



# **2016 MidAmerican Pension Conference**

## **EXHIBITOR PROSPECTUS**

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## **WELCOME EVERYONE**

**This Training Conference is geared to an audience of Pension Trustees and Association and Corporate executives dealing with public pensions.**

As always, Trustee Education has been the focus of past IPPFA conferences and seminars. To provide our members with the best possible education, we have once again assembled an informative program of extraordinary talent from across Illinois and the nation.

The MidAmerican Pension Conference presents valuable information and, as a Corporate Member, you don't want to miss this opportunity to network with trustees and other professionals. Personal contact with pension trustees, decision makers, and other staff will provide knowledge and the opportunity to expand your contact list.

As a business service provider, you have the opportunity to reestablish relationships and create new ones with the attendees this year.

### **IPPFA MIDAMERICAN PENSION CONFERENCE**

**October 4 -7, 2016**

#### **Tentative Schedule of Events**

##### **Tuesday, October 4th**

8:30am—9:30am.....Golf Registration\*  
10:00am.....Shotgun Start  
1:00pm - 5:30pm.....Early Conference Registration  
2:00pm - 6:30pm.....Booth Set-Up  
8:00pm -10:00pm.....Hospitality Event\*

##### **Wednesday, October 5th**

6:00am - 7:00am.....Booth Set-Up  
7:00 m.....Registration Opens  
7:00am - 12pm.....Vendors Exhibit  
12pm - 1:00pm.....Lunch\*  
1:00pm - 6:30pm.....Vendor Exhibit  
5:15pm - 6:30pm.....Networking Cocktail Hour \*  
(Vendor Area)

##### **Thursday, October 6th**

7:00am - 12pm.....Vendors Exhibit  
7:00am.....Registration Opens  
12pm - 1:00pm.....Lunch\*  
2:00pm.....Vendors Booth Dismantle

##### **Friday, October 7th**

8:00am - 11:00am.....General Sessions/Conference Ends

**\*Sponsorships Available**

# IPPFA MIDAMERICAN PENSION CONFERENCE

## FAQ's

### What is the cost?

IPPFA Corporate Sponsors and Affiliate Members Registration Fees

- **Before July 28, 2016:** \$335.00 pp, up to four people
- **After July 28, 2016, but before September 13, 2016:** \$415.00 pp, up to four people
- **After September 13, 2016:** \$465.00 pp, up to four people

Non-Member Investment Services Fee

- \$2,800.00 per person

### What is included with a booth?

- One 8' x 30" skirted table
- One wastebasket
- Admittance to the reception, luncheon and exhibit hall
- Opportunity to add two additional exhibiting persons/representatives to your booth, which includes the reception, luncheon, and exhibit at only \$400.00 pp

### How do I apply?

#### IPPFA Registration

- Online: go to [www.ippfa.org](http://www.ippfa.org) and click the online registration icon, then follow the prompts.

#### Hotel Reservations - *(Advise them you are with IPPFA)*

**Grand Geneva – FULL**

**Holiday Inn Vacation Club** (866)-915-4224 (on site)

\$139.00 (other fees may apply) // Group Code is IPP

**Harbor Shores on Lake Geneva** (262) 248-9181 (on site)

\$95.00 to \$115.00 (plus taxes) // Group Code is IPPFA

### What **additional opportunities** are there for exhibitors to showcase their company?

Sponsorship of Lunches, Continental Breakfasts, Refreshment Breaks, After Hour Networking Gatherings, Participation in Booth Prize Giveaways, and both Pre-Show and Post-Show Attendee Mailing Lists.

### Are non-exhibiting suppliers permitted on the exhibit floor?

**No.**

# DETAILS

## PLEASE READ CAREFULLY

### How to apply:

- 1) Each IPPFA Corporate Member **MUST** be registered and pay the conference registration fee. Booth space is supplied at no additional charge.
- 2) If you are sharing a booth, please submit one form per booth space with all registration payments.
- 3) Payment in full for registration and booth space requests must accompany each registration. Checks will be deposited as they are received, and credit cards will be processed automatically online. Payment acceptance does not guarantee placement in the exhibition. In the event of no booth placement, all monies will be returned promptly. Check requisitions or purchase orders are not accepted. Companies will not be assigned booth space until payment is received.
- 4) Registration deadline is Friday, **September 16, 2016** by 4:00pm CDT. Registrations with checks must be received by the IPPFA by September 18, 2016, and registrations with credit cards must be completed online by September 16, 2016.

