The ILSNA conference trade show provides an excellent opportunity for you to:

- network and gain access to key decision makers
- build awareness and preference to impact purchasing habits of members
- solicit direct feedback from potential and current purchasers
- gather insight from leaders in the profession, and
- demonstrate your commitment to the Illinois School Nutrition Association.
Dear Industry Partners:

ILSNA invites you to participate as an Exhibitor or Sponsor at the 63rd Annual Illinois School Nutrition Association Conference June 26 - 28, 2013 at the Tinley Park Convention Center, Tinley Park, IL. This year’s conference theme is “Rise and Shine”! This theme brings together many areas of the child nutrition programs including the farm to school efforts, the shining star implementation of the new lunch meal patterns in SY2012-2013, the implementation of the new breakfast meal pattern planned for SY2013-2014, as well as the many accolades that our child nutrition professionals achieve in their work on a regular basis. This year is certainly a year to 'Rise and Shine' with Illinois school nutrition professionals from across the state. Please join us for this wonderful professional development opportunity.

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

- Exhibits will be open from 10:30 a.m. until 1:30 p.m. on Thursday, June 27th.
- Exhibit set up will be Wednesday, June 26th 1:00 p.m. to 5:00 p.m. or Thursday, June 27th 7:30 a.m. to 9:30 a.m.
- In the event that two companies are sharing a booth, a separate contract will be required for each company.
- Electrical service will be available through the Tinley Park Convention Center, but must be ordered through the ILSNA. Please be sure to read the exhibitor application carefully for your electrical needs.
- After the contract is accepted by ILSNA, you will receive a service manual from ILSNA for any additional needs.
- Minimal cooking is allowed on the exhibit floor. Exhibitors will have full access to the Convention Center’s two kitchens for food preparation as 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. All fees must accompany your contract. Complete and return the Application for Exhibit Space contract that is included in this packet.
- Included with your 8 x 10 booth - 4 complimentary badges for a full booth, 2 for a half booth.
- 2 – 6 foot tables skirted, 1 chair, 1 waste basket, pipe and 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.

Sincerely,

Cindy J. Coffman, CMP
Executive Director
ILSNA

Roxanne Ramage, MS, RD, SNS
ILSNA Vice President, 2013 Conference Chair

Included with your 8 x 10 booth:
- Virtually unlimited floor load capacity.
- Convenient electric, data, and A/V utility grid.
- Five truck docks.
- Three on-grade truck entry points to exhibit halls.
- Column-free space for flexible layouts and hall-wide visibility.
- 35-foot ceilings with half-ton hang point capacity every 15 feet in exhibit halls.
- Generous space for pre-function, registration, coat check and show offices.
- All meeting rooms designed to handle today’s high-tech requirements including high-speed Internet access.
- Free parking for 1500 cars plus free shuttle to satellite parking.
- Easy access to I-80, I-57, I-294 and I-355 expressways.
- 40 miles from O’Hare Airport.
- 24 miles from Midway Airport.
- 30 miles from downtown Chicago.

Questions?
Please contact the ILSNA office at 217-529-6578 or info@ilsna.net.
Exhibit Hall Location

Tinley Park Convention Center
18451 Convention Center Drive
Tinley Park, IL 60477
708-342-485
www.tinleyparkconventioncenter.net

The Tinley Park Convention Center is located in the heart of the Midwest, just thirty miles south of downtown Chicago with easy access to O’Hare and Midway International Airports and strategically located in the center of the dynamic Interstate 80 Corridor with convenient access to four major interstate highways. 1,500 free parking spaces accommodate guests on the hotel and convention center grounds, with a full equipped business center, state-of-the-art high speed Internet access and audio visual equipment, two kitchens, easy access unloading/loading areas — all located just off of Interstate 80 at Harlem Avenue and 183rd Street.

