



## Vendor Registration Informational Packet

Welcome to the Annual Illinois Pupil Transportation Conference. The Conference is hosted by the Illinois Association for Pupil Transportation (IAPT), and this year is special as we celebrate our 52nd year as an organization dedicated to the safe transportation of students. We are **very excited** about holding our Annual Conference in East Peoria, Illinois, at the Embassy Suites Riverfront Hotel and Conference Center. The Embassy Suites Conference Center is an excellent venue for both the Conference and the Trade Show allowing ample space for buses to be displayed inside, as well as space for all of the vendors to interact with the many conference attendees. The Illinois Conference for Pupil Transportation is a three day event which brings together many members of the school bus industry in Illinois. In addition to the traditional Conference and Trade Show, we are planning mechanic workshops and a driver rodeo, which drives trade show attendance.

The vendors that 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. This allows our members to continue to lead the way in safely transporting our most precious cargo.

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 encouraging prize drawings at the trade show. **In addition, we have exciting new sponsorship opportunities for you as an additional manner of gaining exposure for your business throughout the 3 day conference event.**

**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 years as an organization.. We hope you will join us in making Illinois a leader in student transportation.

Sincerely,

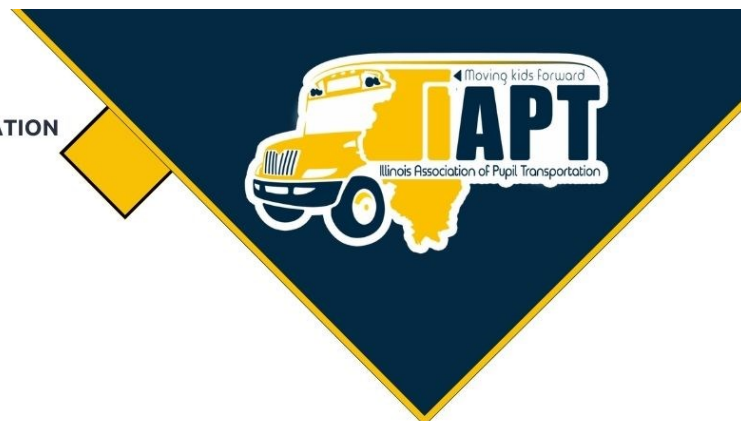
*David Richards*

David Richards  
IAPT President

### ***IAPT Contact Information:***

**IAPT Executive Director**  
**Monica Smith**  
PO Box 181  
Havana, IL 62644  
Phone: (309) 425-3702  
Email: email@ilapt.net

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## Conference Schedule (Tentative)

### Tuesday, June 17, 2025

|                   |                    |
|-------------------|--------------------|
| 8:00am to Noon    | Bus Roadeo         |
| 1:00pm            | Conference Begins  |
| 3:30pm            | IAPT Board Meeting |
| 6:00pm to 10:00pm | Awards Banquet     |

### Wednesday, June 18, 2025

|        |                                         |
|--------|-----------------------------------------|
| 8:00am | Conference Cont.<br>Mechanics Workshops |
|--------|-----------------------------------------|

**9:am to 11:30am**      **Booth Setup**

|                    |            |
|--------------------|------------|
| 11:30am to 12:30pm | Lunch      |
| Noon to 3:30pm     | Trade Show |

### Thursday, June 19, 2025

|                |                  |
|----------------|------------------|
| 8:00am to Noon | Conference Cont. |
|----------------|------------------|

## 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 **June 6, 2025**.

Vendors will be provided an electronic file for conference and mechanics' workshop attendees.

## Event Sponsorship Please see Flyer on Page 8 for Details

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.

We have added [Sponsorship Opportunities Catalog](#) to our website for your convenience.

**If you would like to sponsor an event, please contact  
Monica Smith by June 3, 2024 (309) 425-3702 or [email@ilapt.net](mailto:email@ilapt.net)**

## General Information

All exhibits will be in the Embassy Suites located at 100 Conference Center Drive, E Peoria, IL 61611  
The phone number is (833) 372-0722

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—No Charge but it **must be requested** or it will not be available. Additional services such as internet must be contracted directly with the Embassy Suites. Please contact Monica Smith 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 purchased.

