

Exhibitor Information

You are cordially invited to exhibit at the **Midwestern Roots 2008: Family History and Genealogy Conference** to be held August 15 and 16, 2008 at the Indianapolis Marriott East in Indianapolis, Indiana. The conference host is the Indiana Historical Society. Pre-conference activities are planned for Thursday, August 14. Presenters at the conference include Megan Smolenyak Smolenyak, Stephen Morse, Beau Sharbough, Dick Eastman, Christine Rose, and James Madison. The conference will be advertised nationally and is expected to draw approximately 500 attendees.

The Indianapolis Marriott East's conference facilities and guest rooms are an ideal location and configuration for the conference. Meeting rooms are located adjacent to the exhibition hall (Liberty Hall) and guest rooms have been updated. The hotel is conveniently located at 21st and Shadeland Avenue, off of I-465, and provides ample parking. For more information, check the hotel's web site.

The exhibition hall will be open Friday, 8 a.m. to 6 p.m., and Saturday, 8 a.m. to 4 p.m. The conference program will provide breaks between sessions and an extended lunch hour to allow attendees to visit the exhibition hall. There are no formal luncheons with speakers planned. The lunch break will be 90 minutes, with all conference attendees receiving lunches as a part of their registration. This informal lunch break will give the attendees adequate time to visit with friends and to patronize the exhibition hall.

To reserve your space, please consult the enclosed floor plan, complete the enclosed *Exhibitor Contract* and return it to the Indiana Historical Society with full payment. All exhibitors who will be engaged in biological testing must complete and sign the *Biological Testing Release* and submit it with the *Exhibitor Contract* and payment. Booth assignments will be made on a first-come-first-served basis, upon receipt of the signed contract with full payment.

Fees and Booth Size

The booths are 8' x 10' with back and side drapes and include one 8' X 2' draped table, two side chairs, wastebasket, and booth ID sign. Booths are available for \$110, when payment is received by June 1, 2008; \$125 thereafter. Standard booth rental includes **one** complimentary conference registration per exhibitor registration and **one** lunch per day. A confirmation letter will be sent after the registration has been processed.

Society booths (on west wall, same size and features) are available to incorporated non-profit organizations. These booths will cost \$50, when payment is received by June 1, 2008; \$65 thereafter. This type of booth rental **does not** include a conference registration or meals. Please call (317) 234-0033 if you have questions about qualifying for the reduced fee. There are a limited number of Society booths available. Society booths that are not reserved by June 1, 2008 will be offered to other exhibitors.

Session Sponsor

Session sponsorships are available for a fee of \$300. The fee includes a regular exhibitor booth, as outlined above, plus your organization or company name will be listed in the brochure and program as a session sponsor. Session sponsor fees must be received by March 15, 2008 to be included in the conference registration brochure, and by June 1, 2008 to be listed in the conference program.

Conference Services

Electrical, Internet, and telephone services for exhibitors are available from the Indianapolis Marriott East. Call 317/322-3716, ext. 1201 and ask for Debbie Matthews or e-mail dmatthews@indymarriotteast.com.

Exposition Service Contractor

George Fern Company is the decorator for the exhibit hall and the general service contractor. Booth furnishings beyond those provided in the Midwestern Roots booth fee are available from George Fern. Contact:

George Fern Company
1147 S. White River Pkwy., E. Dr.
Indianapolis, IN 46225
(317)635-9606

Setup and Teardown

Setup will be Thursday, August 14, 2008, from 2:00 to 8:00 p.m.
Tables will be set up at the front of the exhibition hall for exhibitor registration.
By July 25, all exhibitors should provide the names of all personnel working in the exhibits area so that name badges can be prepared ahead of time.
The exhibition hall will open for exhibitors at 7:00 a.m. on Friday and Saturday mornings.
Teardown will be Saturday, August 20, 2008, from 4:00 to 7:00 p.m.

Exhibition Hall Hours on Friday and Saturday

<u>Friday, August 15, 2008</u>	<u>Saturday, August 16, 2008</u>
7:00 a.m. Exhibition hall opens to exhibitors	7:00 a.m. Exhibition hall opens to exhibitors
8:00 a.m. Exhibition hall opens to the public	8:00 a.m. Exhibition hall opens to the public
6:00 p.m. Exhibition hall officially closes	4:00 p.m. Exhibition hall officially closes

Exhibitor Listings in Conference Syllabus and Website

Exhibitors who register before June 1, 2008 will be listed in the conference syllabus. The conference website will also include a list of exhibitors.

