNING

For your convenience and to assure the highest quality of service, Grand Wayne Convention Center will assign an Event Manager to detail your event. Your Grand Wayne Convention Center Event Manager will provide professional, efficient and courteous service.

Your Event Manager will:

- Contact you regarding your event. Please be prepared to deliver and/or discuss all details of your event a minimum of (14) days prior to your event date.
- Be your primary Grand Wayne Convention Center contact while planning your event.
- Be responsible for gathering all event information and disseminating that information to all Grand Wayne Convention Center Departments.
- Generate an Event Room Drawing for your review prior to your event.
- Prepare an Event Settlement estimate upon your request.
- Send you a final Event Settlement at the completion of your event.

For your clarification, our Event Managers will provide a room drawing prior to your event. If an Event Estimate is needed, please notify your Event Managers. You will be asked to sign the Schematic and Estimate and agree to the room layout and service/equipment charges prior to your event.

Event Room Drawing Schematic

We believe in providing the highest quality of customer service. That is why we have organized a system that makes our understanding of your event as accurate as possible and clearly displays your event needs in the form of a TurboCad schematic format.

- 1) All schematics will clearly show the following:
 - Name and date of the event
 - Name of meeting room (s)
 - Agenda/Times
 - Media Services
 - Type of seating and room drawing
 - Miscellaneous items
- 2) You will receive a rough draft copy of your schematic a minimum of one week before your event date. Please notify your Event Manager with any changes or updates to the schematic.
- 3) Once a final schematic is agreed upon, please sign your schematic and return it by fax to your Event Manager 72 business hours prior to your event.
- 4) Any changes made to your event layout, including Technology Services, may incur additional charges.



16. EVENT RELATED EQUIPMENT

As a courtesy to those holding the next event, each customer is responsible to ensure the removal of its property, equipment, signs and props from the building at the end of the leased period. If not, Grand Wayne Convention Center may exercise the option to discard all such items.

17. EXHIBITOR INFORMATION

A list of exhibitor names and special requests should be supplied to your assigned Event Manager a minimum of fourteen (14) days prior to your event. All exhibitor charges will be displayed on the final Event Settlement and is the financial responsibility of the contracted event.

18. FIREARMS

Pursuant to SEA 292 and its addition of I.C. § 35-47- 11.1 to the Indiana Code, effective July 1, 2011a political subdivision may not regulate any matter pertaining to firearms, ammunition, and firearm accessories ("Firearms"). As such, the Grand Wayne Center does not prohibit and/or regulate firearms in its facility. However, the statute provides that in the event that the Grand Wayne Center has been leased by a promoter or organizer of an event to be held at the Grand Wayne Center, said promoter or organizer can implement rules of conduct encompassing the prohibition or restriction of the possession of a firearm at said event. Should such rules of conduct be established at the discretion of the promoter or organizer, the Grand Wayne Center will cooperate in the enforcement of said rules as established by the promoter or organizer of the event. The lessee must provide advance written notice if they intend to establish rules of conduct or admission that include restrictions on Firearms and to advise us on if or how you would like us to cooperate in the enforcement such rules of conduct or admission.

19. FOG/SMOKE MACHINES

For public safety, fog/smoke machine usage is restricted to water-based chemicals. Approval must be obtained from the GWC Technology Services Department.

20. FOOD & BEVERAGE

Food and Beverage are provided exclusively by the Fort Wayne Hilton Hotel. No food and beverage may be brought in for group consumption without prior authorization from Grand Wayne Convention Center and the Fort Wayne Hilton Hotel management.

21. FOOD SAMPLES

Food and beverage samples distributed in conjunction with an event must be pre-approved by Grand Wayne Convention Center and its exclusive caterer. Grand Wayne Convention Center restrooms and kitchens may not be used as exhibitor preparation or clean-up areas. All food and beverage samples must meet Allen County Board of Health regulations.

22. FOOD SHOWS

The customer is responsible for making arrangements to provide exhibitors with food waste containers as approved by Grand Wayne Convention Center.

23. GUEST SERVICES

The number of Grand Wayne Convention Center personnel including safety, security and ushers and hours will be determined by Grand Wayne Convention Center management after consultation with the client. All other persons employed by the customer or affiliated with an event that takes place in Grand Wayne Convention Center shall be the responsibility of the customer.

24. HANGING SIGNS

All sign hanging must be approved in advance by Grand Wayne Convention Center management.

25. HAZARDOUS MATERIALS LABELING

Exhibitors displaying or using hazardous chemicals must submit Material Safety Data Sheets and manifests to Grand Wayne Convention Center no less than (14) days prior to move-in.

26. INSURANCE

A Certificate of Insurance liability will be required for any event held in Grand Wayne Convention Center. Such Certificate of Liability Insurance shall be submitted 30 days prior to said event in the amount of no less than \$1,000,000 per occurrence, naming Grand Wayne Convention Center as "additional insured."

