

**Illinois Law Enforcement Alarm System
Annual Conference
Feb. 28th - March 2, 2010
Crowne Plaza Hotel - Springfield, Illinois**

ILEAS 2010 VENDOR APPLICATION

Vendor Information	
Company/Organization	
Primary Contact (Full Name)	
Title	
Address	
Address 2	
City/State/Zip Code	
Primary Phone	
Fax	
Email	
Names of Employees Who Will Attend	
Full Name	
Full Name	
Full Name	
Full Name	
Full Name	

Product or Service to be Exhibited: _____

PRICING

<u>Display Configuration</u>	<u>How many</u>	<u>Cost</u>
\$300 for each 10'wide x 8'deep space, includes 1 table and 2 chairs	_____	_____
\$150 for each additional table	_____	_____
Do you need access to electricity?	_____ Yes	_____ No
Do you need access to the internet?	_____ Yes	_____ No
\$150 for full page booklet ad 7.5 x 4.5 (provided by your company)	_____	_____
\$ 75 for half page booklet ad 3.5 x 4.5 (Feb 5th deadline for submission)	_____	_____

TOTAL AMOUNT DUE: _____

Vendor Registrations received after February 5th will be subject to a \$50 fee. No vendor registrations allowed after February 19, 2009 at noon.

PAYMENTS

Make checks payable to:

ILEAS Foundation

1701 E. Main St.

Urbana, Illinois 61802

MISCELLANEOUS

By submitting this application and authorizing payment for ILEAS exhibit space, Vendor agrees to adhere to the following rules and regulations as mandated by ILEAS:

- 1) Vendor will exhibit only appropriate products as related to disaster preparedness, public safety, and security.
- 2) Vendor participation will be confirmed via email once *payment* and completed Vendor Registration Form are received.
- 3) Activities determined by ILEAS to cause an unreasonable disturbance to attendees or other vendors are prohibited.
- 4) Vendor agrees to the following schedule:
 - Set up of exhibits will occur between 12:00 p.m. – 3:00 p.m. on Sunday, February 28, 2010.
 - Break down of exhibits must be complete by 5:45 p.m. on Monday March 1, 2010.
- 5) If a confirmed vendor does not arrive prior to the scheduled opening time for the exhibits (3:00 p.m. on Sunday, Feb. 28, 2010), ILEAS reserves the right to resell the space, with **no** refund being issued.
- 6) Vendor agrees to indemnify and hold harmless ILEAS, its sponsors, and partners for any losses incurred in the event of revisions or cancellations as related to the conference.
- 7) Exhibitors are encouraged to offer information that is educational, professional, and instructional. Exhibitors should conduct exhibits in a dignified and professional manner. Aisles may not be obstructed at any time which may impede traffic. All activities must be confined to the limits of the assigned booth space.
- 8) No vehicles will be allowed this year.
- 9) Vendors will be provided with the following meals (a limit of 2 per organization)
 - Sunday evening Vendor Reception
 - Monday lunch
- 10) Do NOT check in at the registration desk. You will be provided with vendor badges when you check in with Angela Page or Jim Young in the vendor room.**
- 11) Fees for registration received after February 5th will increase by \$50.
- 12) Deadline for booklet advertising submission is Feb. 5th

Important Notice

Vendors are responsible for making their own lodging and travel arrangements.

Vendors are responsible for notifying ILEAS of all employees that will attend and/or staff the booth.

Donations

The ILEAS Foundation encourages, but does not require, donations of promotional items for attendee raffles as well as cash donations to offset costs (i.e., hospitality room) for which ILEAS consortium cannot use available Federal funds. To make a donation, please make your check payable to the ILEAS Foundation or contact:

Angela Page – ILEAS Vendor Coordinator
217-328-3800 apage@ileas.org

Jim Page - ILEAS Executive Director
217-328-3800 jirpage@ileas.org

We would like to donate a door prize to be awarded to Conference attendees during the conference. Please provide the estimated value of each item here:

Item/Description	Value

Thank you for participating in the ILEAS 2010 Conference. We look forward to working with you!