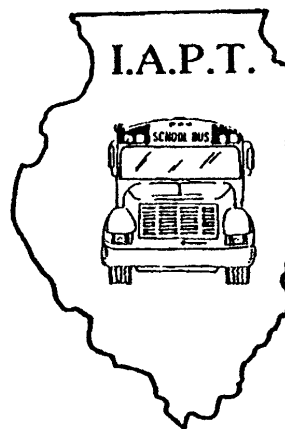


**“We Are.... All In It  
Together”**

**V  
E  
N  
D  
O  
R  
  
R  
E  
G  
I  
S  
T  
R  
A  
T  
I  
O  
N**

**The 34th Annual  
Illinois Conference  
For Pupil Transportation  
Trade Show—June 21, 2017**

**Peoria Civic Center**  
Peoria, Illinois



## Illinois Conference For Pupil Transportation Vendor Show

IAPT Executive Director

**Barbara Rizzo (IAPT)**

P.O. Box 1027

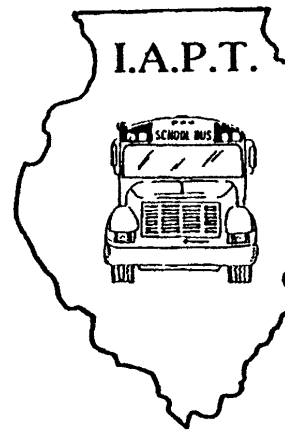
Peotone, IL 60468

Phone: (708) 651-3124

Fax: (708) 249-0071

Email: [email@ilapt.net](mailto:email@ilapt.net)

Email: [peotonebus@prodigy.net](mailto:peotonebus@prodigy.net)



Welcome to the Thirty-fourth Annual Illinois Conference for Pupil Transportation. The Conference is hosted by the Illinois Association for Pupil Transportation (IAPT). We are **very excited** about holding our Conference in Peoria, Illinois. The Pere Marquette-Marriott and the Peoria Civic Center are both excellent venues for the Conference and the Trade Show allowing lots of room for buses to be displayed inside. The Illinois Conference for Pupil Transportation is a two day event which brings together many members of the school bus industry in Illinois. Besides the Conference activities, the week includes Mechanics' Workshops, the IL Best Bus Technician Competition and the IL School Bus Safety Rodeo.

The vendors who display at our trade show are a key element in making the conference a rewarding experience. We thank you for investing your time and resources in this conference and throughout the year. Your participation in our conference strengthens the pupil transportation industry in Illinois.

For those who exhibit, our attendees look to you as a resource for the newest products and services. We are again offering **free** admission to those individuals who want to attend the vendor show. We believe this will bring more people into the exhibit hall and expand the exhibitor contacts. To maximize your exposure at the conference, we will be serving a buffet-style lunch included with your registration next to the exhibit hall to encourage traffic flow as well as holding prize drawings at the end of the trade show. Participants must be present to win.

**The last ten years our Vendor Show has exceeded our expectations.** With your participation, this event will be the biggest and best IAPT Conference in our 34 years. We hope you will join us in making Illinois a leader in school bus transportation.

Sincerely,

Mike Reinders  
President  
IAPT

## **Conference Schedule (Tentative)**

**Tuesday, June 20, 2017**

8:00am—3:00pm Conference Workshops  
IL Best Bus Technician Workshops  
3:30 IAPT Board Meeting

6:00 — 10:00 pm TBA

**Wednesday, June 21, 2017**

8:00am IL Best Bus Technician Workshops  
and Competition  
8:30 am—Noon Workshops Continue

9:00am—11:30am Booth Setup

11:30am—1:00pm Lunch

12:30pm—3:30pm Vendor Show

State Agencies

Conference Concludes

**Technician's Award Banquet**

**Thursday June 21, 2017**

Illinois State School Bus Roadeo Competition

Illinois School Bus Safety Awards Banquet

## **Recognition**

The conference program will include all vendors participating in the trade show. The program will include identification of each booth location. In order to ensure that you will be listed in the conference program, your registration must be received by **May 29, 2017**.

