

141st IFDA Annual Convention & Trade Show

May 9 – 12, 2022

EXHIBITOR PROSPECTUS

Embassy Suites by Hilton Noblesville Conference Center

**64% MORE FLOOR TIME
THEN LAST YEAR**

**TRADE SHOW FLOOR
PREVIEW ON MONDAY
w/ DJ**

**LUNCH ON THE
TRADE SHOW FLOOR
TUESDAY, WEDNESDAY & THURSDAY**

**ADMISSION TO ALL
SOCIAL EVENTS**
(see schedule for more detail)

**1 1 ½ HOURS
OF FLOOR TIME**



INDIANA FUNERAL DIRECTORS ASSOCIATION



EXHIBITOR INFORMATION

LOCATION

Embassy Suites by Hilton Noblesville Conference Center

13700 Conference Center Dr South, Noblesville, IN 46060

MAKE HOTEL RESERVATIONS

Book your hotel

IFDA has a room block at the Embassy Suites and our room rate is \$161. You will receive a rooming link once you have reserved exhibit space.

CHOOSE EXHIBIT SPACE

ONLY ONE COMPANY MAY BE REPRESENTED PER BOOTH

Choose your booth size and 2 preferred choices, and complete registration form with payment.

Included in your booth: one 8-foot skirted table and 2 chairs.

All exhibiting companies will be limited to two (2) representatives per 100 square feet of space reserved. Additional badges are \$50 per representative. All exhibitors must be registered and have a badge in order to access the exhibit floor.

ONLY ONE COMPANY PER BOOTH

Exhibitors will be assigned space in accordance with their preferred preference, as is possible. If we are unable to assign space in accordance with your preferences, an attempt will be made to assign comparable space in the same general location.

PAYMENT POLICY

Booths must be paid in full at time of registration.

CANCELLATION & REFUNDS

There will not be any refunds for cancellations after April 15, 2022.

CHOOSE SPONSORSHIP(S)

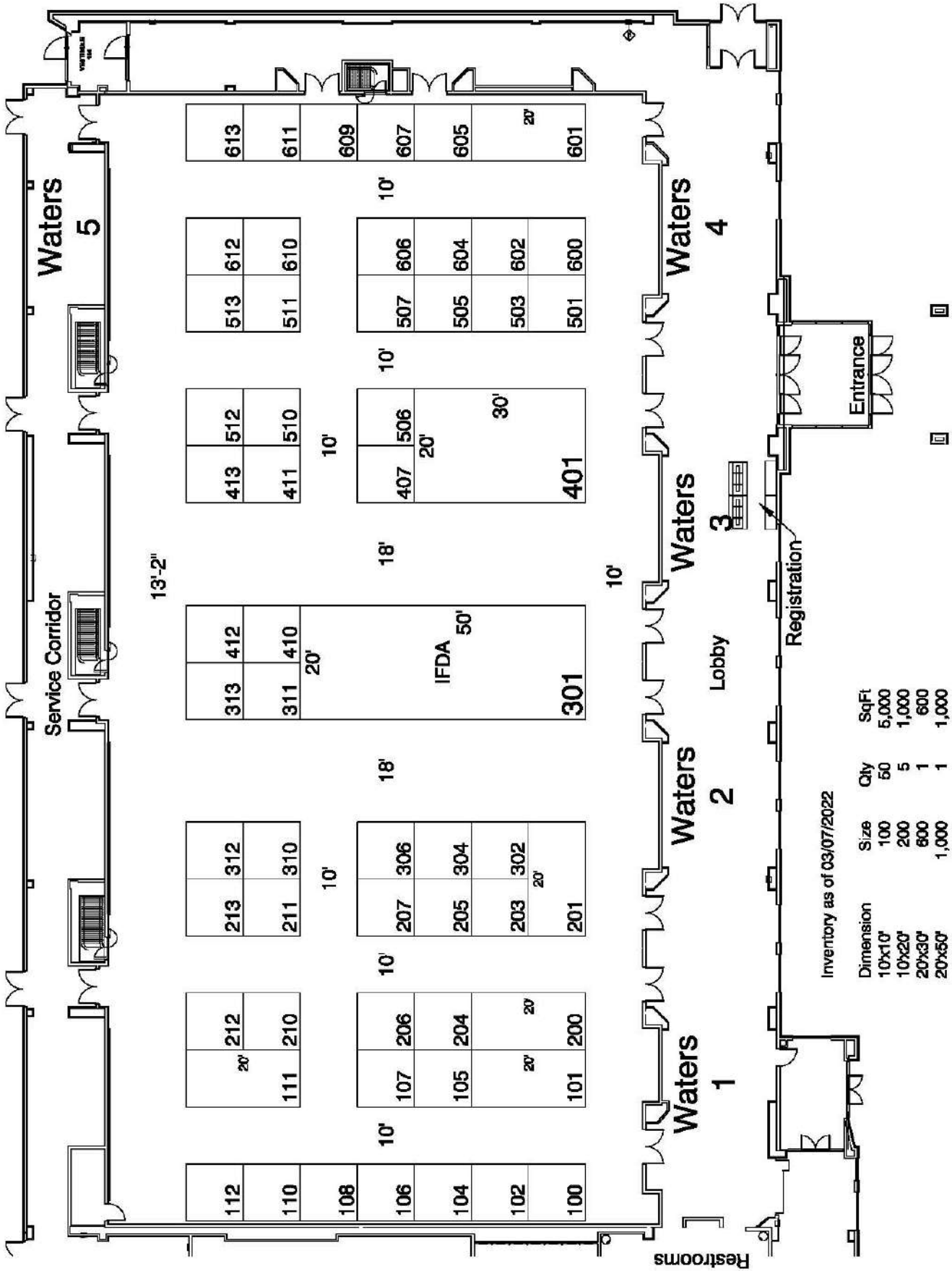
Choose your sponsorship, complete the form, and send to IFDA

