

EXHIBITOR/SPONSOR PROSPECTUS



June 21-22, 2023

Food Expo: June 22, 2023

Tinley Park Convention Center
Tinley Park, IL



DEAR INDUSTRY PARTNERS,

The exhibit trade show is always the core of the ILSNA Annual Conference and is full of possibilities for food, beverage, service, supply and equipment vendors like you.

Exhibits will open from 11:15am-1:15pm on **Thursday, June 22, 2023.**

Exhibit set up will be on **Wednesday, June 21** from 2:00pm - 5:00pm and **Thursday, June 22** from 8:00am-10:30am.

- In the event that two companies are sharing a booth, a separate registration will be required for each company.
- Once your registration is complete with ILSNA, you will receive an Exhibitor Kit and a Policies and Procedures Guide with your confirmed booth number from ILSNA.
- Cooking demonstrations on the show floor must follow all requirements listed on page 9 of the Exhibitors Policies and Procedures document. Exhibitors will have access to the venue's kitchen for food preparation and cooking if needed, prior to, during and after the show.
- Space is assigned on a first come, first paid basis and assignment will not be made until the booth fee is received in full. Complete and return the exhibit application that is included in this packet -OR- register online at https://my.ilsna.net/NC_Event?id=a0l4w00000EVAeWAAX.
- Included with your (8' x 10') booth:
 - 4 complimentary badges for a full booth.
 - One skirted 6' table, 2 chairs, 1 waste basket, pipe & drape, identification sign, company profile listed in the program book and on the ILSNA website.

Industry involvement and support has always been an essential part of our conference success. We sincerely appreciate your commitment to the Illinois School Nutrition Association!

2023 Conference Chair:

Stefanie Giannini, ILSNA Vice President

2023 ILSNA Executive Committee:

Michele Hepner, ILSNA President

Beth MacKenna, ILSNA President-Elect

Stacy Lenihan, Incoming Vice President

Sandra Voss, Secretary/Treasurer

Kevin Harris, Immediate Past President

Donna Rostamian, MBA, ILSNA Executive Director



REGISTRATION FEES:

MEMBERS:*

Gold Level Partners

Complimentary Booth

Silver Level Partners

\$750 (Half Price Booth)

Corporate Level Partners

\$1,200 (\$300 Discount)

NONMEMBERS:

\$1,500 (Full Price Booth)

*Member rates apply to current partners only. Gold Level Partners will receive one (1) complimentary booth as a benefit of their level of membership. You may purchase additional booths at the member rate, but the company will only be listed once in the conference book.

NOTE: We will only allow a maximum of two companies per booth. If you are interested in purchasing a shared booth, please contact our office.



If you are not a corporate partner of the Association and would like to **take advantage of member rates**, please contact Lynn Threewitt at the ILSNA office for a membership application.
Phone: (815) 901-4118
Email: lthreewitt@iasbo.org

Each company and broker must be a current ILSNA member to receive member rates.

IMPORTANT INFORMATION:

Booth Application:

Please complete and return the exhibit application that is included in this packet -OR- register online at https://my.ilsna.net/NC_Event?id=a0l4w00000EVAeWAAX. Full payment must accompany the application to secure your booth. If full payment is not received with the application, booth space will not be held or guaranteed.

Booth Cancellations:

For a full refund, you must email ILSNA (info@ilsna.net) seventy-two (72) hours in advance of the conference. If you are a "No Show" you will not be refunded and/or will still be invoiced and responsible for the charges. Please note that if the event is canceled or rescheduled, ILSNA will provide you with a full refund.

Booth Fee Includes:

Upon receipt of completed application with payment, ILSNA will forward you an Exhibitor Kit and a Policies and Procedures document with your confirmed booth number. The Tinley Park Convention Center will provide the following:

- 8' x 10' booth
- (1) 6-foot table
- (2) folding chairs
- Wastebasket
- (1) identification sign
- Company profile listed in the program book
- Pipe and drape

Loading/Unloading:

Per Tinley Park Convention Center Policies, only items that can be carried in are permitted to be brought in through the front doors. Any items that are on wheels or require a dolly or cart must be loaded in through one of our loading areas. The loading area that has been made available for this event is the **North Dock**. The Tinley Park Convention Center does not supply any carts, dollies, flatbeds, etc. If you need to rent a flatbed, pallet jack or housemen assistance with loading or unloading, use the Exhibit Services Order Forms.

Additional Services:

Booth registration fee does not include storage, placement, shipment or reshipment of exhibit materials. Electricity, special lighting, booth furnishings, additional tables, chairs, individual booth cleaning or any other special services must be ordered by the exhibitor. Please arrange these special services directly through the Tinley Park Convention Center. Please refer to the Exhibitor Kit for ordering details.