Exhibit Hall Hours

EXHIBITOR SET-UP
Wed., June 26
1:00 pm - 5:00 pm
Thurs., June 27
7:30 am - 9:30 am

TRADE SHOW HOURS
Thursday, June 27
10:30 am - 1:30 pm

Exhibit Show Contacts

Exhibits
Angela Forman
Tinley Park Convention Center
708-342-5485 ext. 4
a.forman@phicc.com

ILSNA Executive Director
Cindy Coffman, CMP
(217) 529-6578, info@ilsna.net

Floor Plan

(132 8’ x 10’ booths, 8 foot aisles)
Booth Fees

**EARLY SIGN UP**
Contracts received on or before May 31, 2013

- **Current Corporate Partner Program (CPP) and Current Sustaining Members**
  - Full Booth: $750  
  - 1/2 Booth: $425
- **Non-Members**
  - Full Booth: $900  
  - 1/2 Booth: $550

**REGULAR SIGN UP**
Contracts received after May 31, 2013

- **Current Corporate Partner Program (CPP) and Current Sustaining Members**
  - Full Booth: $850  
  - 1/2 Booth: $525
- **Non-Members**
  - Full Booth: $1,000  
  - 1/2 Booth: $650

Member rates apply to Current CPP and CSM members only. CPP 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.

Only two companies per booth will be allowed.

If you have never been a member of the Association and would like to take advantage of member rates, please contact the ILSNA office at 217-529-6578 or info@ilsna.net or visit www.ilsna for a membership application.

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

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Booth Space

**Booth Application**

Please complete the Application for Exhibit Space contract and return it along with payment to ILSNA. All exhibitors are entitled to the Early Sign Up Rate by sending in their applications on or before May 31, 2013. Full payment must accompany your contract to secure your booth. If full payment is not received with the contract, booth space will not be held nor guaranteed. Cancellations must be received in writing no later than Friday, May 31, 2013. A refund of 75% of the total booth payment will be issued. No refunds will be given after May 31, 2013.

It is understood that this document will become a binding contract upon acceptance by ILSNA, and incorporated into this contract are the terms, conditions, rules and regulations contained herein. Your signature is acceptance of the Rules and Regulations. The application will be returned to you if not properly signed and space will not be assigned until the contract is executed properly and appropriate payment is received.

**Booth Fee Inclusions**

Upon receipt of completed contract with payment, Tinley Park Convention Center will forward an Exhibitor Information Packet directly to you by email. Tinley Park Convention Center will provide set-up and booth equipment. The cost of the standard 8’ x 10’ booth includes:

- Colored and White 8’ Back Drape and 3’ Side Drape
- (2) 6 foot tables clothed with plastic cloth and skirted
- Wastebasket
- (1) folding chair
- (1) 7” x 44” Identification Sign

Additional equipment and services may be ordered through the Tinley Park Convention Center.

**Additional Services**

Booth rental fee does not include storage, placement, shipment or reshipment of exhibit materials, special lighting, internet service, booth furnishings, additional tables, chairs, electrical, individual booth cleaning or any other special service ordered by the exhibitor. Please arrange these special services directly through the Tinley Park Convention Center.

**Electrical Service**

All electrical service needs to be purchased through ILSNA; please complete the electrical selection on the contract. Payment for all electrical requests need to be received by ILSNA no later than May 31, 2013.

- **Electrical Service Rates**
  - 110 Volt, 20 A circuit with one outlet: $150.00
  - 220 Volt, 20 A circuit with one outlet: $200.00

**Rules and Regulations**

Complete and submit application to the ILSNA office. Tinley Park Convention Center will provide Exposition Services including set-up and booth equipment. After application for exhibit space is accepted by ILSNA an exhibitor guide and services kit will be sent.

All inbound and outbound shipping must be executed through the Tinley Park Convention Center.
The word “Association” means the Illinois School Nutrition Association, its officers, directors, committees, agents or employees acting for it in the management of exhibition. An exhibitor wishing to use the ILSNA Logo or ILSNA AC Logo shall submit its intended use to ILSNA for prior approval which shall be within the sole discretion of ILSNA.

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 1:00 p.m. – 5:00 p.m. on Wednesday, June 26 and again from 7:30 a.m. – 9:30 a.m. on Thursday, June 27. 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 pasted, posted, tacked nailed or otherwise affixed to columns, walls, floors, furniture or other parts of the building. Restitution for any damages incurred by the aforementioned actions will be the liability of the exhibitor.
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 the 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 of 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) complimentary badges per full booth and two (2) complimentary badges per half 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. Please refrain from use of cell phones on the exhibitor floor at all times.