Vendors will be provided an electronic file for conference and mechanics' workshop attendees following the conference upon request.

## **Event Sponsorship**

Please consider sponsorship of an event. We try extremely hard to provide interesting and informative presentations at our conference. These presentations are sometimes extremely costly. We also make a large effort to keep our Conference Registration fee reasonable allowing people to attend.

We will be very happy to not only recognize vendors who sponsor events with signage, we will also give those who commit to sponsorship the opportunity to address the conference attendees during the regular conference schedule.

Please don't feel that you must sponsor an entire event. We will be grateful for any contribution you would like to make.

Any vendor wishing to sponsor a dinner, keynote speaker, coffee/soda break, lunch, or other event will be recognized in the conference program along with a recognition sign at the event and the opportunity to address conference attendees.

**If you would like to sponsor an event, please contact Barb Rizzo by June 1, 2017. 708-651-3124 email@ilapt.net**

## General Information

All exhibits will be in the Peoria Civic Center..

Each booth will include: an 8' high background drape in Black and Silver; 8' in height and two side dividers of the same color, 3' in height, along with the necessary hardware to install the same. Included are one 8' skirted table, two stack chairs, one wastebasket and a 7" x 44 " Identification Sign with your Company Name, City, State and Booth Number,

**Electricity or Internet Service must be arranged directly with the Peoria Civic Center.  
Forms are included.**

Vendor registration will include the vendor show and conference workshops. The number of complimentary vendor registrations are based on the size of the booth(s) purchased.

**Trade Show Decorator:** Peoria Flag and Decorating Co., 920 East Glen Avenue, Peoria Heights, IL 61616-5377. They can be reached at: 800-322-3946. The decorator packet will be available online as well as through email.

**Bus Exhibits:** **Please let us know if you need an identification sign, chairs, or a table.**

**General Exhibits:** Each standard booth is 10' x 10' and includes registration for two vendor representatives. Additional reps may be registered for \$75.00 each.

**Booth Costs:** Large Bus ----- \$1,000.00 per bus -----Includes 4 vendor representatives per bus  
Small Bus----- \$600.00 per bus-----Includes 3 vendor representatives per bus

10' x 40' booth ----- \$1000.00 each-----Includes 4 vendor representatives

Or 20' x 20'

10' x 30' booth ----- \$800.00 each -----Includes 3 vendor representatives

10' x 20' booth ----- \$600.00 each -----Includes 2 vendor representatives

10' x 10' booth ----- \$400.00 each -----Includes 2 vendor representatives

**Electricity or Internet Service must be arranged directly with the Peoria Civic Center.  
Forms are included.**

**Set Up Time:** Exhibitors showing buses must move their vehicles in on Tuesday, June 20, 2017, from 3:00 p.m. to 4:00 p.m. All other exhibitors will then move in on Wednesday, June 21, 2017, from 9:00 a.m. to 11:30 a.m.

**Prize Giveaways:** IAPT will provide receptacles and sign-up slips for drawings at individual booths. Prizes will be awarded at the individual booths by drawing from your booth's registrants. Your booth will be highlighted by an emcee with a lavalier microphone. **We ask that the value of the prize have a minimum dollar value of \$25.00.**

**Rules and Regulations:** All demonstrations or other sales activities must be confined to the limits of the exhibit booth. No exhibitor may assign, sublet or apportion their exhibit space in whole or part, nor exhibit any products or services other than those manufactured or handled in the normal course of their business, nor permit any agent of any non-exhibiting firm to solicit business or take orders in their space. Displays shall not be placed in a manner as to interfere with other exhibits. Illinois Association for Pupil Transportation reserves the right to exclude from exhibition any or all literature, illustrations, materials or products that in their judgment are not consistent with the proper decorum of the educational exhibits.

An exhibitor desiring to make cash sales is responsible for complying with all local, state, and federal regulations relative to permits, taxes, etc. and must not allow any person not connected with the exhibitor to sell from an assigned booth.

