

EXHIBITOR RULES AND REGULATIONS

APPLICATION FOR EXHIBIT SPACE

Submit a completed Exhibitor Contract on the teachers' convention website (www.iacsconvention.org). The IACS reserves the right to restrict certain types of products and services from being sold or marketed, if found to be inappropriate for the convention.

EXHIBIT BOOTHS

Exhibit space rental includes one 9' space with one 8' table, one chair, permission to sell/promote product(s), and the listing of your company in the official convention book. All printed materials or souvenirs may be distributed or sold by the exhibitor within the confines of your exhibit space. No other form of advertisement bearing a name other than the company occupying the space may be displayed or distributed. Uniformity must be maintained to prevent the obstruction of adjoining spaces. Display should not be more than 8' high and 3' high along the side rails. Electricity will be available to the exhibitor at an additional charge.

EXHIBIT BOOTH ASSIGNMENT

Each exhibit space is assigned on a first-come first-serve basis according to the date the contract and payment are received. The IACS reserves the right to shift an assigned exhibit space after the contract is completed if it is deemed necessary. No change to an assigned space will be made without prior notice.

DISPLAY SETUP/DISMANTLING

Your assigned exhibit space will be available for set-up from 4:00 p.m. to 7:00 p.m. on Wednesday, September 29th, and from 7:00 a.m. to 8:00 a.m. on Thursday, September 30th. Exhibitors agree to have all displays and material removed by 2:00 p.m. on Friday, October 1st.

EXHIBIT HOURS

The exhibition will be open from 8:00 a.m. to 5:00 p.m. on Thursday, September 30th, and from 8:00 a.m. to 12:00 p.m. on Friday, October 1st.

EXHIBIT BADGES

The IACS will provide an identification badge containing each representative's name and the company name.

REFUNDS

Refunds will not be issued after August 27, 2021. **A full refund will be issued should the IACS need to cancel the 2021 Teachers' Convention.**

SECURITY & LIABILITY

It is the responsibility of each exhibitor to protect material from loss or damage. Neither the IACS nor those associated with the management of the convention will assume responsibility for the safety of the property of the exhibitor and representative(s) from theft or damage by fire, accident, or other causes. The IACS will use reasonable care to protect against such loss. It is agreed that the exhibitor shall indemnify and hold harmless the IACS and others associated with the convention from all liability that might result from any cause whatsoever.

CARE OF BUILDING

Acceptance of exhibit space obligates the exhibitor and representative(s) to not deface, injure, or mar the exhibit premises. Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any damage done shall be made right by the exhibitor to the IACS.

FILM, SOUND DEVICES, AND LIGHTING

Moving pictures, loud speakers, or sound devices will only be permitted if tuned to a conversational level and are not objectionable to neighboring exhibitors.

SHIPPING AND STORAGE

Exhibitors may ship convention materials to the IACS, which should arrive no earlier than Monday, September 27th. All material should be shipped to: First Baptist Christian School (ATTN: Teachers' Convention Exhibitor), 1211 North Vermilion St. Danville, IL 61832.

CONVENTION CONTACT INFO

Lauren VerWay, Convention Coordinator
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