Shipping:

All inbound and outbound shipping must be executed through the Tinley Park Convention Center.

Name Badges:

Exhibitors will be admitted into the exhibit hall areas by BADGE ONLY. Each full booth will receive 4 complimentary badges. If additional badges are needed, they can be purchased for \$50 before the event. The cost for additional badges on-site is \$60.

Conference Program Book:

Gold Level Partners receive a complimentary full page ad, and Silver Level Partners receive a complimentary half page ad in the Annual Conference Program Book.

E-mail your ads in PDF format to lthreewitt@iasbo.org.

Ad materials are due by May 19.



EXHIBIT HALL INFORMATION:

Tinley Park Convention Center
18451 Convention Center Drive
Tinley Park, IL 60477
(708) 342.5485
<https://www.tinleyparkconventioncenter.net/>

EXHIBITOR SET-UP
Wednesday, June 21
2:00pm - 5:00pm

Thursday, June 22
8:00am - 10:30am

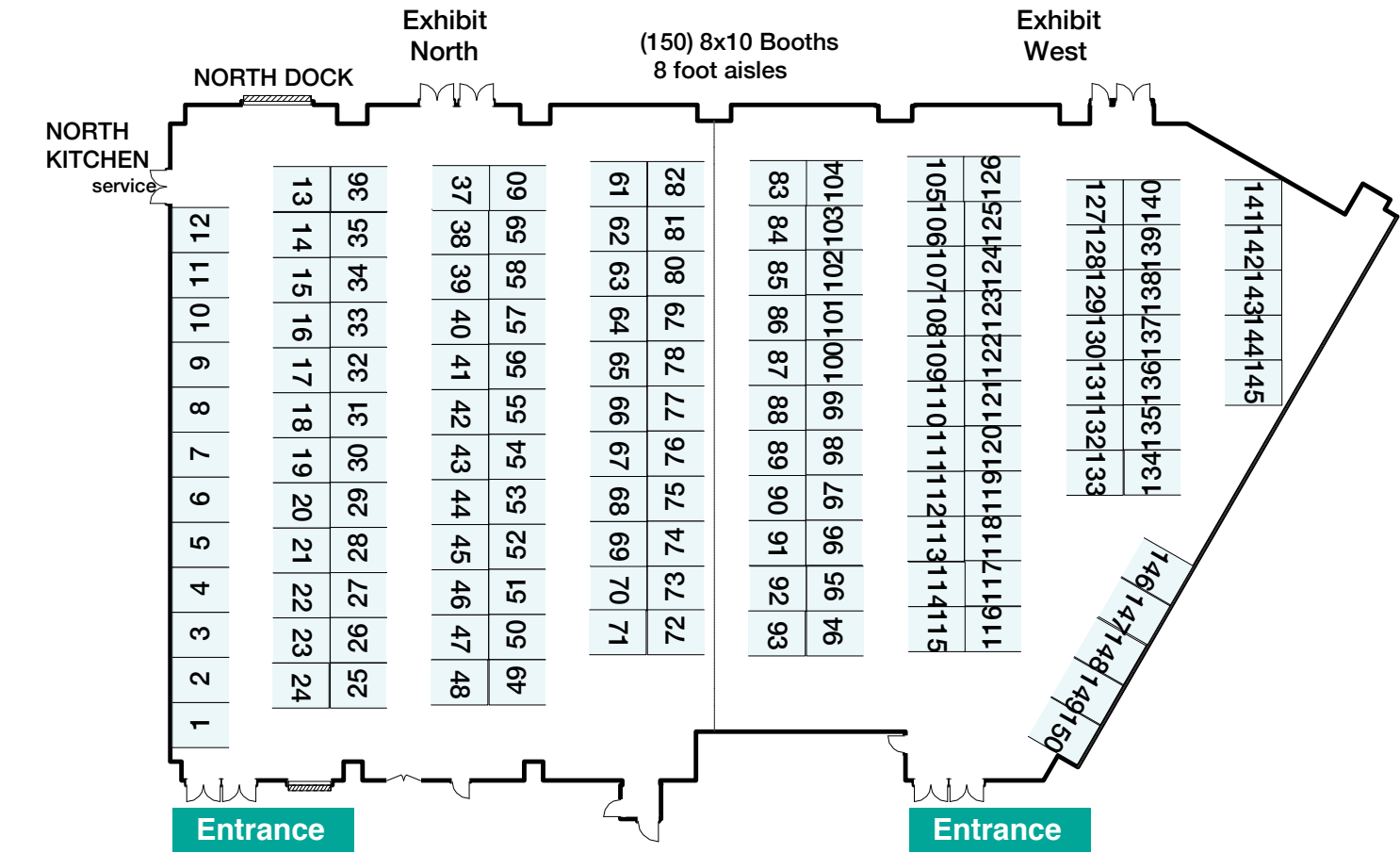
FOOD SHOW HOURS
Thursday, June 22
11:15am - 1:15pm