**Noisemaking Exhibits:** Exhibits which include the operation of musical instruments, radios, videos, talking motion picture equipment, public address systems or noisemaking machines must be constructed or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons.

**Insurance:** Each individual exhibitor is responsible for their own various types of insurance coverage. Each exhibitor will hold free of liability, in connection with property damage or personal damage to his agents and employees, the exhibiting headquarters, Illinois Association for Pupil Transportation, and their employees for loss, theft, damage or destruction of goods, or for any injury to himself/herself or employees while in the exhibit or for any damage of any nature or character.

**Fire Regulations:** All exhibitors are required to conform to the following regulations:

- Smoking is prohibited in exhibit areas at all times.
- All materials used in the Peoria Civic Center must be flameproof.
- All decorating materials will meet requirements of 1993 BOCA F.306.
- All electrical conditions must meet requirements of 1993 BOCA F.310.
- Excelsior or shredded paper will not be used for crating material.
- Exhibits will not be allowed if their display consists of false ceiling or closed top type of closure.
- Aisles must be kept completely clear and unobstructed during show hours. The aisles must be kept clear and uncluttered as possible during set-up and dismantle hours.
- Fire exits and fire extinguisher cabinets, fire alarm pull boxes, and horn strobes must be kept clear at all times.
- All marked fire lanes must be kept free and clear of vehicles at all times. This will be strictly enforced.

**Housing Information:** Standard Rooms are available at a conference rate of \$125.00 plus taxes. Reservations may be made directly with the Pere Marquette—Marriott. Please reference the Illinois Conference for Pupil Transportation when making your reservation. **1-800-228-9290 or at the link below:**

**[Book your group rate for Illinois Association for Pupil Transportation Conference Jun2017](#)**

**Please reserve your room by **June 4** to lock-in the conference rate.**

**Booth Assignments:** Assignments will be made on a first-come, first-served basis determined by the date contracts and payment is received by the Conference at the address designated on the application. Reserve your space early to ensure your choice of location.

**Refunds:** Written refund/cancellation requests will be accepted until May 25, 2017. No refunds will be available after this date.

**Non-Liability:** Upon signing the application/contract, the exhibitor releases and agrees to indemnify IAPT and, its officers, managers, members, sponsors, contracted staff, and agents and render them harmless from any suit or claim for property loss or damage or personal injury by whomsoever sustained, including exhibitors and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the expositions, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

Although all reasonable care to prevent loss will be taken, IAPT will not be responsible for damage by fire, theft, accidents or other causes. It is recommended that each exhibitor carry insurance against damage or theft of the property exhibited since goods and property remain in the sole possession and custody of each exhibitor at all times.

**Vehicle Insurance:** Vendors who will be bringing in vehicles must provide Certificates of Insurance to:

**Peoria Civic Center Authority  
c/o SMG-Attn: Erin Schaefer  
201 SW Jefferson Ave.  
Peoria, IL 61602  
Email: [eschaefer@peoriaciviccenter.com](mailto:eschaefer@peoriaciviccenter.com) Fax: 309-673-9223**

# EXHIBIT SPACE APPLICATION/CONTRACT

Company/Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Booth Identification Sign: \_\_\_\_\_

Products or services exhibited: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Space Location (please list choices, see attached floor layout): #1 \_\_\_\_\_ #2 \_\_\_\_\_