CHOOSE MARKEY'S A/V NEEDS

Please see the Markey's form for your A/V needs.

Complete the form if necessary and send to Markey's
WiFi is provided the ballroom

EXHIBITOR FLOOR PLAN



Inventory as of 03/07/2022

Dimension	Size	Qty	SqFt
10'x10'	100	50	5,000
10'x20'	200	5	1,000
20'x30'	600	1	600
20'x50'	1,000	1	1,000
Totals:		57	7,600

SCHEDULE

Exhibitors are invited
to **ALL** seminars
and events!

MONDAY, MAY 9

12:00PM – 5:00PM	Exhibitor Setup
8:00AM – 8:50AM	Business Session
9:10AM – 10:50AM	Ben Schmidt
12:00PM	Lunch @ Golf Outing
1:00PM – 6:00PM	Jerrit Clayton Classic Golf Outing (Benefitting the Indiana Funeral Education Foundation)
7:00PM – 9:00PM	Trade Show Preview w/ DJ

TUESDAY, MAY 10

9:00AM – 10:50AM	Larry Stuart, Jr
11:10AM – 12:00PM	Jake Johnson
12:00PM – 3:00PM	Trade Show Floor/Lunch
3:00PM – 5:00PM	Caleb Wilde
6:00PM – 9:00PM	Open Party/After Dark

WEDNESDAY, MAY 11

9:00AM – 11:00AM	Todd Van Beck
11:00AM – 2:00PM	Trade Show Floor/Lunch
11:30AM – 12:30PM	Private Session with Larry Stuart, Jr (limit to 20)
2:00PM – 3:00PM	Leili McMurrrough
3:20PM – 5:00PM	Dominick Astorino
5:00PM – 6:00PM	Past Presidents Reception
5:00PM – 6:00PM	Presidents Reception on Trade Show Floor
6:00PM – 8:00PM	Presidents Dinner

THURSDAY, MAY 12

8:00AM – 8:50AM	Larry Stuart, Jr
9:10AM – 11:00AM	Glen Gould
11:30AM – 12:30PM	Memorial Service
12:30PM – 1:30PM	Honored Guests Lunch (invitation only)
12:30PM – 3:00PM	Trade Show Floor/Lunch
3:00PM	Fern/Exhibitor Tear Down
3:00PM – 5:00PM	Law Seminar, Andy Clayton

**For CE credits, you must pay for an attendee registration (discounted rate available for vendors)*



Welcome Exhibitors!