Full payment for exhibit space must accompany this contract. Booth assignments will be made based on receipt of application and payment in full. Make all checks payable to ILSNA. Cancellations will be recognized only as confirmed in writing by an authorized company representative. All cancellations must be submitted in writing and emailed to Cindy Coffman at info@ilsna.net. Booths may be cancelled and a refund of 75% of the total booth payment will be issued. No refunds will be issued after May 31.

Name Badges
Exhibitor’s personnel will be admitted into the exhibit hall areas by BADGES ONLY. Each full booth will receive 4 free badges and 1/2 booths will receive 2 free badges. If additional badges are needed, they can be purchased at the daily conference registration rate of $45 each for pre-registration. On-site cost of additional badges are $55 each.

Program
ILSNA CPP Members get a complimentary ad in the Annual Conference Program Book. E-mail your black and white 4.688” x 7.64” ad in jpeg format to info@ilsna.net. Additional color advertising (inside front and inside back and outside back cover) is available for an additional charge. Please contact ILSNA at info@ilsna.net for availability and cost.
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 excellent speakers, top-notch educational programs, memorable meetings and exceptional networking functions.

SPONSORSHIP LEVELS AVAILABLE FOR 2013 ILSNA ANNUAL CONFERENCE

Platinum Level $2,500.00
- Special recognition at the Installation Banquet and Evening of Entertainment
- Full page ad within the Annual Conference Program Book – Agreed Upon Prime Location
- Four (4) tickets to 2013 ILSNA Annual Conference Dinner events
- Identification in the Conference Program
- Sponsorship Ribbon
- Verbal Recognition throughout the Annual Conference
- Listed on the ILSNA website as an Annual Conference sponsor

Gold Level $1,500.00
- Special recognition during a Keynote Speaker Address
- Full page ad in the Annual Conference Program Book
- Two (2) tickets to 2013 ILSNA Annual Conference Dinner events
- Identification in the Conference Program
- Sponsorship Ribbon
- Verbal Recognition throughout the Annual Conference
- Listed on the ILSNA website as an Annual Conference sponsor

Silver Level $1,000.00
- Special recognition at a breakout educational session – sessions available on first come basis
- Half page ad in the Annual Conference Program Book
- Two (2) tickets to 2013 ILSNA Annual Conference Dinner events
- Identification in the Conference Program
- Sponsorship Ribbon

Bronze Level $500.00
- Quarter page ad in the Annual Conference Program Book
- One (1) tickets to a 2013 ILSNA Annual Conference Dinner event
- Identification in the Conference Program
- Sponsorship Ribbon

Product Donation
☐ Please specify: __________________________________________________________

I would like to support the ILSNA as a sponsor at the following level:
☐ Platinum $2,500  ☐ Gold $1,500  ☐ Silver $1,000  ☐ Bronze $500

Please type of print clearly:
Company: _____________________________________  Contact: _____________________________________
Address: __________________________________________ City, State, ZIP: ______________________________
Phone: ___________________________________________ Email: _______________________________________

PAYMENT INFORMATION
☐ Check # ______ payable to ILSNA  ☐ Charge my Credit Card (circle: Visa, MasterCard, AmEx, Discover)
Card Number: __________________________________________________________
Expiration Date: __________ Sec. Code _______________________________
Name on Card: __________________________________________________________
Signature: __________________________________________________________________

If submitting sponsor form SEPARATELY from exhibit application, please complete the following and return with payment to ILSNA, 3085 Stevenson Drive, Suite 200, Springfield, IL 62703, or fax to 217-529-9120.
### Exhibit Application

**63rd Annual Illinois School Nutrition Association Conference**  
Tinley Park Convention Center, Tinley Park, IL • June 26th – 28th, 2013  
Federal ID # 23-7393479 (W-9 available upon request)

Companies are welcome to donate products, please list donations: _________________________________________________

*(ILSNA will contact you prior to conference for product delivery information)*

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

- Only two (2) companies per full booth and one (1) company per half booth allowed. No Exceptions.
- ILSNA Member:  
  - CPP  
  - CSM  
  - Non-Member

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<tr>
<th>Company:</th>
<th>Contact:</th>
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<th>Address:</th>
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<th>Company Website:</th>
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<tr>
<th>Product Category, Product(s) to be Displayed:</th>
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<td>__________________________</td>
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Broker (if applicable):