#3 \_\_\_\_\_, #4 \_\_\_\_\_, #5 \_\_\_\_\_, #6 \_\_\_\_\_, #7 \_\_\_\_\_

If possible, do not put our company by: \_\_\_\_\_

Badge Name: 1) \_\_\_\_\_

*Name*

*Title*

2) \_\_\_\_\_

*Name*

*Title*

3) \_\_\_\_\_

*Name*

*Title*

4) \_\_\_\_\_

*Name*

*Title*

5) \_\_\_\_\_

*Name*

*Title*

6) \_\_\_\_\_

*Name*

*Title*

7) \_\_\_\_\_

*Name*

*Title*

*Please list additional vendors on a separate piece of paper.*

## Trade Show Registration Fees:

Large Bus: # \_\_\_\_\_ @ \$1000.00\*\* = \$ \_\_\_\_\_  
 Payment includes 4 vendor representatives  
 Small Bus: # \_\_\_\_\_ @ \$600.00\*\* = \$ \_\_\_\_\_  
 Payment includes 3 vendor representatives  
 10' x 40' Booth: # \_\_\_\_\_ @ \$1000.00\*\* = \$ \_\_\_\_\_  
 (Or 20' x 20')  
 Payment includes 4 vendor representatives  
 10' x 30' Booth: # \_\_\_\_\_ @ \$800.00\*\* = \$ \_\_\_\_\_  
 Payment includes 3 vendor representatives  
 10' x 20' Booth: # \_\_\_\_\_ @ \$600.00\*\* = \$ \_\_\_\_\_  
 Payment includes 2 vendor representatives  
 10' x 10' Booth: # \_\_\_\_\_ @ \$400.00\*\* = \$ \_\_\_\_\_  
 Payment includes 2 vendor representatives  
 Additional Vendor  
 Representatives # \_\_\_\_\_ @ \$75.00\*\* = \$ \_\_\_\_\_  
 Total Payment:  Enclosed or  Paying Online: \$ \_\_\_\_\_



*\*\*NOTE: If paying online, there is a small up-charge to cover the costs of online payment processing.*

The undersigned hereby authorizes IAPT to reserve exhibit space at the Riverfront Convention Center for use by the above company/organization on June 21, 2017. The undersigned hereby acknowledges receipt of and agrees to abide by the Exhibit rules and regulations included in the Trade Show information packet.



\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

***Please remit payment and application by May 29, 2017***

**MAKE CHECKS PAYABLE TO: IAPT**

**MAIL YOUR APPLICATION AND PAYMENT TO**

Barbara Rizzo  
 IAPT  
 P.O. Box 1027  
 Peotone, IL 60468  
 Phone: (708) 651-3124  
 Fax: (708) 249-0071  
 Email: email@ilapt.net

**PAYING ONLINE**

Fax application to :  
 Barb Rizzo  
 708-249-0071  
 Email@ilapt.net

\_\_\_\_\_  
 IAPT Trade Show Office Use Only:

