

Illinois Association of Housing Authorities

2017 Maintenance & Management Clinic Exhibitor Information

"Casino Night"

IAHA is hosting its annual **Maintenance & Management Clinic from April 19 to the 21** at the Decatur Conference Center and Hotel in Decatur, IL. This is a signature event for IAHA, with decision makers and their team in attendance. As a company that provides products and services to housing authorities, this is a must attend event. We have designed the agenda to take advantage of time with attendees.

IAHA is again offering **Year Long Sponsorship Opportunities**. This sponsorship will provide companies with enhanced benefits and an opportunity to put your company's name in front of housing authority executives and staff in Illinois multiple times. You can find information regarding the Year Long Sponsorship on the website under Sponsors/Advertiser. You can also contact Kate Cole, IAHA Executive Coordinator at 312-239-3625 or at iaha@management-hq.com.

What does your registration include?

Exhibitor Times (tentative schedule):

Wednesday, April 19 – 1:00 PM to 4:00 PM Exhibitor Set Up

Wednesday, April 19 – 4:00 PM to 8:00 PM Attendee time with vendors

This is your opportunity to visit and show attendees your products. Attendees will have "go-round" cards that they can use to win prizes, if they visit with each exhibitor. You are welcome to collect cards and have your own prize drawing as well. The evening meal and festivities will be held in the Exhibitor Hall.

Wednesday, April 19 – 7:30 PM to 8:00 PM Exhibitor prize drawing announced

Wednesday, April 19 – 8:00 PM to ?? Exhibitors are welcome to attend the hospitality room to continue discussions.

Thursday, April 20 – 7:30 AM to 8:30 AM Exhibitor Appreciation Breakfast

We provide exhibitors with a gift in appreciation of their commitment to our members. Gifts will be presented to each exhibitor at 8:30 AM.

Thursday, April 20 – 9:00 AM to 11:00 AM Exhibitor Hall is Open

The morning break will be in the Exhibitor Hall, allowing attendees one more chance to have their "go-round" cards signed. There will also be other incentives to draw attendees into the Exhibitor Hall. Tear down can begin at 11:00 AM.

While the Exhibitor Hall will be closed after Thursday at 11:00 AM, exhibitors are encouraged to join us for the remainder of the conference.

Booth:

Each exhibitor will have a pipe and drape booth space that is 10 feet by 8 feet. The space will have one 72" x 24" draped display table; two folding chairs; one electrical outlet and an 8 foot backdrop and 3 foot side drapes. There will be a sign in the booth space with the exhibitor name and booth number. The sign is 7" x 44".

If you have a need for any other equipment, such as a computer screen, please contact Excel Decorators to place your order.

Excel Decorators – 3600 Winchester Rd, Springfield, IL 62707

Call 217.528.4024 - Email mmarcy@exceldecorators.com

If you need to ship your booth to the event, please contact Excel Decorators and NOT the hotel.

Registration:

To best optimize the benefits of being an Exhibitor at IAHA, you will want to register as soon as possible. Exhibitor registrations will be taken until all booth space has filled or the conference has begun. You may register online at www.iahaonline.org or by completing the Registration Form in this document. **All registrations are final. No refund will be provided for exhibitor cancellations within 3 weeks of the event.**

When you arrive, exhibitors are asked to pick up their registration information at the IAHA Registration area, which is across from the hotel sales office. The registration area will be open Wednesday April 19 from 8:00 AM to 4:00 PM. You will be provided name tags, one clinic book and tickets for meals.

Sponsorship:

IAHA has a Year Long Sponsorship program that will allow your company name to be in front of IAHA members more often. Information regarding this program is enclosed as well as on the website. Sponsorship includes marketing at the event as well as on the website. If you prefer, the following are sponsorship opportunities for the clinic:

_____ Breakfast Day One - \$2,000	_____ Breakfast Day Two - \$2,000
_____ Lunch Day One - \$2,500	_____ Lunch Day Two - \$2,500
_____ Afternoon Break Day One - \$500	_____ Afternoon Break Day Two - \$500
_____ Cocktail Reception Day One - \$1,000	_____ Evening Entertainment Day Two - \$1,000
_____ Name Badges - \$500	
_____ Lanyards - \$500	
_____ Bags - \$500	



Hotel Reservations:

You are responsible for making your own hotel room reservations. You can contact the hotel by calling:
Decatur Conference Center and Hotel
4191 US Highway 36 West
Decatur, IL 62522
Phone: 217-422-8800

We have secured a room rate of \$95.78 for a standard room and \$100.93 for a business class room. Please indicate that you are attending the IAHA Clinic.

Marketing Your Company:

As a benefit to being a vendor at the clinic, you will receive a quarter page ad in the clinic book. If you are a Platinum or Gold Sponsor, you receive a full page ad. If you are a Silver Sponsor it is a half-page ad. Please send your ad to Kate no later than March 20, 2017 for inclusion in the clinic book.

Questions:

If you have any questions regarding the clinic or sponsorship, please contact Kate Cole, IAHA Executive Coordinator at 312.239.3625 or iaha@management-hq.com.