<table>
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<th>Broker Rep:</th>
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<td>________________</td>
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<tr>
<th>Broker Address:</th>
<th>City, State, ZIP:</th>
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<th>Broker Phone:</th>
<th>Broker Email:</th>
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Authorized Applicant Signature ___________________ Date __________

Name ___________________ Title ___________________

ILSNA Representative Signature ___________________ Date __________

*(Your signature is acceptance of the terms, conditions, rules and regulations contained in the contract)*

### Name Badge Request

Badges are issued at no charge for exhibitor’s personnel working in the booth only. Each full booth is entitled to receive four (4) complimentary name badges. Each half booth is entitled to receive two (2) free name badges. All vendors must have an official name badge for access to the show floor.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Company Name/Broker</th>
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<td>4 __________________________</td>
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**Additional badges can be requested at a cost of $45 per badge.**

*(This is a pre-registration price only; onsite cost of additional badges will be $55 each)*

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Company Name/Broker</th>
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<tbody>
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<td>1 __________________________</td>
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<tr>
<td>4 __________________________</td>
<td>__________________________</td>
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</tbody>
</table>

**Additional badges needed ______ at $45 per badge = $ ________**

Exhibitor’s personnel will be admitted to the exhibit hall area by badge only. Badges will be prepared in advance for the personnel listed above. Badges may be picked up at the Exhibitor Registration area on Wednesday, June 26th during set-up hours or Thursday, June 27th prior to 10 am. Badges must be shown for access to the exhibit hall. No one under the age of 18 will be allowed on the Exhibit floor.
Banquet RSVP

CPP members receive TWO complimentary tickets to either the Wednesday night opening or the Thursday night Installation Banquet. Additional tickets for CPP and CSM members may be purchased for $65.00 each.

Attendee Name ____________________________________ Company Name/Broker __________________________________

Check one: ☐ Wednesday ☐ Thursday

CPP Comp 1. ____________________________________________
CPP Comp 2. ____________________________________________
Add’l 3. ____________________________________________
Add’l 4. ____________________________________________
Add’l 5. ____________________________________________
Add’l 6. ____________________________________________

Additional tickets needed _________ at $65 per ticket = $___________________

Booth Rates and Selection

PAYMENT IN FULL must accompany SIGNED CONTRACT, and MUST BE POSTMARKED OR RECEIVED AT THE ILSNA OFFICE NO LATER THAN May 31, 2013 to receive early sign-up fee. NO EXCEPTIONS. Booth assignments made on a first-come, first-paid basis.

EXHIBITOR BOOTH FEES

Please choose appropriate booth size and fee.

<table>
<thead>
<tr>
<th>Current Corporate Member</th>
<th>Early Sign-up On or before May 31, 2013</th>
<th>Regular Sign-up After May 31, 2013</th>
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</thead>
<tbody>
<tr>
<td>Full Booth</td>
<td>☐ $750</td>
<td>☐ $850</td>
</tr>
<tr>
<td>Half Booth</td>
<td>☐ $425</td>
<td>☐ $525</td>
</tr>
<tr>
<td>Non-Member</td>
<td>☐ $900</td>
<td>☐ $1000</td>
</tr>
<tr>
<td>Full Booth</td>
<td>☐ $550</td>
<td>☐ $650</td>
</tr>
<tr>
<td>Half Booth</td>
<td></td>
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</tr>
</tbody>
</table>

BOOTH SELECTION


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. ____________________

ELECTRICAL NEEDS

110 Volt, 20 A circuit with one outlet - $150 each - # needed ____ 220 Volt, 20 A circuit with one outlet - $200 each - # needed ____

PAYMENT INFORMATION

Booth Fee: $________
Electrical Fee: $________
Additional Banquet Tickets: $________
Additional Name Badges: $________
Sponsorship Fee: $________
GRAND TOTAL: $________

Method of Payment

☐ Check # _______ payable to ILSNA ☐ Charge my Credit Card (circle: Visa, MasterCard, AmEx, Discover)

Card Number: ____________________________________________
Expiration Date: _________________ Sec. Code: ________________
Name on Card: ____________________________________________
Authorized Signature: ______________________________________

Note: Please retain a copy of this exhibit space contract for your records.

Please submit payment and forms to: Illinois School Nutrition Association
3085 Stevenson Drive, Suite 200, Springfield, IL 62703 or Email: info@ilsna.net