



## *Township Officials of Illinois 11<sup>th</sup> Annual Educational Conference*

### **General Exhibit Information**

Show colors will be green and gold to match the Conference logo.

#### **Booth Space Cost**

##### **Government Agency**

- Standard Booth      10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign  
\$415 for single booth  
\$365 for each additional booth
- Area Booth            includes 8 foot, skirted table, two chairs, and identification sign  
\$750 per booth

##### **TOI Associate Company Member**

- Standard Booth      10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign  
\$450 for single booth  
\$400 for each additional booth
- Area Booth            includes 8 foot, skirted table, two chairs, and identification sign  
\$825 per booth

##### **Non-Member**

- Standard Booth      10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign  
\$650 for single booth  
\$575 for each additional booth
- Area Booth            includes 8 foot, skirted table, two chairs, and identification sign  
\$1075 per booth

#### **Exhibit Hall Schedule**

Sunday, November 11, 2018  
2:00 – 6:00 p.m.  
(beverages & snacks  
in exhibit hall)

Monday, November 12, 2018  
7:30 a.m. – 1:00 p.m. (closed 9:30 – 11:30 a.m. during  
the Opening Session)  
(complimentary coffee & rolls and  
complimentary buffet lunch in exhibit hall)

#### **Exhibit Installation & Dismantling**

All exhibitor move-in will take place on Sunday, November 11, 2018 between Noon and 2:00 p.m. The exhibit hall will close and dismantling may begin at 1:00 p.m. on Monday, November 12, 2018. No exhibitor may dismantle before 1:00 p.m., and all exhibits must be removed from the Crowne Plaza Hotel by 6:00 p.m. on Monday, November 12, 2018.

## Cancellation

Vendors who apply for exhibit space may cancel, in writing, up to 4:00 p.m. (CST), September 7, 2018, and receive a refund of their payment less a 50% administration fee. Applicants who cancel after September 7, 2018 will not receive a refund, regardless of the cause. **Cancellations must be received in writing at the TOI office by 4:00 p.m. (CST), September 7, 2018.**

## Show Decorator

Excel Decorators Inc. is the official show decorator. In early October, Excel will **email** details on booth assignments and service requirements directly to you. Please add: [bwerries@exceldecorators.com](mailto:bwerries@exceldecorators.com) and [exhibitorservices-il@exceldecorators.com](mailto:exhibitorservices-il@exceldecorators.com) to your address book in order to make certain you receive this important information. **Be certain to submit these order forms by the deadline date as products and services ordered on-site are much more expensive.**