



## Exhibitor Information July 15 and 16, 2016 Indianapolis, Indiana

### **Fees and Booth Size**

The booths are 10' 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 \$100, when payment is received by May 25, 2016; \$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.

### **Session Sponsor**

Session sponsorships are available for a fee of \$300 for a regular session and \$500 for a keynote session. 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 May 25, 2016, to be listed in the conference program. Online registration opens March 30, 2016.

**Society booths** have the same size and features as the standard booth, described above, and are available to incorporated non-profit organizations. The fee for these booths is \$50, when payment is received by May 23, 2016; \$65 thereafter. This type of booth rental **does not** include a conference registration or meals. Please call (317) 233-5659 if you have questions about qualifying for the reduced fee. Society booths that are not reserved by May 25, 2016, will be offered to other exhibitors.

### **Door Prizes and business/product information**

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 May 25, 2016. After May 25, door prize contributors will be listed in the daily conference newsletter.

A supply of business or product information may be sent to share with conference attendees. For items to be included in the registration packets, please send 550. You may send a smaller quantity for the free information table. ALL items must be received no later than June 20, 2016.

### **Conference Services**

**Electrical, Internet (hard wired), and telephone services** for exhibitors are available from the Indianapolis Marriott East. Call 317/322-3716, ext. 1117 and ask for Morena Herciu or e-mail [hercium@indymarriotteast.com](mailto:hercium@indymarriotteast.com).

**Free WiFi is already available in the exhibit hall and conference rooms.**

### **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:

Markey's Exposition Services  
Work (317)780-3948

### **Setup and Teardown**

Setup will be Thursday, July 14, 2016, from 2 to 8 p.m.

Tables will be set up at the front of the exhibition hall for exhibitor registration.

The exhibition hall will open for exhibitors at 7 a.m. on Friday and Saturday morning.

Teardown will be Saturday, July 16, 2016, from 4 to 7 p.m.

### **Exhibition Hall Hours on Friday and Saturday**

#### **Friday, July 15, 2016**

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 15, 2016**

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 May 25, 2016, 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 May 25, 2016, with no refund after that date.

### **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.

By June 30, 2016, all exhibitors should provide the names of all personnel working in the exhibits area so that name badges can be prepared ahead of time.

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 Allison Singleton. The banquet requires tickets, but does not require a conference registration.

### **Contact information**

Marianne Sheline

Indiana Historical Society

Eugene and Marilyn Glick Indiana History Center

450 West Ohio Street

Indianapolis, IN 46202-3269

(317)233-5659

msheline@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 advertisement spaces, please contact Allison to reserve it by May 25, 2016.

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 May 25, 2016.

Send to:

Midwestern Roots 2016  
Indiana Historical Society  
Eugene and Marilyn Glick Indiana History Center  
450 West Ohio Street  
Indianapolis, IN 46202-3269  
or e-mail to:  
asingleton@indianahistory.org

### **Deadlines**

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|----------------------|---|
| <b>May 25, 2016</b>  | <b>No refunds for cancellations after this date<br/>Deadline for conference program ads</b>   |
| <b>May 25, 2016</b>  | <b>Higher rates for booths apply<br/>Session Sponsor fee due to be listed in the conference program<br/>Door Prize Due to have name in the conference program</b> |
| <b>June 30, 2016</b> | <b>Exhibitor personnel names should be provided by this date for name badge printing</b>  |

### **Hotel Accommodations**

Hotel reservations may be made at the Indianapolis Marriott East or the nearby La Quinta Inn. For the Indianapolis Marriott East, 7202 East 21st Street, call (317) 352-1231 or (800) 228-9290 to receive the special room rate. For the La Quinta Inn, 7304 East 21st Street, call (317) 359-1021 to receive the special room rate. Please indicate your association with Midwestern Roots. Room reservations must be made by June 13, 2016.

### **Security**

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

### **Mailing address:**

Midwestern Roots 2016  
Indiana Historical Society  
Eugene and Marilyn Glick Indiana History Center  
450 West Ohio Street  
Indianapolis, IN 46202-3269