



**ILEETA Expo March 21-22, 2023**  
**St. Louis Union Station Hotel, St. Louis,**  
**MO ILEETA Conference March 20-25, 2023**

## Contract for Exhibit Space

**Company Information (for publication)**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Website: \_\_\_\_\_

**Contact: (not published)**

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Product/Service Description (for publication, maximum 300 characters INCLUDING spaces)** *ILEETA reserves the right to edit description to adhere to space limitations.* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Booth Location** –All booths are assigned on a first come/first served basis. ILEETA will make reasonable efforts to accommodate your request however we cannot make guarantees. Using the 2023 ILEETA Exhibitor Floor Plan please indicate your first three choices for space:

First: \_\_\_\_\_ Second: \_\_\_\_\_ Third: \_\_\_\_\_

**Corporate Sponsor** (ILEETA Corporate Sponsors receive a 10% discount on exhibit space)

Corporate Sponsor: Yes \_\_\_\_\_ No \_\_\_\_\_ Join Now (\$500 annual dues) \_\_\_\_\_

**Please check all that apply**

\_\_\_\_\_ \$1,245.00 Exhibit Space (15% discount for multiple spaces)      \_\_\_\_\_ \$750.00 Full Page Ad in Program Guide  
 \_\_\_\_\_ \$575.00 Half Page Ad in Program Guide                                      \_\_\_\_\_ \$325.00 Conference App Banner

**Payment:** \_\_\_\_\_ check \_\_\_\_\_ credit card (Please complete card information below. ILEETA accepts VISA, Mastercard or AMEX for credit card payments.)

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Authorized Signature: \_\_\_\_\_

**Agreement and Authorization**

In accordance with the terms, conditions and regulations governing exhibits at the ILEETA conference the undersigned hereby applies for exhibit space and agrees to abide by these terms. Payment terms are net 30 days. Cancellations must be received in writing. A \$250.00 service fee will be levied for all cancellations received prior to January 1, 2023. After January 1, 2023 all payments made to ILEETA under the Contract for Exhibit Space shall be deemed fully earned and non-refundable. This contract cannot be changed except in writing and signed by both parties.

\_\_\_\_\_  
**Exhibitor Authorized Signature      Date**

\_\_\_\_\_  
**ILEETA Authorized Signature      Date**

## **BOOTH SPECIFICATIONS AND RATES**

All booth spaces are 10'x 6' and the cost for each space is \$1,245.00. A 15% discount will be applied to reservations requesting multiple spaces. The height of built-up displays is limited to 8'. Side wings may not obstruct the view of the adjacent booth. Items may be placed along the sides of the space or on tables as long as they do not obstruct the view of the adjacent booth.

**Booth fee includes:** Skirted table, two chairs, exhibitor badges and company listing in the ILEETA Official Program Guide.

ILEETA does not charge for extra booth badges.

Additional services such as electric and internet shall be arranged by the Exhibitor, at the Exhibitors expense. Complete shipping instructions and order forms for exhibitor services will be sent to registered Exhibitors from Red Oak Events. Red Oak Events will email the Exhibitor Packet when the registration form is processed and payment is received.

## **PAYMENT**

ILEETA has a net/30 day payment policy. Full payment is required to guarantee all exhibit space reservations. ILEETA accepts VISA, MasterCard, AMEX, check or money order as payment. Checks or money orders should be mailed to: ILEETA PO Box 1616 Millsboro, DE 19966

## **CANCELLATIONS**

All cancellation requests must be received in writing. Full payment received, less a \$250 service charge will be refunded for cancellations received prior to January 1, 2023. After January 1, 2023 all payments made to ILEETA under the Contract for Exhibit Space shall be deemed fully earned and non-refundable.

## **SELLING POLICY**

Order taking is permitted throughout the open show hours. Exhibitor is responsible for obtaining any licenses or paying any applicable taxes on merchandise sold during the show.

## **SAFETY REGULATIONS**

Any equipment on display during the Exhibit hours, including but not limited to firearms, diversionary devices, aerosol-based weapons and ammunition must not contain any live ammunition at any time. No blank cartridges or training devices that fire projectiles are permitted on the show floor during Exhibit hours. It is the responsibility of the Exhibitor to insure all visitors can properly handle and or operate products on display.

The use of real edged weapons for demonstration purposes is prohibited. Exhibitors who display edged weapons must monitor the handling of their products.

## **EXHIBIT SCHEDULE (*This schedule is TENTATIVE. Final schedule will be posted on [www.ileeta.org](http://www.ileeta.org) 2/1/2023*)**

Exhibitor Set Up:

Monday 3/20/2023 4:00 p.m. to 6:30 p.m.

Tuesday 3/21/2023 7:30 a.m. to 10:00 a.m.

Exhibit Hours: ~

Tuesday 3/21/2023 10:00 a.m. to 6:00 p.m.

Wednesday 3/22/2023 8:00 a.m. to 12:00 noon

Exhibit Breakdown:

Wednesday 3/22/2023 Beginning at 12:00 noon

ILEETA \* Marketing Office: PO Box 1616 Millsboro, DE 19966

Email: [mbarbye@comcast.net](mailto:mbarbye@comcast.net) \* Phone: 856-981-7450 \* Website: [www.ileeta.org](http://www.ileeta.org)