EXHIBITOR TEAR DOWN
Thursday, June 22
1:30pm - 3:30pm

KEY PERSONNEL
Illinois School Nutrition Association
Lynn Threewitt
Professional Development Coordinator
Phone: (815) 901-4118
Email: lthreewitt@iasbo.org

Tinley Park Convention Center
Convention Services Department
Phone: (708) 342-5485
Email: cs@eventpcc.com

FLOOR PLAN



RULES & REGULATIONS:

The word “Association” means the Illinois School Nutrition Association, its officers, directors, committees, agents or employees acting for it in the management of exhibition.

The firm and/or individual agrees to the following terms, conditions and regulations as set forth by the Association. This document becomes binding only after the Association accepts this application.

1. Only those foods, products and services appropriate to School Nutrition Programs, including National School Lunch and Breakfast programs, vending programs and catering programs should be shown.
2. Exhibitors will be allowed access to trade show floor for booth set-up from **2:00pm - 5:00pm on Wednesday, June 21 or from 8:00am - 10:30am on Thursday, June 22**. It is mutually agreed that it is the duty of each exhibitor to install the exhibit prior to the opening of the exhibition and to dismantle at the close of the show. If an exhibitor dismantles their booth prior to the close of the show they will not be invited back to future conferences.
3. All work in connection with set-up and dismantling, installation and construction of displays and merchandise must be performed in accordance with union agreement, if any.
4. Nothing shall be taped, nailed, tacked or otherwise attached to facility surfaces or fixtures (i.e. ceilings, glass, doors, columns, walls, etc.). Failure to adhere to the above rules will result in additional fees.
5. All packing containers, excelsior and wrapping paper (which must be flameproof) are to be removed from the floor and must not be stored under tables or behind displays. All muslin, velvet, silken or other cloth materials and fluids which are flammable are to be kept in safety containers. Smoking is prohibited.
6. Exhibitor agrees to protect, save and hold harmless the Association and Tinley Park Convention Center from any damage or charges imposed for violation of any law or ordinance, whether occasioned by the negligence of the exhibitor or those holding under the exhibitor, as well as to strictly comply with the applicable terms and conditions contained in the agreement between the Tinley Park Convention Center and the Association regarding the exhibition premises; and further, exhibitor shall at all times protect, indemnify, save and hold harmless the Association and Tinley Park Convention Center against and from any and all loss, cost damage, liability or expense arising from, out of, or by reason or accident or their occurrence to anyone, including the exhibitor, its agents, employees and business invitee, which arises, from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or part thereof.
7. Exhibitor's personnel will be admitted into the exhibit hall by badge only. Four (4) badges per full booth will be issued for exhibitor's personnel working in the booth only. All guests of exhibitors must pay regular attendee registration fees. Badges will be prepared in advance for the personnel listed on the enclosed Name Badge Form. Members, delegates, program participants and visitors must wear badges in accordance with the rules of the Association. The general public will not be admitted to the exhibit hall. Non-exhibiting vendors will be charged the general registration fee.
8. No children under the age of 18 will be allowed on the food show floor.
9. See the Tinley Park Convention Center Exhibitor Kit and Policies and Procedures guide for full rules and regulations. The guide will be emailed out after you register and submit payment.

Full payment for exhibit space must accompany this contract. Booth assignments will be made based on the date of application and payment. Checks should be made payable to ILSNA.



Sponsorship Opportunities:

ILSNA offers industry members the opportunity to increase your company exposure by partnering with ILSNA during our Annual Conference. Sponsorship allows ILSNA to provide top-notch speakers, excellent educational programs and exceptional networking functions. **PLEASE JOIN US AS A SPONSOR AT THE 2023 ILSNA ANNUAL CONFERENCE.**

Full Conference Sponsor \$5,000

- Signage throughout the event
- Special recognition by ILSNA leadership
- Listed as sponsor on emails, annual conference website and in the program book
- Sponsor ribbon for badge
- One free booth with 4 badges and 4 tickets to Wednesday Evening Dinner and Entertainment

Breakfast Sponsor \$500 (6 available)