27. KEY SERVICES

Grand Wayne Convention Center provides all keycards for securing leased space as a service to our customers. Keycards must be requested from your Event Manager at least 24 hours prior to the start of the event. A fee will be charged for unreturned keycards.

28. LASERS

The use of entertainment lasers requires a variance issued by the U.S. Food and Drug Administration. A copy of this variance must be presented to Grand Wayne Convention Center management prior to any setup.

29. MATERIALS SHIPPING

Event materials should be addressed to Grand Wayne Convention Center, 120 West Jefferson Blvd., Fort Wayne, IN 46802 and the label should include event name, date and meeting room. Material will be held until the first day of the customer move-in date at which time it will be delivered to the meeting room.

30. MOTORIZED VEHICLE OPERATION

Only trained and certified personnel may operate airlifts, forklifts and material handling devices. Operating vehicles and engines shall not be left unattended. Show Management operating the equipment is responsible for damages. All vehicles which drop oil or other staining solutions must have drip pans or be supplied with plastic sheeting under the parked vehicles and engines.

31. MOVE-IN & MOVE-OUT

Grand Wayne Convention Center reserves the right to maintain sole control of all dock areas during move-in and move-out. The unloading and reloading of exhibits and materials is limited to the docks on Washington and Webster streets. The Harrison street entrances at

Washington and Jefferson boulevards are exclusively reserved for pedestrian use.

32. MERCHANDISE

Grand Wayne Convention Center retains all rights and permissions for the sale of merchandise and novelty items sold within the facility and facility premises. Merchandise and novelty products include, but are not limited to, T-shirts, programs, pictures, records, tapes and miscellaneous show promotion items. A facility merchandise fee may be applicable. All negotiations to arrange for event sales and compensation procedures are to be directed to the Event Manager staff.

33. PACKAGE INSPECTION

For your safety and security, cartons, packages or other containers brought in or removed from Grand Wayne Convention Center by show personnel, exhibitors or service contractors may be subject to inspection.

34. PAYMENT

As a service to our customers, cash, check, money orders, Visa, MasterCard, American Express and Discover Card are accepted for all payments. All clients must pay their rental deposit according to Grand Wayne Convention Center contract. Grand Wayne Convention Center reserves to the right to require payment in advance for rent and services.

35. PROMOTED/TICKETED PUBLIC EVENTS

- A. Once an act has committed to an available date, we will mark the date in our records and produce a contract. One-half of confirmed rental is required with the return of a signed contract. The balance of the rental and any service charges incurred would be due upon the rental and any service charges incurred would be due upon finalizing with us approximately two weeks in advance of the event.
- B. The act will need to provide its technical rider prior to the printing and sale of tickets. This rider will allow us to determine the number of seats that can be placed in the room and the number of tickets that can be issued.
- C. The printing of tickets may not exceed the determined number of seats available based upon space rented and technical and staging requirements. The printer of tickets will need to provide a certified manifest count of the printing of the tickets.
- D. Grand Wayne Convention Center has no box office service. Sales should be arranged through Ticket Master (recommended) or other local sites. Tickets may be sold at the door on the day of the event by the promoter's personnel.
- E. Based upon projected attendance, the promoter will be liable for one uniformed off-duty police officer for each increment of 500 people as security personnel at the prevailing hourly rate one hour prior to the event start time and until all public guests have vacated.
- F. The artist may sell related recordings and merchandise on site at the event. Each skirted table required is charged at prevailing rate. Lessee is required to see that the artist remits 10% of sales of recordings and 20% of sales of merchandise. This is to be settled before their departure.



G. Production staff will be supervised during load-in and load-out and during the show by at least one Grand Wayne Convention Center technician at prevailing hourly rate.

H. A certificate of insurance liability in the amount of \$1,000,000 per occurrence naming Grand Wayne Convention Center as "Additional Insured" is required prior to the event and is to be in effect for the duration in Grand Wayne Convention Center for the event.

I. Food and beverage service can be arranged through the caterers at the Fort Wayne Hilton Hotel, the exclusive caterer to Grand Wayne Convention Center.

36. PYROTECHNICS

The use of pyrotechnics is at the sole discretion of the GWCC and Fort Wayne Fire Department.

37. RIGGING

For public safety reasons, Grand Wayne Convention Center management must approve all rigging. Grand Wayne Convention Center reserves the right to retain consultants at the customer's expense to review or verify rigging specifications. Nothing may be attached to any Grand Wayne Convention Center electrical or mechanical systems. This includes ducts, electrical conduit or raceways, plumbing, acoustical baffles or sprinkler pipes. Rigging may only be attached to structural members. All rigging in Grand Wayne Convention Center shall be in accordance with all national, state and local safety codes.