Date Received: \_\_\_\_\_

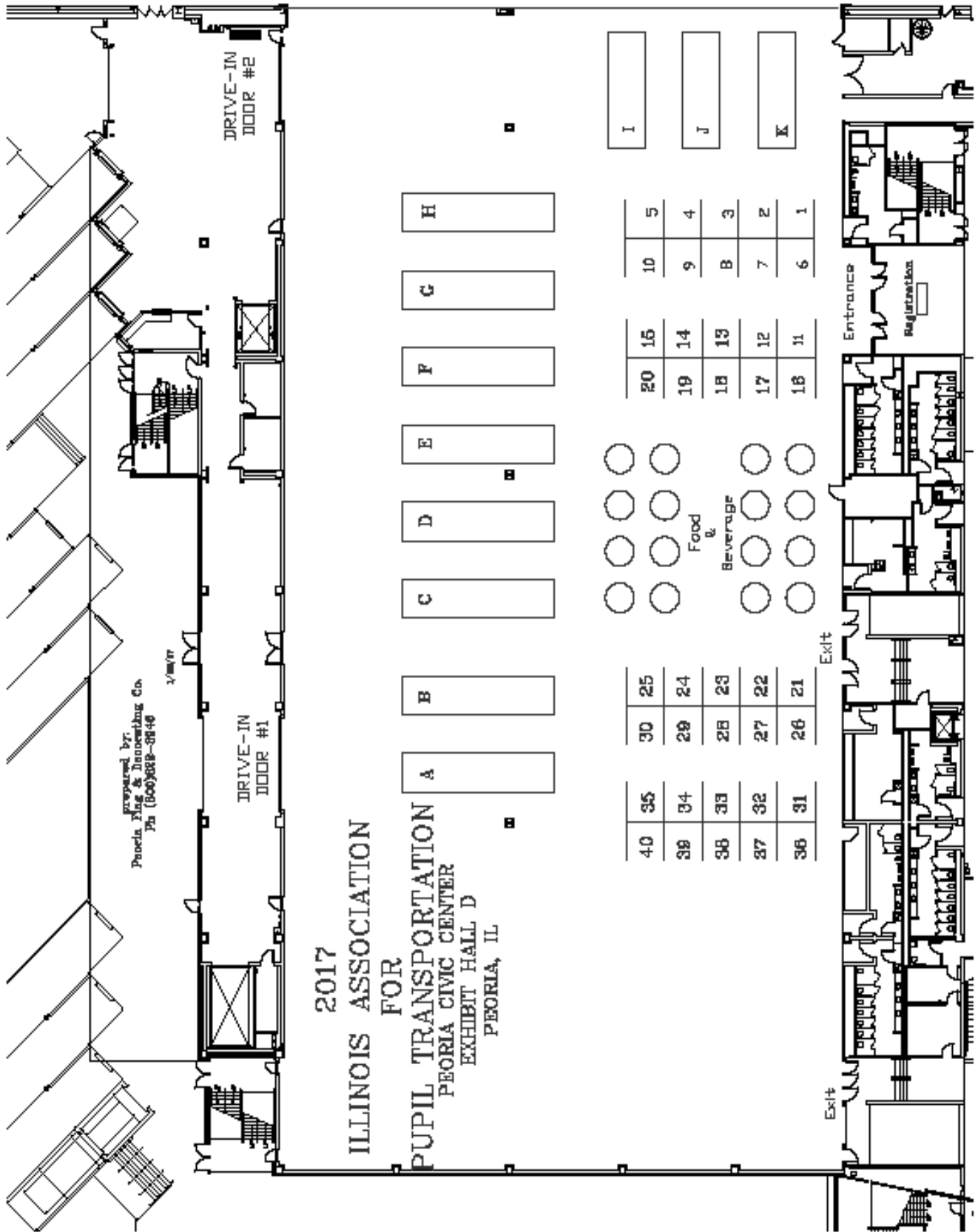
Pymt. Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Booth # Assigned: \_\_\_\_\_

Go to our web site: [www.ilapt.net](http://www.ilapt.net), look under Events, Exhibitor Information, and **pay online.**

**Note: There is a small up-charge the costs of online payment processing.**



Prepared by:  
 Peoria Ring & Ironworking Co.  
 Ph: (309)328-3846

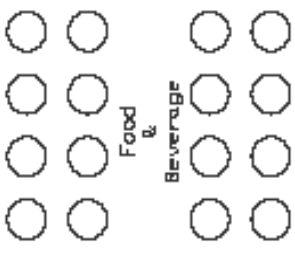
2017  
 ILLINOIS ASSOCIATION  
 FOR  
 PUPIL TRANSPORTATION  
 PEORIA CIVIC CENTER  
 EXHIBIT HALL D  
 PEORIA, IL

DRIVE-IN  
 DOOR #2

DRIVE-IN  
 DOOR #1

I  
 J  
 K

10	5
9	4
8	3
7	2
6	1



30	25
29	24
28	23
27	22
26	21

40	35
39	34
38	33
37	32
36	31

Exit

Exit

Entrance  
 Registration



**Name of Event:** \_\_\_\_\_ **Booth / Meeting Room #:** \_\_\_\_\_  
**Firm Name:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Authorized By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**If Receipt Required (Please Check) Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>ELECTRIC SERVICE AVAILABLE *:</b>		<b>Advance Fee **</b>	<b>Floor Order Fee ***</b>	<b>Qty.</b>	<b>Total \$</b>
1.	110V 20A (Std. 2 receptacle outlet up to 2,200 watts)	\$ 70.00	\$ 90.00		
2.	110V 30A (Std. 2 receptacle outlet up to 3,300 watts)	\$ 80.00	\$105.00		
3.	208V 30A Single Phase	\$110.00	\$135.00		
4.	208V 20A 3 Phase	\$125.00	\$155.00		
5.	208V 60A Single or 3 Phase	\$210.00	\$240.00		
* Includes up to 3 days of usage.** Up to fourteen (14) days before event to receive Advanced Fee					\$
*** Within thirteen (13) days before the event or on the event day Floor Fee					

