

ILLINOIS ASSOCIATION OF
HOUSING AUTHORITIES
2015 MAINTENANCE/MANAGEMENT CLINIC
EXHIBITOR INFORMATION

“We’re ready to play” (sports)

Wednesday afternoon and evening on April 15, 2015 we will gather in the Vendor Hall. **BE SURE YOU HAVE ALL YOUR BASIC ARTICLES TO ATTRACT ATTENTION TO YOUR PRODUCT.** Cards will be given to all participants, which they will bring to each booth to get initialed in order to be eligible for prizes. **While they are getting your autograph, you’ll have an excellent opportunity to show them your products. You may want to schedule an appointment with them for Thursday morning to discuss things in more detail. We encourage you to apply early for an exhibit space at our annual Maintenance/Management Clinic.**

THE FOLLOWING ARE INCLUDED IN YOUR REGISTRATION FEE:

- 1. BOOTH** - Each exhibit booth will be 10 Ft. x 8 Ft. and will contain the following equipment:
One 72” x 24” draped display table - Two folding chairs
One 0 to 500 watts electrical outlet: - 8 Ft. backdrops and 3 Ft. side drops
- 2. SIGNS** -An exhibitor identification sign will be provided. The sign will be 7” X 44” and will contain the Company Name and booth number.
- 3. DECORATORS** - IAHA has contracted with: Excel Decorators, 3600 Winchester Rd. Springfield, IL. 62707, (217) 528-4024 Fax (217) 528-4026 E-mail: exceldecorators.com

All those registered will receive a letter from Excel with instructions on how to obtain their service kit forms.
- 4. SPECIAL EQUIPMENT/NEEDS** - If you have any special needs or require any special equipment, please contact Excel and make arrangements directly with them.
- 5. SET-UP/TEAR-DOWN** - Exhibitors may begin setting up 1:00 P.M. and are to be set up by 4:00 P.M. We will OPEN the vendor area to the attendees at 4:00 P.M. until 8:00 P.M. on Wednesday, April 15th. On Thursday morning April 16, we will open the vendor area from 9:00 A.M. until 11:00 A.M. Excel Decorators will begin tearing down immediately as we will have our Banquet in the Vendor Hall that evening and must have time to clean up and set up the room. We ask that you tear down IMMEDIATELY after 11:00 A.M. We encourage you to set up meetings with individuals that want more information on your product.
- 6. VENDOR RECOGNITION BREAKFAST** –The IAHA will honor all vendors at a breakfast on Thursday, April 16 at 8:30 A.M. Please plan to attend this **breakfast** to receive your gift from the IAHA before leaving.

ADVANCE SHIPMENTS - Any advance shipments must be sent to Excel Decorators 3600 Winchester Rd, Springfield, IL 62707. NOT THE HOTEL. Make arrangements directly with Excel.

7. EXHIBIT TIMES/ACTIVITIES:

Wednesday, April 15, 2015

1:00 p.m. – 4:00 p.m. Vendors set up their booths.

4:00 p.m. - 8:00 p.m. All participants will be bringing the attendance CARD to your booth to get your initials - (cards will be provided by the IAHA) This is your CHANCE to show those BUYERS how they can use your product. Cards will be used for prize drawings. You may add your own prize if you wish. Food will be available 5:30 p.m. – 7:00 p.m.

***7:30 p.m. - 8:00 p.m.** Vendors give away their prizes at this time in Vendor Hall.

8:00 p.m.–? IAHA Hospitality Room (location to be announced) VENDORS ARE WELCOME, SO PLEASE COME.

Thursday, April 16, 2015

7:30a.m. - 8:30 a.m. Vendor Appreciation Breakfast. Vendor Gifts will be presented at 8:30 a.m.

9:00a.m. - 11:00 a.m. Vendor area to be open.

10:30 am – 11:00 a.m. The morning break will be held in the vendor area. There will be several cash drawings from the vendor cards as an incentive to get the HA's back to the vendor area one final time. 11:00 a.m. Vendors tear down displays.

8. REGISTRATION

Exhibitors should pick up their registration package at the IAHA registration table in the lounge area across from the Sales Office in the hotel on Wednesday, April 17th between 8:00 a.m. and 4:00 p.m. This package will contain your name tags, clinic book, and tickets for meals.

9. DOOR PRIZES

IAHA will provide door prizes for the participants. You may add your own prize if you wish. All vendor prizes are to be given away at 7:30 p.m. in the vendor area on Wednesday evening.

10. SPONSORSHIP

Get your name out in front by being a sponsor for the following:

Cocktail Party	\$350.00	Afternoon Break	\$125.00
Breakfast	\$300.00	Morning Break	\$100.00

If you choose to be a sponsor, your name will appear on a large poster at the function.

11. ALL REGISTRATIONS ARE FINAL. Please make your own hotel reservations by calling:
Decatur Conference Center and Hotel, 4191 US Highway 36 West,
Decatur, Illinois 62522 Phone: 217-422-8800.

We have secured a rate of \$99.99 for 1-4 persons. Please request this rate by specifying that you will be attending the IAHA Maintenance & Management Clinic function.

**12. AGAIN THIS YEAR YOUR REGISTRATION FEE WILL INCLUDE
A FREE ASSOCIATE MEMBERSHIP TO THE IAHA.**

**13. DON'T FORGET - YOU ALSO RECEIVE A FULL PAGE AD IN THE CLINIC
BOOK FREE!** It must be emailed to Kate Cole at iaha@management-hq.com no later than
MARCH 13, 2015.