

EXHIBITOR/SPONSOR PROSPECTUS

LEADING
WITH

VISION 2019 **N**

ILSNA Conference

69TH ANNUAL ILSNA CONFERENCE & EXPO

JUNE 25-26, 2019

FOOD SHOW: JUNE 26, 2019

DRURY LANE, OAKBROOK, IL

(850) 765-2960

WWW.ILSNA.NET

LEADING
WITH

VISI 2019 N

ILSNA Conference

DEAR INDUSTRY PARTNERS,

The exhibit trade show is always the core of the ILSNA Annual Conference and is full of possibilities for food, beverage, service, supply and equipment vendors like you.

- Exhibits will open from 11:45 a.m. - 2:45 p.m. on Wednesday, June 26, 2019 with one hour allotted for buyers only (11:45 a.m. - 12:45 p.m.).
 - Exhibit set up will be Tuesday, June 25 - 1:00 p.m. - 5:00 p.m. or Wednesday, June 26, 7:30 a.m. - 9:30 a.m.
 - In the event that two companies are sharing a booth, a separate contract will be required for each company.
 - Electrical service will be available through the Midwest Conference Service. An electrical order form will be sent to you upon receipt of exhibit application and payment. Please order your electricity prior to June 3, 2019. Payment, in full, for electrical service must be received a minimum of 5 days prior to opening date of event (including move-in). Payment may be made by check, credit card or cash. Orders without payment, or placed at the show, will be charged the "Floor Order Rates". Charges must be paid in advance of all services.
 - Once the contract is accepted by ILSNA, you will receive a service kit from Midwest Conference Service for any additional exhibit booth needs you may have.
 - Minimal cooking is allowed on the exhibit floor. Exhibitors will have access to the kitchen as well as a food prep/cook area in the back of the exhibit hall for food preparation as needed, prior to, during and after the show.
 - Space is assigned on a first-come, first paid basis and assignment will not be made until the booth fee is received in full. All fees must accompany your contract. Complete and return the exhibit application that is included in this packet. Booth selection priority will be given to Conference Sponsors, and Corporate Partner members.
 - Included with your (8' x 10') booth:
 - 4 complimentary badges for a full booth, and 2 for a half booth.
 - 1 skirted 6' table, 2 chairs, 1 wastebasket, pipe & drape, identification sign, company profile listed in the program book and on the ILSNA Website.
- Industry involvement and support has always been an essential part of our conference success. We sincerely appreciate your commitment to the Illinois School Nutrition Association.



QUESTIONS?

Direct your Expo questions to: **Lisa Kamper**
(850) 765-2960 or to info@ilsna.net



LOADING/UNLOADING

All instructions for Loading/Unloading will be provided in the Exhibitor Kit that you will receive from Midwest Conference Services.



PARKING

All on-site parking is complimentary.

EXHIBIT HALL INFORMATION



DRURY LANE

100 Drury Lane | Oakbrook Terrace, IL 60181

Drury Lane is a beautiful, unique and versatile facility that combines ideal location, functionality and elegance to make it one of Chicagoland's finest facilities.



EXHIBIT HALL SET-UP HOURS

Exhibit set up will be Tuesday, June 25 - 1:00 p.m. - 5:00 p.m. or Wednesday, June 26, 7:30 a.m. - 9:30 a.m.

EXPO HOURS

Exhibits will open from 11:45 a.m. - 2:45 p.m. on Wednesday, June 26, 2019 with one hour allotted for buyers only (11:45 a.m. - 12:45 p.m.)

SHOW DECORATOR:

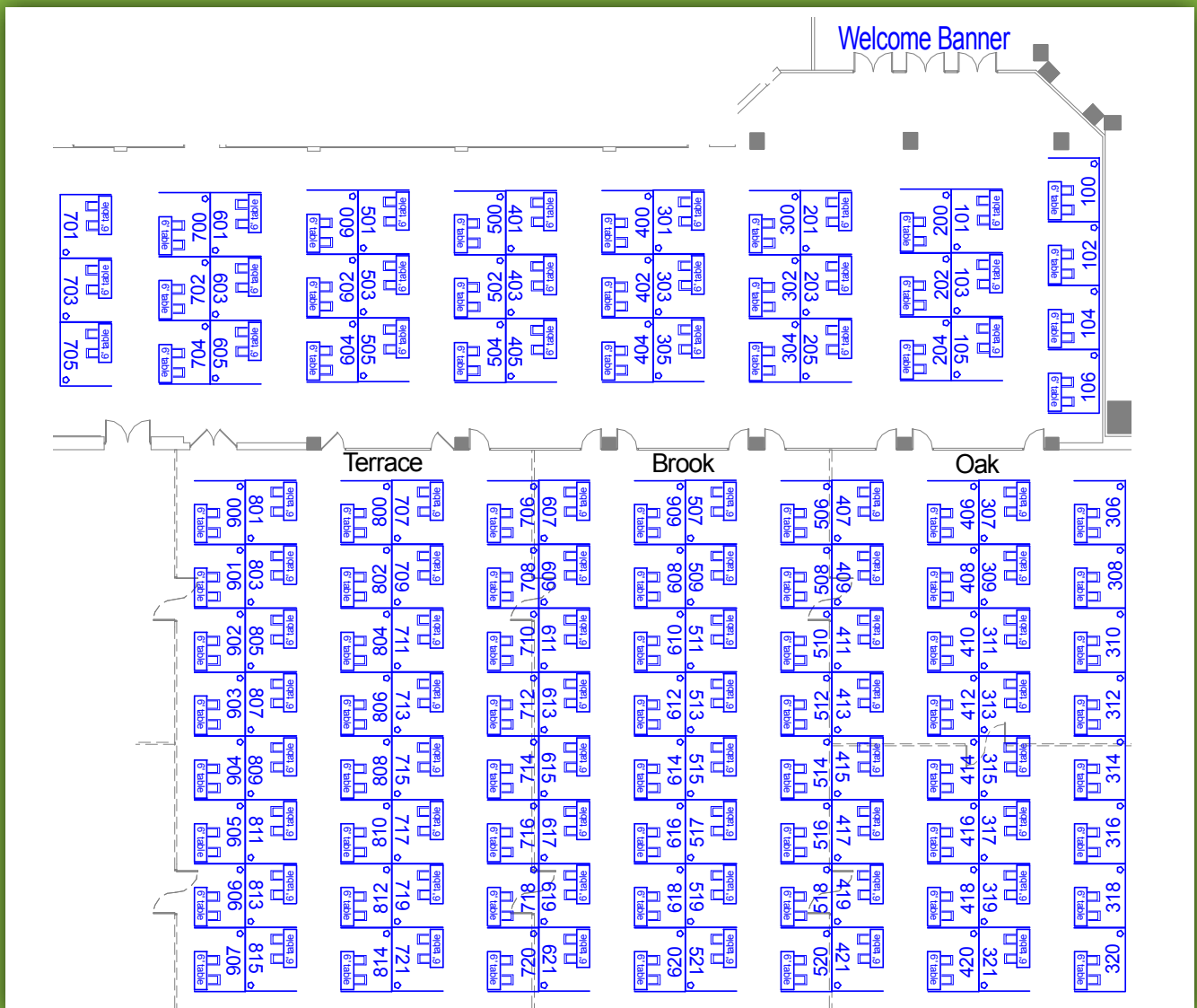
Midwest Conference Services
(630) 351.3976
www.mcsexpo.com info@mcsexpo.com

ILSNA EXPO MANAGER:

Lisa Kamper
(850) 765-2960
lkamper@starfishms.com



EXHIBIT HALL FLOORPLAN





IMPORTANT INFORMATION

BOOTH APPLICATION:

Please complete the Exhibit Space Application and return it along with payment to ILSNA. All exhibitors are entitled to the Early Sign-Up Discounted Fee by sending in their applications on or before May 10, 2019. Full payment must accompany the application to secure your booth. If full payment is not received with the contract, booth space will not be held or guaranteed.

BOOTH FEES:

EARLY SIGN UP -

Contracts Received on or Before May 10, 2019:

MEMBERS*:

Current Corporate Partner Program (Level 1)

- Full Booth : \$825
- ½ Booth: \$500

NON-MEMBERS:

- Full Booth : \$975
- ½ Booth: \$625

REGULAR SIGN UP -

Contracts received after May 10, 2019:

MEMBERS*:

Change this to Current Corporate Partner Program (Level 1)

- Full Booth : \$900
- ½ Booth: \$600

NON-MEMBERS:

- Full Booth : \$1,050
- ½ Booth: \$725

About Special ILSNA Member Booth Rates:

If you are a current Gold or Silver Corporate Partner, you receive one complimentary booth with your partnership agreement. You are still required to complete the application and indicate you are a current Corporate Partner

BOOTH CANCELLATIONS:

Cancellations must be received in writing no later than May 15, 2019. A refund of 75% of the total booth payment will be issued. No refunds will be given after May 15, 2019. Cancellations will be recognized only when confirmed in writing by an authorized representative of ILSNA. All cancellations must be submitted in writing and emailed to info@ilsna.net.

BOOTH FEE INCLUSIONS:

Upon receipt of completed contract with payment, ILSNA will forward an Exhibitor Information Packet directly to you. Midwest Conference Services will provide our booth equipment set-up. Each standard 8' x 10' booth includes:

- Colored and White Back and side drape
- (1) 6-foot table covered with plastic cloth and skirted
- Wastebasket
- (2) chairs
- (1) identification sign

ADDITIONAL SERVICES:

Booth rental fee does not include storage, placement, shipment or reshipment of exhibit materials. Special lighting, booth furnishings, additional tables, chairs, individual booth cleaning or any other special service ordered by the exhibitor. Please arrange these special services directly through Midwest Conference Services. Their contact information is on page 3 of this brochure.

SHIPPING:

All inbound and outbound shipping must be executed through Midwest Conference Services.

ELECTRICAL SERVICE:

All electrical service needs to be purchased through the Midwest Conference Services. Electrical service will be available through the Midwest Conference Services. Please order your electricity prior to JUNE 3rd. Order forms will be sent upon receipt of Exhibit Applications and Payment.

NAME BADGES:

Exhibitor personnel will be admitted into the exhibit hall areas by BADGE ONLY. Each full booth will receive 4 free badges and 1/2 booths will receive 2 free badges. If additional badges are needed, they can be purchased at the daily conference registration rate of \$45 each for pre-registration. The cost for additional badges on-site are \$55 each.

CONFERENCE PROGRAM BOOK:

ILSNA CPP Members receive a complimentary ad in the Annual Conference Program Book. E-mail your black and white 4.688" x 7.64" ad in .pdf format to info@ilsna.net. Additional color advertising (inside front and inside back and outside back cover) is available for an additional charge. Please contact ILSNA at info@ilsna.net for availability and cost. Ad materials are due by May 15, 2019.

RULES & REGULATIONS

The word "Association" means the Illinois School Nutrition Association, its officers, directors, committees, agents or employees acting for it in the management of exhibition. An exhibitor wishing to use the ILSNA Logo or ILSNA AC Logo shall submit its intended use to ILSNA for prior approval which shall be within the sole discretion of ILSNA. The firm and/or individual agrees to the following terms, conditions, and regulations as set forth by the Association. This document becomes binding only after the Association accepts this application.

1. Only those foods, products and services appropriate to School Nutrition Programs, including National School Lunch and Breakfast programs, vending programs, and catering programs should be shown.
2. Exhibitors will be allowed access to trade show floor for booth set-up on June 24, 2019 from 9:00 a.m. - 5:00 p.m. It is mutually agreed that it is the duty of each exhibitor to install the exhibit prior to the opening of the exhibition and to dismantle at the close of the show. If an exhibitor dismantles their booth prior to the close of the show they will not be invited back to future conferences.
3. All work in connection with set-up and dismantling, installation and construction of displays and merchandise must be performed in accordance with union agreement, if any.
4. Nothing shall be pasted, posted, tacked nailed or otherwise affixed to columns, walls, floors, furniture or other parts of the building. Restitution for any damages incurred by the aforementioned actions will be the liability of the exhibitor.
5. All packing containers, excelsior and wrapping paper (which must be flameproof) are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or other cloth materials and fluids which are flammable are to be kept in safety containers. Smoking is prohibited.
6. Exhibitor agrees to protect, save and hold harmless the Association and the {COMPANY} from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the {COMPANY} and the Association regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and hold harmless the Association and {COMPANY} against and from any and all loss, cost damage, liability or expense arising from, out of, or by reason or accident or their occurrence to anyone, including the exhibitor, its agents, employees and business invitee, which arises, from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof.
7. Exhibitor's personnel will be admitted into the exhibit hall by badge only. Four (4) complimentary badges per full booth and two (2) complimentary badges per half booth will be issued for exhibitor's personnel working in the booth only. All guests of exhibitors must pay regular attendee registration fees. Badges will be prepared in advance for the personnel listed on the enclosed Name Badge Form. Members, delegates, program participants and visitors must wear badges in accordance with the rules of the Association. The general public will not be admitted to the exhibit hall. Non-exhibiting vendors will be charged the general registration fee.
8. No children under the age of 18 will be allowed on the food show floor. Please refrain from use of cell phones on the exhibitor floor at all times.

Full payment for exhibit space must accompany this contract. Booth assignments will be made based on membership/sponsorship status, and then based on the date of application and payment. Checks should be made payable to ILSNA.



HOTEL INFORMATION

DOUBLETREE HOTEL CHICAGO - OAK BROOK

1909 Spring Road, Oak Brook, IL 60523
Phone: (630) 472-6000

Rooms are limited so be sure to book your room before **June 4, 2019**. Make sure to mention you are with the Illinois School Nutrition Association to receive the contracted group rate of **\$139.00** plus tax.





SPONSORSHIP OPPORTUNITIES

ILSNA offers industry members the opportunity to increase your company exposure by partnering with ILSNA during our Annual Conference. Sponsorship allows ILSNA to provide top-notch speakers, excellent educational programs, and exceptional networking functions. PLEASE JOIN US AT THE ILSNA 2019 ANNUAL CONFERENCE.

PREMIER LEVEL • \$5,000.00

Premier Sponsor will receive ALL items listed in Platinum Level Sponsorship, PLUS:

- Special recognition at all events with the opportunity to address attendees.
- Full page ad placed on the outside or inside cover of the Annual Conference program book.
- Dedicated sponsorship signage with company name and logo.
- Balloon bouquet at your booth.

PLATINUM LEVEL • \$2,500.00

- Special recognition at events
- Special recognition at the Installation Banquet
- Special recognition at the Keynote Address
- Full page ad prominently placed in the Annual Conference program book
- Signage throughout the Conference Venue
- Sponsorship Ribbon
- Verbal Recognition throughout the Annual Conference
- Listed on the ILSNA website as an Annual Conference sponsor and the ILSNA NewsGram
- Four (4) registrations to the 2019 ILSNA Annual Conference including tickets to the evening events. These individuals taking advantage of the complimentary registrations will register on-line as conference attendees and choose their sessions/events.
- Sponsors will be given priority on booth selection

GOLD LEVEL • \$1,500.00

- Special recognition during a Keynote Speaker Address
- Half page ad in the Conference program book
- Signage throughout the Conference Venue
- Sponsorship Ribbon
- Verbal Recognition throughout the Annual Conference
- Listed on the ILSNA website as an Annual Conference sponsor and the ILSNA NewsGram
- Two (2) registrations to the 2019 ILSNA Annual Conference including tickets to the evening events. These individuals taking advantage of the complimentary registrations will register on-line as conference attendees and choose their sessions/events.
- Sponsors will be given priority on booth selection

SILVER LEVEL • \$1,000.00

- Special recognition at a breakout educational session – sessions available on first come basis
- Quarter page ad in the Annual Conference program book
- Two (2) registrations to the 2019 ILSNA Annual Conference including tickets to the evening events
- Sponsorship Ribbon
- Sponsors will be given priority on booth selection

SPONSORSHIP ADD-ON

(combine with a sponsor level above)

COCKTAIL RECEPTION • \$2,000.00

- Special recognition at evening dinner
- Event signage
- Recognition in conference program book



2019 EXHIBIT/SPONSOR APPLICATION

69TH ANNUAL ILSNA CONFERENCE & EXPO • JUNE 25-26, 2019

EXPO: JUNE 26, 2019 • DRURY LANE, OAKBROOK, IL

Email your completed application to: Lisa Kamper at info@ilsna.net

Please submit one (1) contract per company. Please print all information clearly, information will be listed in the onsite program. A maximum of two (2) companies per full booth and one (1) company per half booth allowed. No exceptions.

ILSNA Member: CPP Non-Member (For information on how to become a member, email us at info@ilsna.net)

Company Name: _____ Contact Person: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Product Category, Products to be Displayed: _____

Broker (if applicable): _____

Broker Representative: _____

Broker Address: _____ City, State, Zip: _____

Broker Phone: _____ Broker Email: _____

Authorized Applicant Signature: _____ Date: _____

Name: _____ Title: _____

(Your signature is acceptance of the terms, conditions, rules and regulations contained in the Exhibit Application/Prospectus)

PRODUCT DONATION: Would you like to donate products for the ILSNA's usage during the Annual Conference? (Breakfast bars/juices, snack items, etc.) Items must be individually wrapped and require no cooking or refrigeration. ILSNA will provide product delivery information.

Please list donation details: _____

Raffle Prize Donation: ILSNA will raffle off donated items during the annual conference. Suggested raffle prizes (gift cards, gift baskets, and/or small portable items)

Raffle Prize Donation: _____ Qty: _____

NAME BADGES: Each full booth is entitled to receive four (4) complimentary name badges. Each half booth is entitled to receive two (2) free name badges. All vendors must have an official name badge for access to the show floor. Badges will be prepared in advance for representatives listed below. Badges may be picked up at the Exhibitor Registration area during set-up hours. No one under the age of 18 will be allowed on the Exhibit floor.

Attendee Names (Please print legibly)

Company Name/Broker (As it should appear on the name badge)

1. _____

2. _____

3. _____

4. _____

ADDITIONAL NAME BADGES are \$45.00 each. Onsite name badges will be \$55.00 each.

Attendee Names (Please print legibly)

Company Name/Broker (As it should appear on the name badge)

1. _____

2. _____

3. _____

4. _____

Additional badges requested: _____ x \$45.00 each = **Name Badges Sub-Total Cost** = \$ _____

(add to Payment Information on the next page)



2019 EXHIBIT/SPONSOR APPLICATION

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 EXPO: JUNE 26, 2019 • DRURY LANE, OAKBROOK, IL

SPONSORSHIP SELECTION SELECTION (See Page 6 for details)

I would like to support the ILSNA as a sponsor at the following level:

- Premier \$5,000 Platinum \$2,500 Gold \$1,500 Silver \$1,000 Cocktail Reception \$2,000 add-on

BOOTH RATES AND SELECTION

PAYMENT IN FULL must accompany SIGNED APPLICATION, and MUST BE POSTMARKED OR RECEIVED AT THE ILSNA OFFICE NO LATER THAN **May 10, 2019** to receive early sign-up fee. NO EXCEPTIONS. Booth assignments made on a first-come, first-paid basis, based on sponsorship level and membership status.

Please choose appropriate booth size and fee.

		EARLY SIGN UP <i>On or before May 10, 2019</i>	REGULAR SIGN UP <i>After May 10, 2019</i>
CURRENT CORPORATE PARTNER MEMBERS*:	Full Booth:	<input type="checkbox"/> \$ 825	<input type="checkbox"/> \$ 900
	1/2 Booth:	<input type="checkbox"/> \$ 500	<input type="checkbox"/> \$ 600
NON-MEMBERS:	Full Booth:	<input type="checkbox"/> \$ 975	<input type="checkbox"/> \$1,050
	1/2 Booth:	<input type="checkbox"/> \$ 625	<input type="checkbox"/> \$ 725

*Member rates apply to Current Corporate Partners (Level 1 members only. Corporate Partners (Level Silver and Gold) will receive one (1) complimentary booth as a benefit of their level of membership. You may purchase additional booths at the member rate, but the company will only be listed once in the conference book.

BOOTH SELECTION

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

Every effort will be made to assign space in order of your choice providing it is available. In assigning space, care is taken to not place competing suppliers nearby when possible. In order to assist us in assigning booth space, please list those competitors you would prefer not to be near:

1: _____ 2: _____

ELECTRICAL NEEDS

All electrical service needs to be purchased through Midwest Conference Services. Please order your electricity prior to JUNE 3, 2019 to qualify for advanced order rates. Payment, in full, for electrical service must be received a minimum of 5 days prior to opening date of event (including move-in) to qualify for discounted rates ("Advance Fee").

SPECIAL EVENT TICKETS - RSVP

Corporate Partner Members (Level Silver & Gold) receive TWO complimentary tickets to the Tuesday night installation banquet. If you are not a Silver or Gold Level Corporate Partner Member, tickets to these events may be purchased for \$65.00 each.

Tuesday Night Event:	# Tickets	# Tickets
<input type="checkbox"/> Complimentary Tickets	_____	<input type="checkbox"/> Additional Tickets (\$65.00 each)

Total number of additional tickets needed: _____ x \$65.00 each = **Special Event Ticket Sub-Total Cost** = \$ _____

PAYMENT INFORMATION

RETURN TO: ILSNA, 400 Capital Circle SE, Suite 18270,
Tallahassee, FL 32301

Sponsorship Amount: \$ _____
 Booth Fee: \$ _____
 Special Event Tickets: \$ _____
 Additional Name Badges: \$ _____
GRAND TOTAL: \$ _____

COMPLETE PAYMENT SECTION

Credit Card: Visa Master Card AMEX Check enclosed Check # _____ (made payable to ILSNA)

Card #: _____ Exp. Date: _____ CVV Code:*

*This is the 3 digit number found next to the signature panel on the back of the card. AMEX ONLY - This is the four digit number found on the front of your card.

Name on Card: _____ Signature: _____

Billing Address & Zip Code: _____

Refund Policy: Refund requests must be received in writing no later than May 15, 2019. No refunds will be given after this date. Registrations may be transferred.
Special Needs: Please call the ILSNA office at (850) 765-2960 seven (7) business days prior to the meeting if you require any special accommodations or assistance.