

The Indiana Horticultural Congress

A congress of:

<i>Indiana Horticultural Society</i>	<i>Indiana Wine Grape Council</i>	<i>Indiana Vegetable Growers Association</i>
<i>Indiana Winery and Vineyard Association</i>	<i>Indiana Farm Market Association</i>	<i>Illiana Watermelon Association</i>
<i>Indiana Raw Products Conference</i>	<i>Hoosier Organic Marketing Association</i>	<i>Safe Produce Indiana</i>

Dear Exhibitor,

It is my pleasure to invite you to participate in the **2019 Indiana Horticultural Congress and Trade Show**. We will again be located at Indianapolis Marriot East Hotel with a new date. February 12-14, 2019.

Exhibitors have the option of two set-up times. The first option is between 10 am – noon during the morning of the first day of the Congress (Tues, Feb. 12th) and exhibit for two days. The second option is to set up early on the second morning of the Congress (Wed, Feb. 13th) and exhibit for one and a half days. *There are no additional fees for setting up on the first day.*

Take advantage of the sponsorship opportunities! Details in the sponsor sheet, included in this packet.

We will be having the IHC Social hour on Wednesday evening in the trade show. This includes refreshments, cash bar, and a trivia game for all those in attendance.

Coffee breaks will again be in the back of the trade show room beginning around 10:00 am and 2:30 pm each day.

Booth specs:

- \$300.00 if register on or before December 1, 2018
- \$500.00 if you register after December 1, 2018
- 8' x 8' space
- Includes one 6' x 30" draped table, 2 chairs, & waste basket

To ensure that your name and contact information are listed in programs please register early.

**Register by October 30, 2018 to be listed in the mailed out program.

**Register by December 4, 2018 to be listed in the on-site program.

Please send in your registration by December 1, 2018 with the booth preference clearly indicated (see enclosed Liberty Hall Diagram) booth preference will be given to 2018 exhibitors. After this date, additional booths will be assigned on a first-come, first-served basis. Take a moment to register early to save yourself time and money! *We will do our best to accommodate you, but reserve the right to allocate space on a first-come, first-served basis.*

Set-up times:

Tuesday, February 12, 10:00 am – 12:00 pm

Wednesday, February 13, 6:00am – 9:00 am

Trade Show opens to attendees:

Tuesday, February 12, 12:00 pm – 6:45 pm

Wednesday, February 13, 9:00 am - 6:30 pm

Thursday, February 14, 8:00 am - 12:00 pm

**Exhibits should remain intact until the Trade Show closes at Noon on Thursday.

**If a forklift is needed for your exhibit please let us know on your registration form.

If you require *electricity, telephone or hard wired internet service*, please fill out the hotel service order forms (enclosed) and **return them directly to the hotel**. Complimentary wireless internet will be available to all exhibitors in the Liberty

Hall. Wired internet connections must be ordered in advance using the Telephone/Internet Order Form and **return it directly to the hotel**. A decorating company will handle the set-up, signage and arrangements of booths within the Trade Show.

Lodging information:

Indianapolis Marriott East Hotel

7202 East 21st Street

Indianapolis, IN 46219

317-352-1231 X1202 or 1-800-991-3346

Delta Indianapolis East (Conveniently attached to the Marriott East by a covered walkway.)

7304 E 21st St

Indianapolis, IN 46219

1-888-236-2427

We have negotiated a special rate of \$138.00/night plus tax, or \$128 per night at the Delta Indianapolis East so be sure to say you are reserving your room for IHC to get the rate. Rooms at this rate will be held until January 11, 2019.

Please remember ***no one will contact you for a reservation, be aware of scams.***

Please visit www.inhortcongress.org for complete information about the 2019 Indiana Horticultural Congress and Trade Show. You can register for the conference, sponsorships and reserve your hotel room on line as well as download additional copies of the forms enclosed with this letter.

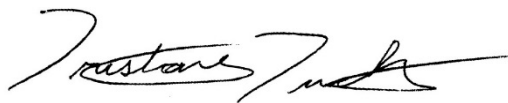
Special note! Online registration will be available October 1st or you can register by mail. Please register using the enclosed forms to get your desired location. If you have questions, please contact Tristand Tucker by phone: 812-201-8796; or email ttucker@purdue.edu. Remember to reserve early because space is limited!

We look forward to seeing you at the Congress in Indianapolis!

With best wishes,



Peter M. Hirst
Indiana Horticultural Congress, Chair



Tristand Tucker
Indiana Horticultural Congress,
Trade Show Coordinator

Enclosures:

Exhibitor application
Exhibitor Request Form
Liberty Hall Diagram
Sponsor Letter

2019 Indiana Horticultural Congress & Trade Show

February 12-14, 2019 • Indianapolis Marriot East Hotel • Indianapolis, IN 46219

2019 APPLICATION FOR COMMERCIAL EXHIBIT SPACE

Name: _____ Product/Service: _____
Firm Name: _____ Representatives: Limit 4
Address: _____ Add'l Rep: _____
City: _____ State _____ Zip _____ Add'l Rep: _____
Email: _____ Add'l Rep: _____
Phone: _____ Fax: _____

(Please indicate 1st, 2nd, and 3rd choice of booth space in box below (see enclosed booth layout sheet).