Cancellation

A fee of \$25 will be assessed for cancellations received prior to June 1, 2008, with no refund after that date.

Sales tax policy

The Indiana Department of Revenue has published information that states an out-of-state vendor who displays and sells merchandise at local trade fairs and/or exhibitions will be considered engaged in business in Indiana. See: Indiana Sales Tax Bulletin #37, <http://www.indiana.edu/~purchase/idr.pdf>

Since the Department takes the position that an out-of-state vendor is doing business within Indiana, we recommend that you review Indiana tax laws and regulations and make a determination if your business needs to register as an Indiana Retail Merchant for the collection of Indiana sales/use tax. To obtain a copy of the Business Application form, contact the Indiana Department of Revenue at (317) 233-0418.

IHS will not take responsibility for registering your business or for the collection/remittance of any tax. It is your responsibility to determine if your business activities require you to register for the collection of sales/use tax. Any

taxes due to Indiana through your participation in this event are your responsibility. We have provided the necessary contacts for information purposes only.

Registration

One free conference registration is provided for each paid *Exhibitor Contract*, regardless of the number of booths reserved. Conference registration for exhibitors will be indicated in the form of a "badge" bearing the exhibitor's name. The name badge can be used for no more than one lecture per hour by any member of the exhibitor's staff. Society booths do not include a conference registration or lunch.

All exhibitors who will be engaged in biological testing must complete and sign the *Biological Testing Release* and submit it with the *Exhibitor Contract* and payment.

Exhibitors are encouraged to purchase individual registrations for their staff. These are name-specific and non-transferable.

Exhibitors are invited to attend the Friday evening banquet. Tickets for the Friday banquet are \$35 each. For information about registering for the banquet, contact Margaret or Wendy. The banquet requires tickets but does not require a conference registration.

Contact information

Margaret Bierlein
Indiana Historical Society
Eugene and Marilyn Glick
Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269
317/234-0033
mbierlein@indianahistory.org

Wendy Adams
Indiana Historical Society
Eugene and Marilyn Glick
Indiana History Center
450 West Ohio Street
Indianapolis, IN 46202-3269
317/233-6073
wadams@indianahistory.org

Advertising in the Midwestern Roots Syllabus

The Midwestern Roots syllabus will include advertisements for products and services of interest to genealogists, family historians, and family reunion planners. A syllabus ad is a cost-effective way to promote your organization or company.

The Midwestern Roots syllabus will be retained by conference attendees and used as a valuable research tool. Your ad will be seen again and again as researchers and writers consult lecture outlines and bibliographies contained in the syllabus. If you are interested in one of the inside cover advertisements, please contact Margaret to reserve the space.

Advertising space for a one-color ad in the Midwestern Roots syllabus is available at these rates:

- Inside front or back cover \$300
- Full page \$150
- ½ page \$100
- ¼ page \$60
- Business card \$25

Camera-ready copy must be sent by June 1, 2008, and can be submitted as a hardcopy or an electronic copy. Send to:

Midwestern Roots 2008
Indiana Historical Society
450 West Ohio Street

Indianapolis, IN 46202-3269

mbierlein@indianahistory.org

Deadlines

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| March 15, 2008 | Session sponsor fee due for listing in registration brochure |
| June 1, 2008 | No refunds for cancellations after this date
Higher rates for booths apply
Deadline for syllabus ads |
| July 25, 2008 | Session Sponsor fee due to be listed in the conference program
Exhibitor personnel names should be provided by this date for name badge printing |

Hotel Accommodations

Hotel reservations may be made at the Indianapolis Marriott East or La Quinta Inn. For the Indianapolis Marriott East, 7202 East 21st Street, call (317) 352-1231 or (800) 228-9290 to receive the special \$99 room rate. For the La Quinta Inn, 7304 East 21st Street, call (317) 359-1021 to receive the special \$72 room rate. Please indicate your association with Midwestern Roots 2008. Room reservations must be made by July 21, 2008.

Security

The exhibition hall will be locked each night, from closing time until 7:00 a.m. on Friday and Saturday mornings. The area will be patrolled by the hotel security staff.