Exhibitor Information
July 20 and 21, 2012
Indianapolis, Indiana

Fees and Booth Size

The booths are 8' x 10' with back and side drapes and include one 8' X 2' draped table, two side chairs, wastebasket, and booth ID sign. Booths are available for $110, when payment is received by June 1, 2012; $125 thereafter. Standard booth rental includes **one** complimentary conference registration per exhibitor registration and **one** lunch per day. A confirmation letter will be sent after the registration has been processed.

Society booths located on the west wall, same size and features, are available to incorporated non-profit organizations. These booths will cost $50, when payment is received by June 1, 2012; $65 thereafter. This type of booth rental **does not** include a conference registration or meals. Please call (317) 234-0033 if you have questions about qualifying for the reduced fee. There are a limited number of Society booths available. Society booths that are not reserved by June 1, 2012 will be offered to other exhibitors.

Session Sponsor

Session sponsorships are available for a fee of $300. The fee includes a regular exhibitor booth, as outlined above, plus your organization or company name will be listed in the registration information and program as a session sponsor. Session sponsor fees must be received by April 2, 2012 to be included in the conference registration brochure, and by June 1, 2012 to be listed in the conference program.

Door Prizes

Another way of having a presence at the conference, even if you are not an exhibitor, is to provide a door prize. Door prize contributors will be listed in the conference program if the prize is received by June 1, 2012. After June 1, door prize contributors will be listed in the daily conference newsletter.

Conference Services

Electrical, Internet, and telephone services for exhibitors are available from the Indianapolis Marriott East. Call 317/322-3716, ext. 1164 and ask for Diana Baldwin or e-mail baldwind@indymarriotteast.com.

Exposition Service Contractor

Markey's Exposition Services is the decorator for the exhibit hall and the general service contractor. Booth furnishings beyond those provided in the Midwestern Roots booth fee are available from Markey's Exposition Services. Contact:

Sabrina Valentine
Director of Sales
Markey's Exposition Services
(317)780-3999

Setup and Teardown

Setup will be Thursday, July 19, 2012, from 2 to 8 p.m.
Tables will be set up at the front of the exhibition hall for exhibitor registration.
By June 27, all exhibitors should provide the names of all personnel working in the exhibits area so that name badges can be prepared ahead of time.
The exhibition hall will open for exhibitors at 7 a.m. on Friday and Saturday mornings.
Teardown will be Saturday, July 21, 2012, from 4 to 7 p.m.

Exhibition Hall Hours on Friday and Saturday

Friday, July 20, 2012
7 a.m. Exhibition hall opens to exhibitors
8 a.m. Exhibition hall opens to the public
6 p.m. Exhibition hall officially closes

Saturday, July 21, 2012
7 a.m. Exhibition hall opens to exhibitors
8 a.m. Exhibition hall opens to the public
4 p.m. Exhibition hall officially closes

Exhibitor Listings in Conference Program and Website

Exhibitors who register before June 1, 2012 will be listed in the conference program. The conference website will also include a list of exhibitors.

Cancellation

A fee of $25 will be assessed for cancellations received prior to June 1, 2012, with no refund after that date.

Sales tax policy

The Indiana Department of Revenue has published information that states an out-of-state vendor who displays and sells merchandise at local trade fairs and/or exhibitions will be considered engaged in business in Indiana. See: Indiana Sales Tax Bulletin #37, http://www.in.gov/dor/reference/files/sib37.pdf

Since the Department takes the position that an out-of-state vendor is doing business within Indiana, we recommend that you review Indiana tax laws and regulations and make a determination if your business needs to register as an Indiana Retail Merchant for the collection of Indiana sales/use tax. To obtain a copy of the Business Application form, contact the Indiana Department of Revenue at (317)233-4015.

IHS will not take responsibility for registering your business or for the collection/remittance of any tax. It is your responsibility to determine if your business activities require you to register for the collection of sales/use tax. Any taxes due to Indiana through your participation in this event are your responsibility. We have provided the necessary contacts for information purposes only.

Registration

One free conference registration is provided for each paid *Exhibitor Contract*, regardless of the number of booths reserved. Conference registration for exhibitors will be indicated in the form of a badge bearing the exhibitor's name. The name badge can be used for no more than one lecture per hour by any member of the exhibitor's staff. Society booths do not include a conference registration or lunch.

Exhibitors are encouraged to purchase individual registrations for their staff. These are name-specific and non-transferable.

Exhibitors are invited to attend the Friday evening banquet. For information about registering for the banquet, contact Margaret or Lois. The banquet requires tickets but does not require a conference registration.

Contact information

Margaret Bierlein
Indiana Historical Society
Eugene and Marilyn Glick Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269
(317)234-0033
mbierlein@indianahistory.org

Lois Allis
Indiana Historical Society
Eugene and Marilyn Glick Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269
(317)233-3156
lallis@indianahistory.org

Advertising in the Midwestern Roots Program

The Midwestern Roots program will include advertisements for products and services of interest to genealogists, family historians, and family reunion planners. A program ad is a cost-effective way to promote your organization or company.

If you are interested in one of the inside cover advertisements, please contact Margaret to reserve the space.

Advertising space for a black-and-white ad in the Midwestern Roots program is available at these rates:

Inside front or back cover $300
Full page $150
½ page $100
¼ page $60
Business card $30

Digital copy must be sent by June 1, 2012.
Send to:

Midwestern Roots 2012
Indiana Historical Society
Eugene and Marilyn Glick Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269
or e-mail to:
mbierlein@indianahistory.org

Deadlines

January 2, 2012	Session sponsor fee due for listing in registration information
June 1, 2012	No refunds for cancellations after this date
	Higher rates for booths apply
	Deadline for syllabus ads
	Session Sponsor fee due to be listed in the conference program
June 27, 2012	Exhibitor personnel names should be provided by this date for name badge printing

Hotel Accommodations

Hotel reservations may be made at the Indianapolis Marriott East or La Quinta Inn. For the Indianapolis Marriott East, 7202 East 21st Street, call (317) 352-1231 or (800) 228-9290 to receive the special $99 room rate. For the La Quinta Inn, 7304 East 21st Street, call (317) 359-1021 to receive the special $72 room rate. Please indicate your association with Midwestern Roots. Room reservations must be made by June 18, 2012.

Security

The exhibition hall will be locked each night, from closing time until 7:00 a.m. on Friday and Saturday mornings. The area will be patrolled by the hotel security staff.

Mailing address:

Midwestern Roots 2012
Indiana Historical Society
Eugene and Marilyn Glick Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269