- Registration per booth: before Dec. 1st 2018 \$300.00
Registration per booth: after Dec. 1st 2018 \$500.00
Display of brochures and advertisements only \$200.00
We acknowledge this will be display of materials on tables

Sponsorship Opportunities

- Gold Sponsor \$500.00
Same as Silver plus 10 additional Social Hour drink tickets (20 total)
Business card sized advertisement and sponsor recognition in Hort Congress program.
Recognition from the podium during the Hort Congress Social Hour.
Silver Sponsor \$300.00
Same as Bronze plus 5 additional Social Hour drink tickets (10 total)
Bronze Sponsor \$200.00
Signs with company name and logo in trade show and at registration desk.
Company name listing in the Hort Congress program.
5 complimentary drink tickets for Hort Congress Social Hour.
IHC Luncheon Sponsor \$1000
Recognition of your sponsorship from the podium & 5-10 minutes to address the group
Signs with company name and logo in trade show and at registration desk
Business card sized advertisement and sponsor recognition in Hort Congress program
10 drink tickets to share at Social Hour

Luncheon Tickets

- IHC Luncheon \$30.00
Raw Products Luncheon \$16.50
Total \$ _____

- Payment enclosed. (Checks payable to - Purdue University, IHC in the memo field)
Forklift required for booth setup

Paying by credit card. Please call 1-866-515-0023 or visit www.inhortcongress.org to register.

Please return to:

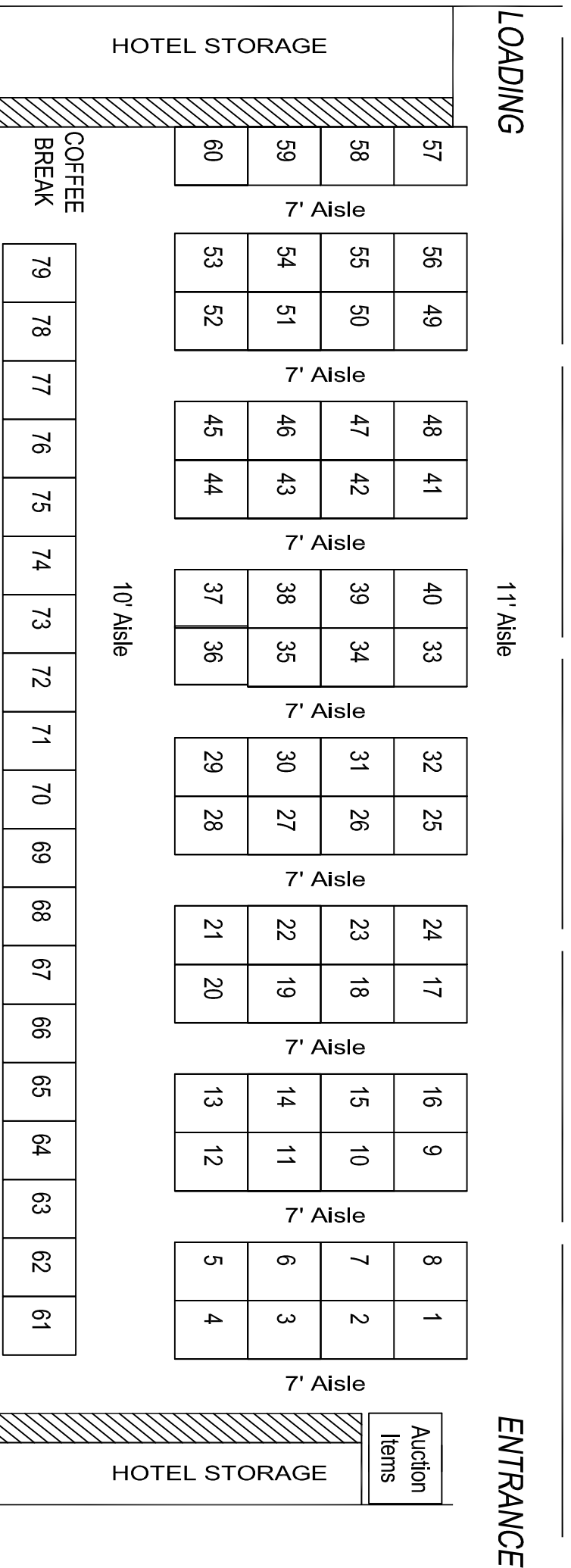
Purdue University
110 Stewart Center
128 Memorial Mall
West Lafayette, IN 47907-2010
1-866-515-0023
Checks payable: Purdue University

Booth No. Preference
1st Choice _____
2nd Choice _____
3rd Choice _____

Refund Policy: 100% refund will be given to exhibitors canceling prior to December 1st; 50% refund will be given if contract cancelled by January 1st. No refunds will be given for cancellations received after January 1st.

