



2012 Evergreen International Conference

Sponsorship and Exhibitor Manual

Sponsorship Information

Sponsorship Opportunities

Platinum Level Sponsorship	\$1,500
Includes one exhibit space, program advertisement ($\frac{1}{4}$ page), and sponsorship of one whole breakfast	
Gold Level Sponsorship	\$1,000
Includes one exhibit space, program advertisement ($\frac{1}{4}$ page), and sponsorship of one afternoon break	
Silver Level Sponsorship	\$750
Includes one exhibit space (if desired) and program advertisement ($\frac{1}{4}$ page)	
Vendor Reception – Two available	\$1,500 each
Includes recognition at one reception and program advertisement ($\frac{1}{4}$ page)	
Breakfast Break – Four available	\$800 each
Includes one breakfast break station and program advertisement ($\frac{1}{4}$ page)	
Afternoon Snack Break – Two available	\$600 each
Includes one snack break station and program advertisement ($\frac{1}{4}$ page)	
Conference Speaker Sponsorship	\$1,500
Includes advertisement in program on conference speaker page and introduction of keynote speaker at conference	
Conference Tote Bag	\$1,000
Conference Programs	\$1,000

Exhibitor Information

Dates of Exhibits

April 25-27, 2012

Location:

Hyatt Regency Indianapolis

One South Capitol Avenue

Indianapolis, IN 46204

800-233-1234

Pricing

Exhibitor registered before February 3, 2011, \$650

Exhibitor registered after February 3, 2011, \$750

Conference Coordinator Contact

Shauna Borger, sborger@library.in.gov

Alternate Conference Coordinator Contact

Wendy Knapp, wknapp@library.in.gov

Hyatt Regency Indianapolis Contact

Tracy Weed, tracy.weed@hyatt.com

Exhibit Space Details

Booth Size

8X8 space

Furnishing

1 six-foot skirted table-top exhibit space with 2 chairs and a small wastebasket. Additional chairs and tables are available at no cost.

Internet Access Details

Hotel has complimentary WI-FI access. This is available at no cost to exhibitors. If for any reason you feel that this will not be a suitable option for you, please follow the

Internet Services instructions on the *Hyatt Regency Indianapolis Engineering Exhibit Service Form* for further AV needs.

Available Extras

Hyatt Regency Indianapolis charges a standard price for electrical services, shipping and delivering and internet services besides the WI-FI provided. Please fill out the *Hyatt Regency Indianapolis Engineering Exhibit Service Form* on page 8 of this packet and return it to:

Tracy Weed, Convention Service Manager

Hyatt Regency Indianapolis

One South Capitol Avenue

Indianapolis, IN 46204

(317) 616-6076

Tracy.weed@hyatt.com

Conference Shipping

Please see enclosed *Hyatt Regency FAQ document* for more information about shipping.

Please fill out the enclosed *Hyatt Regency Indianapolis Engineering Exhibit Service Form* to arrange for shipment of exhibit items and delivery to exhibit space.

Exhibit Hours

Set Up

Wednesday, April 25 10 AM to NOON

All exhibitor Set-Ups should be completed by NOON on Thursday April 26. Please contact

Tracy Weed if you will need early entrance to the exhibit area to begin set up on

Wednesday.

Open Hours

Wednesday, April 25, 2012 -Exhibits Open NOON-5 PM

Thursday, April 26, 2012 -Exhibits Open 8 AM-5 PM

Friday, April 27, 2012-Exhibits Open 8 AM-5 PM

Take Down

Friday, April 27, 2012 5 PM-7 PM

All exhibitor Take Downs should be completed by 7 PM on Friday, April 27.

Travel Details

All Exhibitors are responsible for securing their own accommodations for this conference.

The hotel is located in downtown Indianapolis, Indiana and all details can be found on their website: <https://resweb.passkey.com/go/EVRE>

Airport transportation

- IndyGo Green Line Shuttle - \$7 per trip. Picks up and drops off every 15 minutes from designated locations downtown and the Airport.
- Carey Limousine Service - \$16 and gratuity per trip. Reservation can be made by calling (317) 241-7100.
- Taxi Services - \$30-\$35 per trip.

Parking

- Valet Parking at Hyatt Regency Indianapolis - \$30 per 24 hours. In and out service is available.
- Self-Parking - \$22 per 24 hours.

Rules and Regulations Governing All Exhibits and Exhibitors

Liability

The Evergreen International Conference and the Hyatt Regency Indianapolis will not be responsible for the safety of exhibits from theft, fire, or other causes. The exhibitor assumes responsibility for injury or damage to persons or property occurring within the exhibit space assigned to each exhibitor in accordance with the terms of the exhibitor agreement.

Care of Building & Equipment

Exhibitors or their agents shall not injure or deface the walls and floors of the building or the booths. If any damage occurs, the exhibitor is liable to the Hyatt Regency Indianapolis.

Character of Exhibits

The Exhibits Chair reserves the right to decline any exhibit or part of an exhibit if it is deemed unsuitable

Unattended Booths

Exhibitors may leave materials out at their booth and may leave the booth unmanned during session hours. However, the Hyatt Regency Indianapolis and the Evergreen Conference cannot be held responsible for any lost or damaged items. Exhibit Booths MUST be staffed during the breakfast and afternoon breaks.

Booth Assignment

Booths will be assigned on a first come, first reserved basis. All applications must be accompanied with full payment. No Cancellations after March 16, 2011.

Subletting Exhibit Space

No Exhibit space may be sublet.

Listing in the Program

To be listed in the official conference program, exhibitors must be registered before January 31, 2012.

Nature of Contractual Agreement

The provisions set forth in this document shall be binding upon exhibitors who make application, pay fees, and are assigned spaces.

EVERGREEN INTERNATIONAL CONFERENCE



2012

INDIANAPOLIS

**Hyatt Regency Indianapolis Exhibitor FAQ's and
Engineering Exhibit Service Form**