ILCMA EXHIBITOR GUIDELINES

EXHIBIT DATE: THURSDAY, JUNE 27, 2012

EXHIBIT TIME: 8:00 A.M. – 4:30 P.M. **

EXHIBIT
Each exhibitor will be provided with a single **6-foot skirted table** and two chairs. If space allows we will use 8-foot tables, but this is dependent on the number of exhibitors that participate. Space is assigned on a first come, first serve basis. **DUE TO SPACE LIMITATIONS, ALL EXHIBITS MUST BE LIMITED TO TABLE TOP DISPLAYS.**

EXHIBIT TABLE SIGN-UP
Please be sure that **ONE person** from your company signs up for an exhibit table during the registration process. This will ensure you a table. If you do not sign up I cannot guarantee that you will have a space.

EXHIBIT MOVE-IN
All exhibits must be assembled by 7:45 A.M. Thursday. You may have access to your table Wednesday for set up between the hours of 9 A.M. and 5 P.M. All breaks on Thursday will be held in the exhibit area.

EXHIBIT MOVE-OUT**
Exhibits must remain intact until 4:30 p.m. on Thursday. There will be a dinner and awards program Thursday evening where exhibits will be accessible. You may want to keep your exhibit in tact until after the program is over - this is up to you. All exhibits must be removed by 8:30 p.m. on Thursday.

SETUP INSTRUCTIONS
If you have a banner, you may affix it to the front of the table as there will not be piping or drapery on which to hang a sign or banner. Please bring your own supplies to attach banner to the table. All signs, pictures, decorations, etc. must be removed from tables and carpet by 8:30 P.M. Thursday. If the ILCMA must remove said items from the above, the ILCMA will not be responsible for damage to such items, and an additional charge will be made to the exhibitor for the extra labor.

ELECTRICAL NEEDS
If you require electricity please bring an extension cord with you to reach the electrical outlet source. Contact Lara LeGrand at llegrand@eagleridge.com or 815-776-5024.

INTERNET ACCESS

- Each meeting room is cabled with two Internet accessible jacks for direct high-speed Internet access.
- All meeting room areas as well as lobby areas are wireless Internet capable.
- Internet access is capable of speeds up to 512Kbps.
- Inbound and outbound Internet traffic is unrestricted.

- We recommend the use of virus protection software as well as a Personal Firewall running on your computer (not supplied by Eagle Ridge).
- VPN and remote access solutions may or may not work in this environment.

For a dedicated static IP within our environment please notify us with at least a 14 day notice

CONFERENCE REGISTRATION

Exhibitors are required to register for the conference using the Corporate Partner registration form. The registration fee was included as part of the "Friends of ILCMA" Corporate Partnership Program at the corporate partner level. The conference registration covers your admission to all conference sessions and meals. Exhibitors will be recognized on Thursday at the Lunch & Business Meeting.

SHIPPING

If you need to ship items to Eagle Ridge please use the following address:

Eagle Ridge
% Lara LeGrand
ILCMA
385 Territory Drive
Galena, IL 61036

KEYS TO A SUCCESSFUL CONFERENCE

THE BEST NETWORKING OCCURS OUTSIDE THE EXHIBIT HALL!

- **All exhibitors are encouraged to attend sessions – This helps you understand the issues members face on a daily basis and will help you sell your products and services more effectively**
- **All exhibitors are invited to the cocktail receptions and social events**
- **All exhibitors are invited to attend all meals and network with attendees**