Liberty Hall

Indiana Horticulture Congress Trade Show



Indiana Horticultural Congress Sponsorship Opportunities Increase Publicity & Brand Awareness for your Business

IHC Luncheon Sponsor - \$1000

- Booth in the trade show
- Recognition of your sponsorship from the podium & 5-10 minutes to address the group
- Signs with company name and logo in trade show and at registration desk
- Business card sized advertisement and sponsor recognition in Hort Congress program
- 10 drink tickets to share at Social Hour

Gold Sponsor - \$500

- Business card sized ad in the Congress program
- Sign with company name and logo in the Trade Show & throughout the Congress
- Recognition from the podium during Social Hour
- 20 drink tickets to share at Social Hour

Silver Sponsor - \$300

- Company name listing in the Congress program
- Sign with company name and logo in the Trade Show & throughout the Congress
- Recognition from the podium during the Hort Congress Social Hour
- 10 drink tickets to share at Social Hour

Bronze Sponsor - \$200

- Company name listing in the Congress program
- Sign with company name and logo in the Trade Show & throughout the Congress
- Recognition from the podium during the Hort Congress Social Hour
- 5 drink tickets to share at Social Hour

The Indiana Horticultural Congress consists of 600-800 specialty crop growers, allied industry personnel and over 70 exhibitors in the trade show and growing every year. Check it out <https://www.inhortcongress.org/> Thank you for your consideration and I welcome the opportunity to collaborate with you in bringing this event to the specialty crop growers of Indiana.



Peter M. Hirst
Indiana Horticultural Congress Chair
Department of Horticulture and Landscape Architecture
Purdue University
E-mail: hirst@purdue.edu
Phone: 765-494-1323





Indianapolis Marriott East Exhibitor Request Form

Return to: 7202 East 21st Street | Indianapolis, IN 46219 | p: 317.322.3716 | f: 317.352.9775

Revised 12/17

IMPORTANT CONDITIONS & REGULATIONS:

- ADVANCE RATE** ORDERS must be received or postmarked **(14) days** prior to the first day of the event. Any orders received or postmarked after that day will be at the **FLOOR RATE**.
- FLOOR RATE** prices apply to orders received after the due date (**14** days prior to show opening). The Indianapolis Marriott East does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Indianapolis Marriott East prior to ordering.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
- Power will not be installed until payment is received. NO EXCEPTIONS. All orders must be paid in full with U.S. funds.
- Notice of cancellation must be received at least one (1) day prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- Hook up to natural gas or other fuels will not be allowed in the hotel.
- Water and sewer hook-up is not available.
- All equipment, regardless of source of power, must comply with all national, state and local safety codes. The Indianapolis Marriott East reserves the right to refuse electrical connection of equipment based on safety.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

ADVANCE RATE ONLY AVAILABLE (14) DAYS PRIOR TO SHOW DATE

Qty	Description	Advance Rate	Floor Rate	Cost
120 Volts Service				
	5 Amp (Standard Outlet)	\$47	\$63	
	20 Amp	\$63	\$89	
208 Volts Service Single Phase				
	0-20 Amp	\$84	\$120	
	21-30 Amp	\$131	\$183	
	31-50 Amp	\$157	\$220	
208 Volts Service Three Phase				
	31-60 Amp	\$315	\$441	
Additional Services Available				
Qty	Description	Advance Rate	Floor Rate	Cost
	Banner Hanging Fee	\$52	\$78	
	Dial 9 Line	\$78	\$105	
Flat Fee	Fork Lift Service	\$105	\$157	
	Wired High Speed Internet*	\$105	\$157	
	Power Distribution Box	\$350	\$400	
Hrs	Description	Advance Rate	Floor Rate	Cost
	Engineer Assistance	\$52	\$78	

For Audio Visual, call hotel for current pricing.

**For Wireless Internet Service, contact your Event Manager.*

Name of Conference or Association _____
 Date of Event _____ Booth Number _____
 Company Name _____
 Your Name _____ Title _____
 Address _____ City _____ State _____
 Zip Code _____ Phone _____ Fax _____
 E-Mail Address _____

For security purposes – Please mail or fax this form and do not e-mail credit card numbers.

Method of Payment				
<input type="checkbox"/> Check/Money Order	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Credit Card Number _____		Expiration Date _____		

Signature of Cardholder _____

Signature of Requesting Party on order form indicates acceptance of terms and conditions. Checks or Money Orders should be sent to the address above in U.S. funds. For credit cards, this authorization will allow us to charge your account for your advanced orders and any additional amounts incurred as a result of show site orders placed by representative. A service fee of \$25 will be charged on checks and credit cards that are returned, reversed, or charged back.