	<b>Advance</b>	<b>Floor Order</b>	<b>Qty.</b>	
Water and Sewer	\$ 70.00	\$ 90.00		

**GRAND TOTAL** \_\_\_\_\_

\*\*\* EXHIBITOR MUST SUPPLY 5/8" HOSES WITH STANDARD COUPLING \*\*\*

**Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602**

**METHODS OF PAYMENT:**

**CHECK / MONEY ORDER / CREDIT CARD (check one)**

\_\_\_ Master Card      \_\_\_ American Express      \_\_\_ Discover      \_\_\_ Visa

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_  
 Name as it appears on Card: \_\_\_\_\_ **Authorized Signature:** \_\_\_\_\_

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: \_\_\_\_\_ City, ST Zip: \_\_\_\_\_

**CONDITIONS AND SAFETY REGULATIONS:**

All equipment, regardless of source of power, must comply with all federal, state and local safety codes.  
 "House electricians" must perform all electrical work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation, may not be executed without "house electrician."  
 All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.  
 All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.  
 Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$50.00 per hour. Special materials required will be charged at cost, plus 20%.  
 No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at [www.peoriaciviccenter.com](http://www.peoriaciviccenter.com). \*\*\* ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

**Name of Event:** \_\_\_\_\_ **Booth / Meeting Room #:** \_\_\_\_\_  
**Firm Name:** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_ **Fax ( )** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Authorized By:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**If Receipt Required (Please Check) Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

<b>INTERNET SERVICE AVAILABLE</b>	<b>Advance Fee**</b>	<b>Floor Order Fee***</b>	<b>Qty.</b>	<b>Total</b>
1. High Speed - Wireless	\$25.00/day	\$50.00/day		
2. High Speed – Up to three (3) IP addresses	\$130.00/3-day	\$180.00/3-day		
3. High Speed – additional IP addresses	\$55.00/day	\$105.00/day		
4. ISDN Service	\$100.00/day	\$125.00/day		
<b>Grand Total</b>				
** Up to fourteen (14) days before event to receive Advanced Fee.				
*** Within thirteen (13) days before the event or on the event day Floor Fee.				

**Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602**  
**Phone (309) 673-8900 Fax (309) 680-3585 Email: cjgoddard@peoriaciviccenter.com**

**METHODS OF PAYMENT:**

**CHECK / MONEY ORDER / CREDIT CARD ( one)**

Master Card

American Express

Discover

Visa

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: \_\_\_\_\_ City, ST Zip: \_\_\_\_\_

**CONDITIONS AND SAFETY REGULATION:**

All equipment, regardless of source of power, must comply with all federal, state and local safety codes.  
 "House electricians" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."  
 All materials and equipment furnished by the Civic Center personnel for this service order shall remain the Civic Center property and shall be removed ONLY by the Civic Center personnel at the close of the show.  
 Rates do not include connecting equipment or special wiring. Labor for additional electrical work will be charged in one-half hour increments at \$55.00 per hour. Special materials required will be charged at cost, plus 20%.  
 Conference software configuration available at one-half hour increments at \$55.00 per hour.  
 No booth will be allowed to open until ALL HOUSE CHARGES ARE PAID.  
 Peoria Civic Center personnel will install, maintain, inspect and remove all Internet services.  
 High Speed Connection 10/100 Ethernet card. DHCP protocols required.  
 The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact the Peoria Civic Center or refer to our web site at [www.peoriaciviccenter.com](http://www.peoriaciviccenter.com). \* ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE