



**inaeyc**

Indiana Association for the  
Education of Young Children

# Indiana Early Childhood Conference

## Exhibitor & Advertiser Prospectus

conference & exhibitions

Friday, May 5, 2023 & Saturday, May 6, 2023

location

Indiana Convention Center

100 South Capital Avenue, Indianapolis, IN 46225

An Affiliate of **naeyc**

# Welcome

Dear Exhibitor & Advertiser:

It is with great excitement that the Indiana Association for the Education of Young Children, Inc. announces its 2023 Indiana Early Childhood Conference: Celebrating Our Youngest Learners!®. The conference will take place at the Indiana Convention Center in Indianapolis, Indiana, from May 5-6, 2023. This year, the exhibit hall is located in Hall K.

In addition to hosting a booth, we also offer you the opportunity to advertise your company or share information about your non-commercial organization by reserving ad space in the final conference program. Remember, even if you cannot host a booth, the program advertisement will help you spread the word about your organization, products, or services to thousands of professionals in the Early Childhood field!

Whether by hosting a booth, placing an ad, or both, we want you to be part of this exciting conference - the largest and most affordable in Indiana!

We look forward to seeing you in 2023!



Dianna Wallace, Executive Director  
Indiana Association for the Education of Young Children, Inc.

P.S. Our attendees are ready to buy from vendors & connect with state and local agencies! Hosting a booth at the Indiana Early Childhood Conference gives you the chance to engage, encourage and share information with professionals in the field of Early Childhood!

# Important Dates & Times

**Don't miss this opportunity to introduce your organization to thousands!** In 2019: Over 3,000 people attended and 86 of Indiana's 92 counties were represented!

## Important Exhibitor Dates & Times

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<b>Fri March 24th</b>	<ul style="list-style-type: none"><li>› Ad Artwork (if purchased) and corresponding payment due to Indiana AEYC</li><li>› Full payment and paperwork due to Indiana AEYC for vendors wishing to be listed in the final conference program</li></ul>
<b>Fri Jan 30</b>	<ul style="list-style-type: none"><li>› Authorization Request for Sample Food &amp; Beverage Distribution forms due to Centerplate</li></ul>
<b>Month of February</b>	<ul style="list-style-type: none"><li>› George Fern Co. (show decorator) will send Service Kits, along with utilities/equipment rental forms, to exhibitors</li></ul>
<b>Fri April 21st</b>	<ul style="list-style-type: none"><li>› Final chance to submit payment and paperwork for booth space to Indiana AEYC</li></ul> <p>Note: Vendors submitting payment and paperwork after March 20, 2019 will not be mentioned in the final conference program.</p>
<b>Thurs May 4 12:00–6:00pm</b>	<ul style="list-style-type: none"><li>› Move in Time: Booths will be ready for set-up in Hall D.</li></ul> <p><b><i>Information regarding Dock Areas will be available in January.</i></b></p>
<b>Fri May 5 8:00am–6:00pm &amp; Sat May 6 8:00am–4:00pm</b>	<ul style="list-style-type: none"><li>› <b>Exhibition Hours</b></li></ul> <p>Note: Indiana AEYC must comply with state and city fire and safety regulations. Therefore the number of booth workers is limited to a maximum of 3 people at any one time (per booth/day).</p>
<b>Sat May 6</b>	Booth dismantling to begin after 4:00 p.m.

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**EXHIBITOR  
APPLICATION**  
[\*CLICK HERE\*](#)

## 3 Easy-Connect Options

Don't miss this opportunity to introduce your organization to thousands of professionals in early care and education! The Indiana Early Childhood Conference regularly brings together more than 3,000 participants from Indiana and surrounding states, making it the largest early childhood conference in Indiana!

## 2 Booth Space in the Exhibit Hall

COMMERCIAL EXHIBITORS			INFORMATION EXCHANGE EXHIBITORS	
Early Bird (ends 2/28/2023)			Early Bird Rate does not apply to Non-commercial Exhibitors	
<b>Super Saver</b> 4 Booths (1 Unit) for the price of 3 \$1375	First Booth \$500	Additional Booth \$450	Standard Booth \$300	
Regular Rate				
<b>Super Saver</b> 4 Booths (1 Unit) for the price of 3 \$1675	First Booth \$600	Additional Booth \$550	<p>Displaying large products? Save up to \$425 with Super Saver when you reserve your space early.</p>	

### Booth Information

#### Booth Assignments

To reserve a booth, you must include full payment with the exhibitor application.

Items taken into account when assigning booth:

- › When the reservation was made
- › Amount of time the exhibiting company has been with Indiana AEYC
- › Number of booths requested
- › Overall layout and flow of the exhibit hall

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APPLICATION**  
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#### Booth Specifications

Each exhibiting group receives:

- › Admission for one to attend conference sessions
- › All conference materials
- › Quality exhibit space including skirted table, pipe, drape and sign-age
- › Organization listing in the conference program
- › Print advertisement at a discounted rate in the conference final program

Each Booth Space:

- › Measures 10' x 10'
- › Includes an 8' tall back-wall and 3' tall side rails
- › One 7" x 44" identification sign
- › One 8' skirted table with two folding chairs

Note: Utilities and equipment may be rented through the show decorator, the George Fern Company. See Audio-Visual/Utilizes.

All exhibit(s) must be designed and displayed to conform to the size of the space leased. Displays may not obstruct the view of, or interfere with, the exhibits of others. Aisles, lobby areas, and exits must be kept clear at all times. Exhibitor demonstrations must remain within the boundaries of the booth space purchased. Exhibitors may not alter the location of exhibits or booths. Exhibitors may not assign, sublet, or share space already assigned without the permission of Indiana AEYC.

#### Audio-Visual/Utilities

All audio-visual equipment must be kept at a volume low enough to not disturb other exhibitors and conferences. Electrical outlets are available at booth space for an additional fee. Electricity needs should be addressed with the show decorator, George Fern Company; 30-45 days prior to the conference, the George Fern Company will mail out service kits containing utility needs forms and equipment rental order forms.

## 3 Easy-Connect Options

### 2 Ad Rate in Final Conference Program

<b>Full Page</b> vertical Imprint Area: 7.5" x 9.5"	<b>Half Page</b> horizontal Imprint Area: 4.75" x 7.5"	<b>Quarter Page</b> vertical Imprint Area: 3.5" x 4.75"	<b>Business Card</b> vertical/horizontal Imprint Area: 2.0" x 3.5"
\$250	\$175	\$100	\$65

### 3 Reduced Ad Rate for Booth Exhibitors

<b>Full Page</b> vertical Imprint Area: 7.5" x 9.5"	<b>Half Page</b> horizontal Imprint Area: 4.75" x 7.5"	<b>Quarter Page</b> vertical Imprint Area: 3.5" x 4.75"	<b>Business Card</b> vertical/horizontal Imprint Area: 2.0" x 3.5"
\$200	\$125	\$75	\$50

## Ad Artwork Specifications

### Accepted File Types:

.jpeg, .gif, .tif, .ai, .psd, .eps, .png, .pdf

Note: Microsoft Word, Publisher files, and Powerpoint files will NOT be accepted. Hard copy artwork will also NOT be accepted. **Artwork Appearance:**

- › 600 dpi preferred, 300 dpi minimum
- › Black/white or greyscale artwork only
- › Horizontal/vertical file preparation according to the ad size selected. Artwork not prepared correctly may be refused.

### Note:

- › Ads do NOT print in color
- › Artwork/content will appear as submitted
- › No guarantee is implied for image output, particularly low-resolution images
- › Indiana AEYC reserves the right to add a border to any artwork to distinguish it from other ads or to preserve program appearance
- › Indiana AEYC reserves the right to place ads as space allows.

### Submit Artwork:

Email to [ncorvin@inaeyc.org](mailto:ncorvin@inaeyc.org)  
(please zip files over 8MG)

OR

If you have questions, please contact  
Natalie Corvin at 317.275.3501 or by  
email at [ncorvin@inaeyc.org](mailto:ncorvin@inaeyc.org)

**EXHIBITOR  
APPLICATION  
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Artwork & payment submission deadline is Friday, March 22, 2023

# General Information

## Indiana AEYC Compatibility

All exhibit displays and materials must be compatible with developmentally appropriate practices as defined by the Indiana Association for the Education of Young Children Inc. (Indiana AEYC) and the National Association for the Education of Young Children (NAEYC). Indiana AEYC reserves the right to prohibit or remove any exhibit or refuse the submission, distribution, or display of artwork that may detract from the general character of the exhibition as a whole. This includes persons, objects, printed materials, souvenirs, artwork for the conference program, or anything of a character that Association management determines to be objectionable or detrimental to the exhibit or incompatible with Indiana AEYC or NAEYC. In the event of such restriction, refusal, or petition for removal, Indiana AEYC is not liable for any damages or loss of business. Nor will it refund rentals or other exhibit expenses.

## Reserving your Booth

To reserve booth space, you must complete, sign, and return all forms (including the Exhibitor Application and the liability clause) along with full payment. Non-profit organizations must also provide a documentation of tax exemption. Booth space is not reserved until full payment and all documentation has been received by Indiana AEYC. Send the completed documents and full payment to Indiana AEYC by Friday, January 25, 2019 to be mentioned in the final conference program. Commercial Exhibitors: Remember to get your application and payment in by December 31, 2018 in order to qualify for the Early Bird Discount!

## Cancellations

Payment is non-refundable and non-transferable. Once a booth is reserved through payment, exhibitors are committed to the number of booths secured and agree to be present during the designated exhibit hours.

## Decorations & Facility Restrictions

All decorations must be handled through the Indiana AEYC decorator, George Fern Company, (317) 635-9606. Exhibitors may not tape, paste, thumbtack, nail, or otherwise affix signs or posters to the walls or columns, or hang things from the sprinkler pipes. Any sign or poster leaning against the walls must be properly padded so as not to cause wall damage. Helium tanks and helium balloons are not permitted in the Convention Center. Decorating with stickers, glitter, and/or confetti is also prohibited. Additionally, Indiana AEYC must comply with state and city fire and safety regulations. Therefore, the number of booth workers is limited to a maximum of 3 people at any one time (per booth, per day).

## Food Sampling

Items dispensed are limited to products manufactured or processed by the exhibiting firm and which relate to the theme of the show. All items are limited to sample size: beverages are limited to a 2 oz. container; food items are limited to a "bite size" of 2 oz. or less. An "Authorization Request for Sample Food & Beverage Distribution" form must be submitted a minimum of 30 days prior to the conference. Please contact Centerplate (317) 262-3500 for more information.

## Sales

Exhibitors selling merchandise assume full responsibility for securing a vendor license and collecting applicable local and state taxes. An Indiana Business Tax application must be on file. Contact (317) 233-4017 for more information. Each exhibitor should have a refund/exchange policy posted in plain view of shoppers. Indiana AEYC will not be involved with sales taking place between exhibitors and attendees of the Indiana Early Childhood Conference or visitors to the exhibit hall.

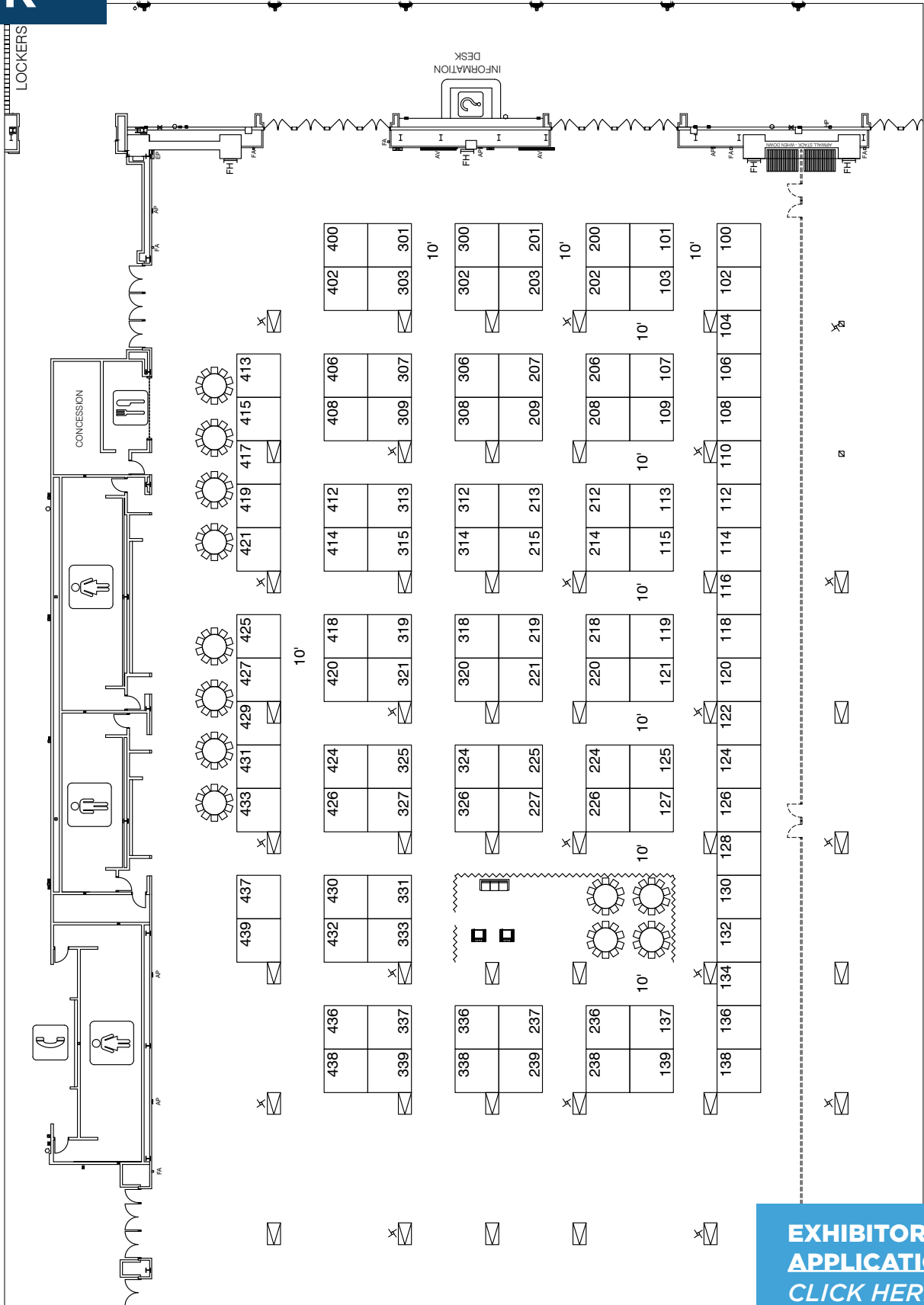
## Transport, Display & Securing of Exhibitor Materials

Measures will be taken to ensure the security of exhibit materials. The exhibit area will be locked and secured when the exhibit hall is not scheduled to be open. Indiana AEYC, the Indiana Convention Center, and the City of Indianapolis cannot accept responsibility for the protection of exhibitor's materials and displays. Exhibitors are expected to carry all risk insurance on their exhibits. All property shipped to or from the conference by the exhibitor is at the sole risk of the exhibitor.

## Freight Shipments

Freight shipments may be made through the show decorator, George Fern Company. Shipments will be made to Advance Warehouse c/o George Fern Company. Shipments should be addressed to: Advance Warehouse c/o George Fern, 1147 S. White River Pkwy. E, Indianapolis, IN 46225. Please label your shipment with the date and name of the conference, and your booth number(s). All shipments and storage fees are the responsibility of the exhibitor. (The Indiana Convention Center will not accept any freight shipments). For more information about George Fern Company, visit [www.georgefern.com](http://www.georgefern.com) or call (317) 635-9606.

## Hall K



**EXHIBITOR APPLICATION**  
[CLICK HERE](#)

## Conference Hotel Reservations:

### **Hyatt Place Indianapolis / Downtown**

*Indiana AEYC Reservation Link*

130 South Pennsylvania Street  
Indianapolis IN 46204  
317.762.9000

To receive the group rate be sure to use the link provided above. Rooms are available at the discounted rate for May 5-6, 2023. Book your room(s) soon, the discounted rates are only available until April 12, 2023.

## Contact Information for Questions Concerning:

### **Exhibiting, Ads or This Packet:**

Iris Alvarado  
ialvarado@inaeyc.org  
800.657.7577 x3503 or  
317.275.3503

### **Show Decorator:**

**George Fern Company**  
317.635.9606 / fernexpo.com

### **Authorization Request for Sample Food & Beverage Distribution:**

Centerplate 317.262.3500

### **Indianapolis Convention Center**

100 South Capitol Avenue  
Indianapolis IN 46225



**Indiana AEYC promotes high-quality learning for all children, birth through age 8, by connecting practice, policy, and research. We advance a diverse, dynamic early childhood profession and support all who care for, educate, and work on behalf of young children.**