



Township Officials of Illinois
112th Annual Educational Conference
November 10-12, 2019
General Exhibit Information

Show colors will be teal and light green to match the Conference logo.

Booth Space Cost

TOI Associate Company Member

- Standard Booth 10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign
\$450 for single booth
\$400 for each additional booth
- Area Booth (20x20) includes 8 foot, skirted table, two chairs, and identification sign
\$825 per booth
- Area Booth (13x13) includes 8 foot, skirted table, two chairs, and identification sign
\$725 per booth

Government Agency

- Standard Booth 10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign
\$415 for single booth
\$365 for each additional booth
- Area Booth (20x20) includes 8 foot, skirted table, two chairs, and identification sign
\$750 per booth
- Area Booth (13x13) includes 8 foot, skirted table, two chairs, and identification sign
\$650 per booth

Non-Member

- Standard Booth 10' X 8' – includes side & back drape, 8 foot, skirted table, two chairs, carpeting and identification sign
\$650 for single booth
\$575 for each additional booth
- Area Booth (20x20) includes 8 foot, skirted table, two chairs, and identification sign
\$1075 per booth
- Area Booth (13x13) includes 8 foot, skirted table, two chairs, and identification sign
\$975 per booth

Exhibit Hall Schedule

Sunday, November 10, 2019
2:00-6:00 pm
(beverages & snacks in exhibit hall)

Monday, November 11, 2019
7:30 am-1:00 pm
(Complimentary coffee & rolls and complimentary buffet lunch in exhibit hall)

Exhibit Installation & Dismantling

All exhibitor move-in will take place on Sunday, November 10, 2019 between Noon and 2:00 p.m. The exhibit hall will close and tear down will begin at 1:00 p.m. on Monday, November 11, 2019. No exhibitor may dismantle before 1:00 p.m., and all exhibits must be removed from the Crowne Plaza Hotel by 6:00 p.m. on Monday, November 11, 2019.

Equipment Vendors

Vendors showcasing equipment onsite will **NOT** be allowed to bring any items which require tracks to move.

Cancellation

Vendors who apply for exhibit space may cancel, in writing, up to 4:00 p.m. (CST), September 6, 2019, and receive a refund of their payment less a 50% administration fee. Applicants who cancel after September 6, 2019 will not receive a refund, regardless of the cause. **Cancellations must be received in writing at the TOI office by 4:00 p.m. (CST), September 6, 2019.**

Show Decorator

Excel Decorators Inc. is the official show decorator contractor. In early October, Excel will **email** details on booth assignments and service requirements directly to you. Please add: bwerries@exceldecorators.com and exhibitorservices-il@exceldecorators.com to your address book in order to make certain you receive this important information. **Be certain to submit these order forms by the deadline date as products and services ordered on-site are much more expensive.**