38. ROOM CHANGEOVERS

As one of our services to you, ballrooms, meeting rooms and convention halls (used for meeting and/or banquets) shall be arranged in theater, classroom, conference, banquet or reception style one (1) time. Changes to original set will be charged an additional day rental or labor charge at prevailing wage rate.

39. SAFETY/FIRE CODE REQUIREMENTS

All City of Fort Wayne fire and police codes shall be followed. Any exceptions must be approved by Grand Wayne Convention Center Management.

40. SALES TAX

The customer is required to adhere to all Indiana State laws regarding sales tax issues. If your organization is Indiana State Sales Tax Exempt, an Indiana State Sales Tax Exemption Certificate (Form ST105) must be provided prior to the event.

41. SECURITY

Grand Wayne Convention Center may require Grand Wayne Convention Center security personnel at any event in Grand Wayne Convention Center. Specific events requiring Grand Wayne Convention Center security include, but are not limited to, events open to the public and events with alcoholic beverages. All security requirements will be confirmed with the client two weeks prior to the event. Customers may augment Grand Wayne Convention Center security staff with approval by Grand Wayne Convention Center. Only sworn law enforcement personnel may be armed in Grand Wayne Convention Center.

42. SHIPPING TO/FROM GWCC

For the security of your freight and materials, we ask for a timely delivery of your products and equipment to our facility. Grand Wayne Convention Center will not accept any deliveries or freight shipments prior to your event move-in without prior notification and arrangements. All products and equipment should be properly labeled with Grand Wayne Convention Center address, event name, event date, vendor name and booth number, when applicable. Customer/Vendor is responsible for return shipping of all your materials.

If you are shipping materials out after the show:

- Contact the shipping company of your choice for the pick-up of your freight and materials. A list of shipping companies can be made available upon your request.
- Seal all boxes, crates, tubes, etc. and label each clearly for the destination. Check with your shipping company for specific requirements. Please tell your shipper your company name and booth number when applicable.
- If your shipper does not provide labels, blank Bill of Lading forms are available from Grand Wayne Convention Center Engineering office.
- Contact Grand Wayne Convention Center personnel for assistance in loading process or any other questions.

43. SIGNS & POSTERS

No posters, playbills or any other signage can be taped, stapled or affixed to any surface in Grand Wayne Convention Center building. Posters should be mounted on easels and/or individual holders. All signage must be of a printed nature and meet with the approval of Grand Wayne Convention Center management. Handwritten signs are prohibited. At move-out, all posted signage must be removed by the service contractor and/or customer. If any materials are left in or on the building, the Customer will be billed the prevailing labor rates to remove the materials.

44. SMOKING

As designated under the City of Fort Wayne Smoking Ordinance, Grand Wayne Convention Center is a non-smoking facility.

45. SOUND LEVELS

It is the customer's responsibility not to disturb nor interrupt other events. Grand Wayne Convention Center management reserves the right to require sound levels to be lowered.

46. TELECOMMUNICATIONS

Telecommunication services are available through Grand Wayne Convention Center Technology Services Department. These services include telephone, LAN, wired and wireless Internet Access, in-house TV system.

47. VEHICLES ON DISPLAY

All motor vehicles on display inside Grand Wayne Convention Center shall have no more than ¼ tank of fuel. All fuel tanks shall be sealed or locked and the battery shall be disconnected. Keys shall be kept on the premises. Protective material shall be placed under the vehicles. Plywood squares will be placed under the wheels of vehicles displayed in carpeted areas.

48. UTILITIES

For safety reasons, installation of all utility services involving electrical or Internet/telephone connections must be performed by Grand Wayne Convention Center.

All electrical equipment must meet the approval rating of U.L. (Underwriters Laboratory).

All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. Grand Wayne Convention Center reserves the right to inspect and reject any and all electrical connections, equipment and facilities which any customer uses while in the Center. We 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 discontinued.

Grand Wayne Convention Center electrical equipment, such as extension cords, electrical panels, spotlights and fixtures are not to be removed by exhibitors, show managers, service contractors or any other unauthorized persons. Violators will be assessed an appropriate charge for any removals.

Under no circumstances shall distribution panels or mechanical equipment be blocked or access impeded.

Floor boxes may not be accessed by anyone other than Grand Wayne Convention Center personnel.

49. WATER, WASTE DISPOSAL, WARE WASHING

No oils, combustibles or any liquids other than water may be poured in Grand Wayne Convention Center drainage or sewer systems. No tools, machines, cookware or any other items may be emptied, washed or rinsed in Grand Wayne Convention Center restrooms. Fountains, aquariums, cookware, pools, etc. may not be filled from Grand Wayne Convention Center restrooms or janitors closets. Permanent hot and cold water sinks are available in the service corridor for exhibitors use.

50. WELDING

The use of welding equipment and cutting equipment as part of an exhibit is prohibited.