**Trade Show Decorator:** *Peoria Expo*, 201 SW Jefferson Avenue, Peoria, IL 61602. They can be reached at: (309) 680-3800 Brian Pickerell. 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         |
| 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                   | ----- | \$500.00 each      | ----- | Includes 2 vendor representatives         |
| Electricity to booth/exhibit..... |       |                    |       | No Charge—Must Request.                   |

**Tentative Set Up Time:** Exhibitors showing buses must move their vehicles in on Tuesday, June 17, 2025, from 3:00 pm to 4:00 pm. All other exhibitors will then move in on Wednesday, June 18, 2024, from 9:00 a.m. to 11:30 a.m. Unless otherwise noted or arranged.

**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 \$35.00.**

**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 Crowne Plaza Convention 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 \$139.00 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

[Embassy Suites for IAPT Conference 2025](#)

The group rate of \$139.00 will be available until

**Friday, May 24, 2024**

**Please reserve your room by the above date 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 June 1, 2025. 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.

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

**EXHIBITOR REGISTRATION SPACE APPLICATION/CONTRACT**  
**ALL REGISTRATION AND PAYMENT ARE ALSO AVAILABLE ONLINE—NO UPCHARGE**

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*

## Trade Show Booth Registration and 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\*\* = \$\_\_\_\_\_  
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: #\_\_\_\_\_ @ \$500.00\*\* = \$\_\_\_\_\_  
Payment includes 2 vendor representatives

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

### **Must Request**

Electric Service #\_\_\_\_\_ No Fee \$\_\_\_\_\_

Total Payment: ◇ Enclosed or ◇ Paying Online: \$\_\_\_\_\_

**\*\*NOTE: ALL REGISTRATION AND PAYMENT ARE ALSO AVAILABLE ONLINE—NO UPCHARGE**

**@ [ILAPT.net/conference information](http://ILAPT.net/conference%20information)**

The undersigned hereby authorizes IAPT to reserve exhibit space at the Crowne Plaza Convention Center for use by the above company/organization on June 19, 2024. 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 June 3, 2024***

**MAKE CHECKS PAYABLE TO: IAPT**

### **MAIL YOUR APPLICATION AND PAYMENT TO**

Monica Smith  
IAPT  
P.O. Box 181  
Havana, IL 62644  
Phone: (309) 425-3702  
Email: email@ilapt.net

### **PAYING ONLINE**

Email application to :

Email@ilapt.net  
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**

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

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

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

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

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



## Sponsorship Opportunities

Please see below for the 2025  
IAPT Annual Conference

All Sponsorships are available online at [ILAPT.net/catalog](http://ILAPT.net/catalog)

### Coffee/Water/Soda Breaks

#### Pastries for Breaks

#### Mini Bus Yellow \$250.<sup>00</sup>

- Logo recognition on the IAPT Conference Program

### Rodeo Sponsorship

#### Or Mid-Size Yellow \$500.<sup>00</sup>

- Recognition in the Program, Signage, Notice on Conference Website
  - Recognition on Conference Website Photo/Logo
- Opportunity with Winners Published on website and in TIPS (for Rodeo Sponsorship)

### Big Yellow \$1000.<sup>00</sup>

- Recognition in the Program, Signage, Notice on Conference Website
  - Spotlight Article in TIPS Newsletter
    - 1 Full Page Ad in TIPS

### Snub Nose Yellow \$2000.<sup>00</sup>

- Recognition in the Program, Signage, Notice on Conference Website
  - Special Recognition at the Trade Show or a Conference Event
    - Spotlight Article in TIPS Newsletter
  - Full Page Ad in 2 editions of TIPS Newsletter

*\* Multiple Sponsorships will get more consideration*

For Inquiries Please Contact Monica Smith, Executive Director  
email@ILAPT.net or (309) 425-3702

# Trade Show 2025

ILLINOIS ASSOCIATION FOR PUPIL TRANSPORTATION

June 18th



## Embassy Suites Floor Plan