Read this entirely and make sure your registration is submitted via [www.ippfa.org](http://www.ippfa.org).

To pay by **check**, register online and mail your check to:

IPPFA, 2587 Millennium Dr. Unit C, Elgin, IL 60124

To pay by **credit card**, complete the transaction online and keep a copy of the application for your records.

**Please note:** registrations received without payment will not be considered for booth assignment until payment is received through the IPPFA by check or by credit card.

- 5) No telephone requests will be accepted.
- 6) Read all Rules and Regulations for clarification of terms, conditions and booth assignment procedures.

### Exhibit Space Assignment Procedure

- 1) The facilities at the Grand Geneva Resort will allow the IPPFA to accommodate some special requests as to booth location, i.e. being placed next to another exhibitor at your request. Please let the IPPFA know as early as possible.
- 2) The IPPFA reserves the right to assign and reassign space, as it deems necessary or appropriate in the best interest of the IPPFA.
- 3) The IPPFA shall allocate a percentage of available booths for business services (non-hospitality) vendors.

All matters and questions not covered by the Agreement of General Information, Rules and Regulations ("Regulations") are subject to the decision of the IPPFA. These Rules and regulations governing the exhibits under the auspices of the IPPFA are part of the application for space.

# THE FINE PRINT

## **Purpose**

The exhibit program is for educational and informational purposes. Sales may not be made nor orders consummated at the exhibit program.

## **Admission**

The IPPFA shall have sole control over all admission policies at all times. Non-exhibiting suppliers or vendors of goods and services will be prohibited from entering the exhibit hall. Attendees will not be allowed to bring wheeled bags into the show floor unless it is a medical necessity. Badges must be worn at all times. Exhibitors are asked to notify an IPPFA staff member of any suspicious behavior or unauthorized activity during the exhibition.

## **Non-Exhibiting Suppliers in the Exhibit Hall**

Any exhibiting company found with more than four representatives in the exhibit hall will be fined. Multiple offenses would result in the exhibiting company's ineligibility to exhibit in future years. No children and/or animals are permitted in the booths or on the show floor.

## **Booth Decorating and Use of Space**

The IPPFA booth space is 8' wide. Displays built for wider back walls cannot be squeezed or tilted to fit; such displays MAY NOT BE USED. Portable, pop-up, or tabletop displays are strongly encouraged, e.g. "instant," "Skyline," etc. displays.

## **No Constructed Displays Are Allowed**

Special arrangements have been made to allow exhibitors to carry in their own displays. Exhibitors shall arrange their exhibits so that they do not obstruct other exhibits. Aisles must be kept clear, to this end; exhibits should be arranged so that booth representatives will be inside of space assigned. All material used for decoration, e.g. paper, cardboard, cloth etc. shall be flame-retardant. No live cut trees or wreaths are allowed in the exhibit hall. Safety and fire exits and equipment must be left accessible and in full view at all times. Safety and fire regulations will be contained.

## **Exhibit Booth Decorator and Shipping**

If you require additional furnishings, electrical needs, telephone, floral arrangements, Internet connections and/or audiovisual needs, they may be ordered on the forms provided in this Prospectus.

## **Food and Beverage**

Exhibitors may generally dispense food (e.g. candy, cookies, treats, and gifts) from their booths. No beverages may be dispensed from booths; only unopened bottles may be distributed from a booth. In addition, the IPPFA shall have a break station located either inside or just outside the exhibit hall.

## **Noise**

Public address, sound producing or amplifying devices that project sound beyond the exhibitor's space are prohibited.

## **Installation/Removal of Exhibits**

Exhibitors have move-in and move-out times. Failure to install or remove an exhibit in the allowed time will afford the IPPFA the right to remove and place in a warehouse, subject to the exhibitor's disposition, with all charges to follow at no liability to the IPPFA. **ALL** exhibits **must** be set up on Tuesday, October 4th between 2:00pm to 6:30pm, and before 7:00am on Wednesday, October 5th. **ALL** exhibits **must** remain intact until Thursday, October 6th **after 1:00pm**.

