

# ILLINOIS MINING INSTITUTE

## 2017 Annual Meeting

### Exhibitor Contract

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We hereby agree to occupy and pay for exhibition space assigned at The Pavilion of the City of Marion, and to abide by the guidelines outlined below:

- 1. Exhibitors must follow all rules, regulations, and instructions outlined herein.**
2. Exhibitor is prohibited from selling merchandise during the exhibition.
3. Booth area will be confined to the booth space, room, or square footage purchased.
4. The exhibitor shall not assign, sublet, or apportion his space or any part of the rented space to any other Company or individual without the written consent of the IMI.
5. IMI reserves the right to restrict or prohibit an exhibit or exhibitor activity, which, in their judgment, may detract from the character and goals of the Illinois Mining Institute.
6. The IMI will not be liable for loss or damage to the property of the exhibitor, his representatives or Employees from theft, fire, accident, or other cause. In addition, the IMI will not be liable for injury to, or damage to property of exhibitors, their employees, or third persons, which claims for damages, injuries, etc. may be caused or arise from their use or occupation of display space, and the exhibitor shall indemnify, save, and hold The Pavilion of the City of Marion and the Illinois Mining Institute harmless against any such claim or damage, and shall pay and indemnify the IMI for any costs or expense, inclusive of counsel fees, arising from any such claim.
7. All booth spaces must be returned to their original state, as before vendor occupancy. If extraordinary cleaning is needed the vendor will be responsible for the cost.

## Booth Space

### Indoor Booth Space

- 10' x 10' Booth(s) – Includes table, 2 chairs, side & back booth drapes, & registration for one participant. Exhibitors should bring their own table cloth and skirt.
- Industry: \$450
- Educational Institutions: \$235
- Additional Participants: \$50/person
- Large Equipment Indoor Space (20' x 20'): \$1,620

### Outdoor Booth Space

- Space to Accommodate Your Needs
- \$100 per 10 x 10 section
- Additional Participants: \$50/person

## Cancellation Policy

Vendors must give notice of cancellation in writing to the IMI at [info@imi1892.com](mailto:info@imi1892.com) at least 30 days prior to the event. Fees will not be refunded for any cancellation received 30 days prior to the event.

## Shipping to The Pavilion

Complete and submit the *The Pavilion Shipping/Receiving Property Release Form* (located on the IMI website vendor information page). This form must be submitted in order to ship and receive property to The Pavilion. Direct all questions to [Jared@ThePavilionEvents.com](mailto:Jared@ThePavilionEvents.com) or (618) 993-2657. The IMI is not responsible for shipments.)

Items may be shipped to The Pavilion beginning August 25, 2017 and cannot weigh more than 2200lbs.

## Beverage Services

All beverages (water, soda, beer and liquor) must be purchased through the Pavilion's designated vendor. All water and soda must be Pepsi products.

Soft drinks and water can be given out at booths but must be purchased through the Pavilion's designated vendor (Martini Joe's). Alcohol will be allowed at vendor booths. You will need to hire a bartender through Leah Lerner.

Make arrangements at least two weeks in advance by emailing Leah Lerner, Martini Joe's at [leahlovesya@hotmail.com](mailto:leahlovesya@hotmail.com). *Please specify "IMI" in the subject line of all emails.*

Another option would be, a vendor can set up a tab at the concession stand, then give business cards to customers and they can go to the concession stand and redeem the card for an alcoholic beverage.

## Food Services

A vendor can provide food at their booths. The food served at the booth must either be from a licensed caterer or pre-packaged food items from Kroger, Target, Wal-Mart and/or Sam's Club. **Advanced permission is required.** If vendors plan to serve any food, they must contact Jared Garrison, The Pavilion Executive Director, in advance at [Jared@ThePavilionEvents.com](mailto:Jared@ThePavilionEvents.com) or (618) 993-2657. The Pavilion must obtain food service related paperwork from these places.

## Electrical and Internet Access

- Access to electrical outlets is available from every indoor tabletop booth. **Vendors should bring a 50' extension cord and duct tape.**

- WiFi access on The Pavilion’s server is limited. Please connect to the Internet through your personal service provider. Contact the [IMI](#) with questions.

## Booth Set Up and Tear Down

### Set Up:

- **Monday, August 28; 1 – 5 p.m.**
- **Tuesday, August 29; 8 a.m. – 3:30 p.m.**
  - Expo Hall Hours 3:30 – 6:00 p.m.
- There is only one way into the building for large equipment. It is the 16’ x 16’ door on the West end of the building. Participants with booth space close to this door will need to set up last, especially if you have large equipment.
- This also means you will need to tear down first to facilitate others moving out. We will attempt to assign booth space starting on the East end of the building.

### Tear Down:

- **Wednesday, August 30; 4 p.m. – 7 p.m.**
  - Exhibit Hall Hours; 8 a.m. – 4 p.m.
- **Thursday, August 31, 8 – 10 am.**
- **All items must be removed by 10 a.m. on Thursday. No exceptions.**

## Contact

If you have questions, please contact John Dodd, IMI Secretary, at 618-407-5646.

## Event Schedule

Provided on page four of this document.

## Signature

Please sign this document and email the completed form to [coordinator@imi1892.com](mailto:coordinator@imi1892.com).

Company Name (Please Print): \_\_\_\_\_

First and Last Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Event Schedule

### Monday, August 28, 2017

**Booth Set Up** 1:00 pm – 5:00 pm

### Tuesday, August 29, 2017

Registration 7:30 am – 5:00 pm

**Booth set up** 8:00 am – 3:30 pm

Golf Tournament Check-In 7:30 am

Tee off 8:30 am

*Hole in One Harley and other games of chance!*

Golf Awards Following Tournament

*Kokopelli Club House*

**Exhibit Hall Open** 3:30 pm – 6:00 pm

Technical Session I 3:30 pm – 6:00 pm

Evening Reception 6:30 pm – 8:00 pm

*Kokopelli Club House*

### Wednesday, August 30, 2017

Mine Rescue Team Lock up 7:00 am

First Team on Field 8:00 am

**Exhibit Hall Open** 8:00 am – 4:00 pm

High School Student Tour 9:00 am – 10:30 am

Membership Meeting 11:00 am – 12:00 pm

Technical Session II 12:30 pm – 3:00 pm

IMI Annual Picnic 4:00 pm – 8:00 pm

*Black Diamond Harley-Davidson*

*Live Music & Food - sponsored by the IMI and Black Diamond*

Mine Rescue Trophy Presentation 4:30 pm

*The Pavilion of the City of Marion*

**Exhibit Tear Down: Wed., August 30** 4:00 pm – 7:00 pm  
**Thurs., August 31** 8:00 am – 10:00 am