- Signage in and around breakfast area
- Recognition by ILSNA leadership during breakfast
- Listed as sponsor on website and in program book
- Sponsor ribbon for badge

Break Station Sponsor \$250 (4 available)

- Signage in and around break station
- Provide- 2-3 items of their product to hand out as snacks *(Must be individually packaged)*
- Listed on annual conference website and in program book
- Sponsor ribbon for badge

Keynote Sponsor \$1,000 (5 available)

- Recognition before introduction of Keynote by ILSNA leadership
- Table top exhibit to be placed outside or at back of session room
- Listed as sponsor on annual conference website and in program book
- Sponsor ribbon for badge

☐ I would like to support the ILSNA Annual Conference as a sponsor at the following level:

☐ Full conference sponsor \$5,000

☐ Breakfast sponsor \$500

☐ Break Station sponsor \$250

☐ Keynote sponsor \$1,000

Please type or print clearly:

Company:

Contact Name:

Address:

City/State/Zip:

Phone:

Email:

Payment Information:

☐ Check

Please make checks payable and mail to ILSNA.

☐ Credit Card

If making payment by credit card, ILSNA staff will contact you to receive your payment.

See Exhibitor Form for Booth registration and added badges for your company.



Please submit payment and forms to:

Illinois School Nutrition Association

108 Carroll Ave., DeKalb, IL 60115

ILSNA Federal ID # 23-7393479 (W-9 available upon request)

Exhibitor Registration:

2023 ILSNA Annual Conference
June 22, 2023 | Tinley Park Convention Center, Tinley Park, IL

Please submit one (1) registration form per company. Please print all information clearly; information will be used in program booklet.

ILSNA Member: ☐ Gold (complimentary booth) ☐ Silver \$750 ☐ Corporate Partner \$1,200 ☐ Nonmember \$1,500
*(For information on how to become a member, email **Lynn Threewitt** at lthreewitt@iasbo.org)*

Company:

Badge Name:

Address:

City/State/Zip:

Phone:

Email:

Company Web Address:

Broker (if applicable):

Broker Representative:

Broker Address:

City/State/Zip:

Broker Phone:

Broker Email:

Authorized Applicant Signature:

Date:

Printed Name:

Title:

(Your signature is acceptance of the terms, coonditions, rules and regulations contained in the Exhibit Application/Prospectus)

Booth Selection

1st Choice: 2nd Choice: 3rd Choice:

Every effort will be made to assign space in order of your choice providing it is available. In assigning space, care is taken to not place competing suppliers nearby when possible. In order to assist us in assigning booth space, please list those competitors you would prefer not to be near:

1: 2:

Dinner and Entertainment Tickets

Gold Level Partners members receive TWO complimentary tickets to the Wednesday evening dinner & entertainment. If you are not a Gold Level Partner, tickets to these events may be purchased for \$60 each.
Please note: You must purchase a ticket during registration to attend the dinner. ILSNA needs to give an accurate count to the venue.

Wednesday Evening Banquet	#Tickets
Complimentary Tickets	
Additional Tickets (\$60 each)	
Total number of additional tickets needed x \$60 per ticket = \$	



ILLINOIS

SCHOOL

NUTRITION

ASSOCIATION

ADDITIONAL BADGES: Badges are issued at no charge for exhibitor's personnel working in the booth only. Each full booth is entitled to receive four name badges. All vendors must have an official name badge for access to the show floor and the badge must be worn to access the exhibit hall. Badges will be prepared in advance for the personnel listed below. Badges may be picked up at the Exhibitor Registration area during set-up hours. No one under the age of 18 will be allowed on the Exhibit floor. **Additional badges can be requested at a cost of \$50 per badge; on-site badges will be at an additional cost of \$60 each.**

Additional Attendee Name (Please Print Clearly)

Title/Company Name (As it will appear on the badge)

1: _____
2: _____
3: _____

Sponsorship Amount \$ _____
Booth Fee \$ _____
Additional Banquet Tickets: \$ _____
Additional Badges \$ _____
TOTAL \$ _____

Payment Information:

☐ Check

*Please make checks payable and
mail to ILSNA*

☐ Credit Card

*If making payment by credit card,
ILSNA staff will contact you to
receive your payment.*

Please retain a copy of this registration form for your records.

Please submit payment and forms to: Illinois School Nutrition Association

108 Carroll Ave., DeKalb, IL 60115

ILSNA Federal ID # 23-7393479 (W-9 available upon request)



QUESTIONS?

Contact **Lynn Threewitt**

Professional Development Coordinator

(815) 901-4118

lthreewitt@iasbo.org

Illinois School Nutrition Association | www.ilsna.net