# Inspection of Exhibits

## **ALL EXHIBITS MUST BE READY FOR INSPECTION BY 7:00am ON WEDNESDAY, OCTOBER 5th.**

Exhibitors will be allowed early entry to the show floor on Tuesday, October 4th from 2:00pm until 6:30pm. The exhibit hall will open at 6:00am on Wednesday, October 5th for a one hour only set-up. The exhibit hall will be closed and secured on Wednesday, October 5th at 6:30pm through Thursday, October 6th at 7:00am. **No exhibitor will be allowed to enter to set-up their display after 7:00am, Wednesday, October 5th.**

### **Security**

Insurance of booth contents and personnel is recommended. The IPPFA does not insure exhibitor property or personnel. Beyond this, the IPPFA, the show facility, their respective officers, directors and employees or agents shall not be responsible for the safety or protection of the property or of the exhibitor, its employees and/or agents from any cause.

### **Hold Harmless, Liability, and Insurance**

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought upon the premises of the exhibit hall. Exhibitor shall defend, indemnify, and hold harmless the IPPFA of Elgin, IL, the Grand Geneva Resort, their respective directors, officers, agents and employees from losses, damages, and claims inside or outside the exhibit hall that may arise as a result of actions of the exhibitor, its employees, or agents. The IPPFA of Elgin, IL, the Grand Geneva Resort, Lake Geneva, Wisconsin, or their respective directors, officer's agents, or guests shall not be liable to exhibitor, its employees, or agents for any damages, loss, or injury from fire, electricity, water, storm, riot, smoke, theft, accident, or any other cause. The exhibitor agrees to provide insurance coverage for personal injury and property damage liability covering the exhibitor and his property in such amount as the exhibition facility requires. The IPPFA of Elgin, IL, the Grand Geneva Resort, Lake Geneva, Wisconsin shall each be named as an additional insured on all of exhibitor's policies of insurance. A copy of the insurance requirements will be included. Insurance protection against fire, theft, or damage to the exhibitor's materials must be carried at the exhibitor's expense.

### **Restrictions**

The IPPFA reserves the right to prohibit or require the removal of any display or exhibit, or any part of an exhibit, which it deems not suitable or in accordance with these regulations or in accordance with acceptable professional ethics or prohibits for other reasons deemed necessary or appropriate by the IPPFA. All exhibits shall conform in all respects to applicable safety, health, and fire codes, plus rules of the Grand Geneva Resort.

### **Responsibilities**

The IPPFA shall assume no responsibility nor shall exhibitor look to the IPPFA for any losses, direct or indirect, which may occur as a result from any act or omission, whether intentional or negligent, on the part of the IPPFA, its officers, employees, and agents, which may result from any activities.

### **Cancellation/Failure to Occupy Space**

A charge of \$25.00 applies to any cancellation prior to August 1, 2016. A charge of \$50.00 applies to any cancellation after September 15, 2016, but prior to October 2, 2016. Any cancellation made after October 2, 2016 will forfeit the conference registration fee. Cancellations must be received in writing; we are unable to honor any phone cancellations.

Cancellation Policy applies to all booths whether purchased individually or with other applicants.

# Exhibitor Information

## Location

The IPPFA MidAmerican Pension Conference will be held at the Grand Geneva Resort, Lake Geneva, Wisconsin.

## Exhibit Fees

All payments in full must be received with the Exhibit Application. No telephone reservations will be accepted. Space is assigned on a first come, first paid basis.

## Booth Sharing

Companies are welcome to share exhibit space. If you would like to have more than one firm, property or corporation represented, a booth sharing fee will not assessed (registration fees will still apply).

## Booth Assignment

Exhibit space is assigned based on receipt of contract with registration payment. All contracts received with payment will be confirmed with a space available basis around September 16, 2016. The IPPFA does reserve the right to make assignments or reassign exhibit space as necessary.

## Block Groupings

Groups of related exhibitors may request to be placed together. All parties interested in being placed within a block **must submit contracts and registration checks together**. Each block must have an Exhibitor Agent who coordinates all communication and details to and from the represented parties and the IPPFA. Every effort will be made to place groupings in booth space preferences, but IPPFA reserves the right to make assignment or reassignments as necessary for the benefit of the conference.

## Conference Registration

Conference registration is required for everyone who attends the conference. All exhibitors will be required to wear registration badges. Badges are not transferable. Each exhibitor receives one (1) conference registration.

## Installation and Dismantling

Installation of exhibit booths can be done on either Tuesday, October 4th from 2:00pm to 6:30pm, and/or Wednesday, October 5th from 6:00am to 7:00am. **ALL** exhibits **must be ready for inspection** by 7:00am on Wednesday, October 5th.

