

Building Bridges for People and Technology

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The 35th Annual
Illinois Conference
For Pupil Transportation
Trade Show—June 20, 2018

Embassy Suites
and Riverfront Conference Center
East Peoria, Illinois



Illinois Conference For Pupil Transportation Vendor Show

IAPT Executive Director

Barbara Rizzo (IAPT)

P.O. Box 1027

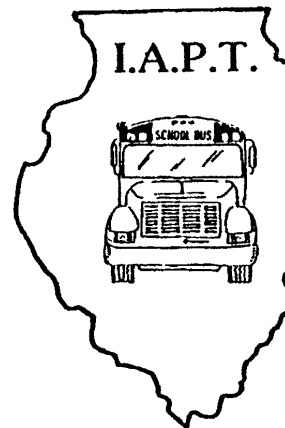
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Welcome to the Thirty-fifth Annual Illinois Conference for Pupil Transportation. The Conference is hosted by the Illinois Association for Pupil Transportation (IAPT). We are **very excited** about holding our Conference in East Peoria, Illinois. The Embassy Suites and Riverfront Conference 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 35 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 19, 2018

8:00am—3:00:00pm

Conference Workshops

IL Best Bus Technician Workshops

3:30 IAPT Board Meeting

6:30 — 10:00 pm TBA

Wednesday, June 20, 2018

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, 2018

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 27, 2018**.

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, 2018. 708-651-3124 email@ilapt.net

General Information

All exhibits will be in the Riverfront Conference Center. The Center is located at 100 Conference Center Drive, East Peoria, Illinois 61611 The phone number is (309) 494-0200..

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,

Phone connections, internet access, and electricity must be accompanied by a \$ 40.00 fee. The fee for these services must be included with your registration and paid prior to the day of the Trade Show. Please contact Barbara Rizzo at email@ilapt.net if you have questions.

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 to booth/exhibit.....	\$ 40.00 per hook-up.	

Set Up Time: Exhibitors showing buses must move their vehicles in on Tuesday, June 19 2018, from 3:00 p.m. to 4:00 p.m. All other exhibitors will then move in on Wednesday, June 20, 2018, 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 \$132.00 plus taxes. Reservations may be made directly with the Embassy Suites.. Please reference the Illinois Conference for Pupil Transportation when making your reservation.

To make reservations on-line: Visit: https://secure3.hilton.com/en_US/es/reservation/book.htm?execution=e2s1

Select check in date and check out date Click the blue link that reads "Add special rate codes" Enter **PIL** into the Group Code box

Select Check Availability

OR To make reservations by phone: Call **1-800-EMBASSY** Ask for Global Reservations

State your check in and checkout date Mention block **IL Pupil Transportation** and code **PIL**

Also, attached to this email you will find the instructions on how to set up your Guest List Manager.

Please reserve your room by **May 26 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 26, 2018. 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.

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 _____

IAPT reserves the right to adjust the Trade Show floor as necessary for smooth show operation.

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.

There will be no individual hospitality suites provided by vendors during scheduled conference events.

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

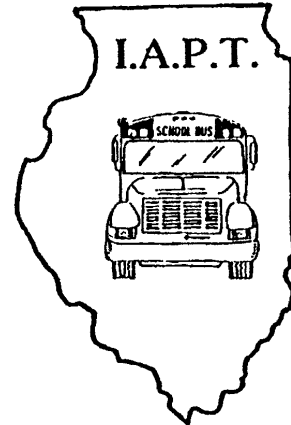
10' x 20' Booth: # _____ @ \$600.00** = \$ _____
 Payment includes 2 vendor representatives

10' x 10' Booth: # _____ @ \$400.00** = \$ _____
 Payment includes 2 vendor representatives

Additional Vendor
 Representatives # _____ @ \$75.00** = \$ _____

Electric Service to Booth # _____ @ \$ 30.00 \$ _____

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 20 2018. 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 27, 2018

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, look under Events, Exhibitor Information, and **pay online**.