- **SHIPPING:** We have limited storage for guest packages so we ask that you refrain from shipping materials more than 3 days prior to the date of the event. THIS DOES NOT INCLUDE FREIGHT ITEMS OR ITEMS SHIPPED ON PALLETS. Please see the Freight Shipment section below. Packages will be stored in the luggage storage room at the front desk. Upon arrival, please notify our Front Desk staff you have packages to pick up. Unfortunately, we do not have additional staff available to deliver your materials to your room or exhibitor booth. When shipping materials to the Embassy Suites for a show, the following information must be included on each package:

**ATT: "Your Company's On-Site Contact"
Attending IFDA Convention & Trade Show
13700 Conference Center Drive South
Noblesville, IN 46060**

- **OUTGOING SHIPMENTS:** UPS & FedEx do not have scheduled stops to pick up packages from our location. Therefore, should you need to ship materials back to your office at the conclusion of the show, please schedule a pick-up with the shipping company within 72 hours of the event conclusion. If you need to print shipping labels or other materials, these items can be printed from our business center located in the Atrium. Materials not picked up within 72 hours from the conclusion of your event will be discarded.
- **LOADING IN / OUT:** The hotel has (1) dock to receive all shipments needed for hotel operation and at times it can be quite busy. Companies needing to use the dock to unload must have a truck with a lift gate as the driveway leading to the dock slopes for semi deliveries. As you are un-loading/loading your equipment, please be mindful that others might be waiting for access to the dock. We ask that you be quick and not leave your vehicle parked at the dock for extended times. The hotel does not have equipment such as dollies or pallet jacks to loan vendors. Please make certain you bring the necessary equipment needed to move in / out of the exhibit space.

If you do not need access to the dock, you can unload/load into the Waters Ballroom on the north side of the building. Upon your arrival, please notify banquet staff which doors you'll be needing access to as there is noway to open the doors from the outside of the building. Once your materials are in the hotel, we ask that vendors park in the northern most parking lot. This will free up the closer parking spots for the attendees.

- **FREIGHT SHIPMENTS:** As noted above, we have limited storage space and our dock area is not very large. Materials being shipped via freight service will ONLY BE RECEIVED on the scheduled "Load In Day" of your event and MUST BE PICKED UP on the "Teardown Day. Items received early will be turned away by the hotel and subsequent fees will be passed on to the exhibitor. Materials remaining after "Teardown Day" will be assessed storage fees. If you are shipping your materials via UPS Freight, please note the drivers will NOT unload your shipment unless they are instructed to do so within your order. If you will not be here to receive & unload your shipment at the time of delivery, please make certain to include unloading instructions when arranging delivery. Please note there may be additional charges for them to unload your materials. If delivery arrangements are not made in advance, any delivery fees charged to The Embassy Suites by Hilton Noblesville Conference Center will be passed on to the vendor.
- **POWER / AV EQUIPMENT NEEDS:** Attached is the Exhibitor Order Form. Equipment orders received in advance of the scheduled move in date will be set & ready in your assigned exhibit space. Orders received day of move in are subject to 20% "Day of Event Order Fee". Your credit card will be charged the day of the event and a receipt will be emailed to the address noted on the form.

MARKEY'S A/V ORDER FORM

EXHIBITOR ORDER FORM

Embassy Suites By Hilton Noblesville

AUDIO VISUAL EQUIPMENT

Conference Center

ORDER INFORMATION

Show Name & Booth # _____
 COMPANY NAME _____
 Ordered By: _____
 Address _____
 City _____
 State _____ Zip _____
 Phone: _____
 Fax #: _____
 Email: _____

EQUIPMENT

Show Rate Qty x #Days Total

VIDEO

65" Monitor with Stand	\$500.00		x	=	
55" Monitor with Stand	\$400.00		x	=	
32" Monitor with Skirted Cart	\$200.00		x	=	
43" Monitor with Skirted Cart	\$325.00		x	=	
23" Monitor	\$150.00		x	=	
3,000 Lumen Projector w/Skirted Cart	\$375.00		x	=	
HP Laptop w/Office 2013	\$200.00		x	=	
USB Laserjet Printer - B & W	\$235.00		x	=	

*Some monitors have USB inputs, however not all file types will play through USB.
 Markey's is not responsible for attaching monitors to client booths.*

DELIVERY INFORMATION

Contact On-Site: _____
 Contact Phone #: _____
 Delivery Date: _____
 Delivery Time: **8am-12pm** **1pm-5pm** **8am-5pm**
 Pickup Date: _____ Time: _____
*Someone must be present at your booth to accept delivery.
 Delivery may be delayed if no one is present.*

AUDIO

Powered Speaker w/Stand	\$75.00		x	=	
Wireless Lavalier or Handheld Mic*	\$135.00		x	=	
Microphone with Floor Stand*	\$60.00		x	=	
Computer Audio Patch*	\$50.00		x	=	
Audio/Microphone Mixer	\$60.00		x	=	

**speaker required for these items*

MISCELLANEOUS

LED Slim par upLight	\$45.00		x	=	
Flipchart	\$35.00		x	=	
Tripod Screen - 70" to 8' wide	\$50.00		x	=	
48" Skirted Monitor Cart	\$40.00		x	=	
25' VGA Computer Extension Cable	\$30.00		x	=	
25' HDMI Cable	\$30.00		x	=	
Mini-Display Port Adapters	\$30.00		x	=	

Other items available upon request, including:

Touchscreen monitors Truss, Rigging, & Motors
 Dual Pole Monitor Stands Lighting
 Laptops with Office 2010 & 2013 Desktop Computers

Power Drop and Internet

Power Drop (110 Volt 3 prong eddison plug)	\$40.00		=	
Hard line Internet	\$130.00		=	
3 Phase Power			=	
One time fee w/ no service charge & tax. F and Tax			=	

ORDER TOTAL

EQUIPMENT SUBTOTAL	_____
20% Day of event order FEE (if applicable)	_____
23% SERVICE CHARGE	_____
7% SALES TAX	_____
Power Drop Hardline Internet Total	_____
GRAND TOTAL	_____
THANK YOU FOR YOUR ORDER. - PLEASE REMEMBER TO SIGN THE FORM.	

PAYMENT OPTIONS

COMPANY CHECK (no personal checks)
 *Make check payable to Embassy Suites Noblesville
 CREDIT CARD (please circle card type)
 AmEx Visa MasterCard Discover
 Name on Card _____
 Card Number _____
 Security Code _____ Expiration Date _____
 Billing Address (if different from above)
 Address _____
 City _____
 State _____ Zip: _____
 Phone: _____ Email: _____
 Signature of Cardholder (please sign on line below)

Mail Form To: Markey's Rental & Staging
 attn: Babs Ross
 13700 Conference Center Dr S
 Noblesville, IN 46060
 Email Form To: bross@markeys.com

TERMS OF RENTAL AGREEMENT

Payment is due when equipment is ordered - Orders without payment will be returned.
 Credit Cards will be processed and invoiced within 21 days of show's conclusion
 All cancellations must be made through Babs Ross.
 100% cancellation fee for less than 24 hours notice from delivery.
 20% Fee charged for orders received day of event.
 All equipment subject to availability
 Electrical must be ordered through the Embassy Suites Noblesville prior to delivery.
 An order confirmation will be sent back to you with a reservation number.

PLEASE SIGN AND DATE ON LINE BELOW

We understand and agree to the terms listed above.

MARKEY'S
 RENTAL & STAGING

QUESTIONS - PLEASE CALL BABS ROSS (317) 420-1918

EXHIBITOR REGISTRATION FORM

**** ONLY ONE COMPANY MAY BE REPRESENTED PER BOOTH ****



Date: _____

Date Received at IFDA Office: _____

Company Name: _____

CORPORATE CONTACT	BOOTH REPRESENTATIVE (if more than one, please include on separate page)
Name	Name
Email	Email
Phone	Phone

Address of Company: _____

City, State, Zip: _____

BOOTH PRICES & PREFERENCES

Booth Size Needed: _____

TOP 2 CHOICES: 1. Booth # _____ at \$ _____

2. Booth # _____ at \$ _____

Exhibitors will be assigned space in accordance with their preferences, as is possible. If we are unable to assign space in accordance with your preferences, an attempt will be made to assign comparable space in the same general location.