Teardown can begin after the exhibit hall has been officially closed (**1:00pm on October 6th**). All exhibits must be dismantled or arrangements made for dismantlement by 5:00pm. All materials and displays not dismantled or arranged for dismantlement will be discarded. Early teardown will result in penalty for the 8' space selection.

## Exhibit Booth – Needs / Shipping

If you require additional (above what is provided in your booth) furnishings, electrical needs, telephone, floral arrangements, internet connections and/or audiovisual needs, these items may be ordered on the forms provided in this Prospectus (Grand Geneva Resort, Lake Geneva, Wisconsin). Also provided on that form is information on when/where to send your booth display, etc. Additional shipping and handling fees may be charged by the hotel for displays or items shipped to/from the hotel. Please contact the hotel for pricing information.

Even though the exhibit area is locked at night,  
Please remember to secure all (electronic) equipment.

## BOOTH SPACE REGISTRATION FORM

The **CUT OFF DATE** for conference booth space is **September 16, 2016.**

If you are a Corporate Member of IPPFA, please fill out the form below and email it to [julie.guy@ippfa.org](mailto:julie.guy@ippfa.org).

*To attend IPPFA's Conference and require a booth, you must first apply to become an Affiliate or Sponsor member of the IPPFA.*

**NON-MEMBER INVESTMENT SERVICES:** *Please call the IPPFA office with questions at (630) 784-0406.*

Firm Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**TO ENSURE PROPER BOOTH SPACE, PLEASE COMPLETE ALL OF THE FOLLOWING:**

Table Top Display Only				
Do you need an additional table beside the one provided?		Yes		No
Do you need additional chairs provided with your booth set-up?		Yes		No
Do you need to be against a wall, or away from a wall?		Against		Away

Floor Standing Display Only		Please check all that apply:			
The following information <u>IS</u> needed: Display Width _____ Display Height _____					
Do you need an additional table beside the one provided?		Yes			No
Do you need additional chairs with your booth set-up?		Yes	#		No
Do you need to be against a wall, or away from a wall?		Against			Away

Electrical/Computer Connections						
Do you need electricity for your:	Display Booth?		Yes			No
Do you need electricity for your:	Computer?		Yes			No

**SHIPPING and RECEIVING, and to order ELECTRICAL and INTERNET CONNECTIONS:**

To order electrical and/or internet connections for your booth, as well as shipping information, please follow the directions included in the Grand Geneva Resort IPPFA Exhibitor Service Order Form.

**To Reserve Booth Space:**

Email this form to: [julie.guy@ippfa.org](mailto:julie.guy@ippfa.org).



## GRAND GENEVA RESORT

### IPPFA EXHIBITOR SERVICE ORDER FORM

October 4-7, 2016

Exhibitors may set-up on October 4th, starting at 2:00pm until 6:30pm or on October 5th from 6:00am to 7:00am.

Exhibits consist of one (1) skirted 8' x 30" table and two (2) chairs.

The cost of an outlet is \$35.00\*, plus tax: a total charge of \$36.93\*, *if paid by September 16, 2016* or \$50.00\*, *if paid after September 19, 2016*.

If you will need an electrical outlet (maximum 1500 watts), please complete the credit card information below and fax it to the Grand Geneva Resort at (262) 248-3192, or mail a check to the Grand Geneva Resort, 7036 Grand Geneva Way, Lake Geneva, WI 53147.

Exhibitor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Booth Number \_\_\_\_\_

Visa\_\_ MC\_\_ AmEx\_\_ Disc\_\_ Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Name as it Appears on the Card \_\_\_\_\_

#### **SHIPPING & RECEIVING\*:**

A \$6.00 per box handling charge will be applied to exhibitors for all boxes received and delivered by the Hotel (up to 40 pounds). Boxes over 40 pounds will incur a charge of \$15.00 each. Pallets will be charged at a rate of \$100.00 each. Outgoing packages and boxes will be charged at the same rate, plus shipping cost. Due to limited storage space, the resort cannot receive shipments prior to **September 23<sup>rd</sup>**.

#### **Ship to:**

Grand Geneva Resort, 7036 Grand Geneva Way, Lake Geneva, WI 53147

The box should have the exhibitor's company name on it, as well as the on-site contact who will be at the resort exhibiting, and have reference to the IPPFA exhibit or "Hold for IPPFA Exhibitor."

The resort does have wireless internet service but if you require a "hard wired" line, the charge is \$175.00 per day and will be billed to your credit card listed above or a mailed check to address above. Total for the two days with service charge and tax is \$450.50.

\*Fees subject to change