<u>BEFORE MARCH 25, 2022</u>	<u>AFTER MARCH 25, 2022</u>
10x10 booth: \$ 975	10x10 booth: \$1,100
10x20 booth: \$1,700	10x20 booth: \$1,825
20x30 booth: \$3,400	20x30 booth: \$3,600
20x40 booth: \$4,250	20x40 booth: \$4,500

The 20x30 booth is required for exhibitors with vehicles. Due to indoor restrictions at the Embassy Suites, these booths will be located outside under tents. This option also includes a 10x10 booth on the exhibit floor.

All exhibiting companies will be limited to two (2) representative badges per 100 square feet of space reserved. Additional badges are \$50. All exhibitors must be registered and have a badge to access the exhibit floor.

ONLY ONE COMPANY MAY BE REPRESENTED PER BOOTH!

ALREADY PAID FOR SPACE: _____

AMOUNT: \$ _____

PAYMENT TYPE

CHECK ENCLOSED # _____ CREDIT CARD PAYMENT: Visa / MasterCard / AmEx / Discover
(check payable to the Indiana Funeral Directors Association)

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

Name on Card: _____ Signature (required): _____

Billing Address: _____

We understand that there will be no refund if we cancel this contract after **April 15, 2022**. We hereby accept the exhibit space assigned to us. All rules and regulations governing the exhibit have been read by us and are hereby accepted and made a part of this contract, and we agree to comply by them. We agree to indemnify and hold harmless the sponsoring organization, exhibit facilities, and any officer or member of these organizations or their subcontractors for any loss, damage or injury sustained by an exhibitor or any other person, including but not limited to fire, theft, water or accidents of any kind.



Mail, email or fax form to Connie Galbraith | connie@infda.org | Fax: 317-846-6534

SPONSORSHIP OPPORTUNITIES

Our Convention offers several affordable sponsorship opportunities to companies looking to maximize their exposure to our attendees.

ALL SPONSORSHIPS ARE \$1,500*
Exhibitors may sponsor more than one event

INCLUDES: Recognition in all convention marketing materials, event signage, recognition during convention announcements

- ~~\$2000~~ ~~Opening Party Entertainment Clayton Anderson~~ ~~S O L D~~ ~~Convention Bags*~~
- | | |
|---|---|
| <input type="checkbox"/> Keynote Speaker Larry Stuart, Jr | <input type="checkbox"/> Speaker Ben Schmidt |
| <input type="checkbox"/> Speaker Dominick Astorino | <input type="checkbox"/> Speaker Glenn Gould |
| <input type="checkbox"/> Speaker Jake Johnson | <input type="checkbox"/> Speaker Caleb Wilde |
| <input type="checkbox"/> Speaker Todd Van Beck | <input type="checkbox"/> Speaker Leili McMurrough |
| <input type="checkbox"/> Honored Guest Lunch | <input type="checkbox"/> President's Reception on the Exhibit Floor |
| <input type="checkbox"/> President's Dinner | <input type="checkbox"/> Memorial Service |
| <input type="checkbox"/> Opening Party w/ Clayton Anderson | <input type="checkbox"/> Trade Show Floor Preview |
| <input type="checkbox"/> Lunch on the Trade Show Floor (Thursday) | <input type="checkbox"/> Lunch on the Trade Show Floor (Wednesday) |
| <input type="checkbox"/> Floor Stickers* | <input type="checkbox"/> Pens* |

**The cost for this sponsorship is the cost of the product*

For more information on sponsorships, please contact Connie Galbraith at 317-846-2448 or connie@infda.org.

Name of firm: _____

Owner/Manager: _____

Mailing Address: _____

City: State: Zip: _____

Email: _____ Phone: _____

Amount \$ _____ Check # _____

Credit Card # _____ Expiration Date: _____ CCV Code: _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Mail, email, or fax form to Connie Galbraith | connie@infda.org | Fax: 317-846-6534



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