



IASB • IASA • IASBO
Joint Annual Conference
November 21-23, 2025

I. General Booth Info

- Booth Rates
- Exhibit Show Hours

II. Setup / Breakdown

- Buses/Vehicles
- Exhibit Setup
- Packing Crates
- 1 p.m. Saturday Breakdown
- Booth Materials

III. Registration / Badges

- Registration
- Exhibitor Badges
 - Exhibitor
 - Individual & Company Name
 - Additional Badges
- Cancellations

IV. Booth Space

- Booth Space
- Use of Space

V. Gifts / Handouts /

Projections / Sound

- Gift Ban (Prizes)
- Catalogs, Souvenirs, etc.
- Noise-Making Exhibits
- Motion Picture Projection
- Music
- Distributing Circulars and Solicitation
- Restrictions in Operation of Exhibits
 - Alcohol

VI. Mailing / Telephone List

VII. Sales

VIII. Photos / Video

IX. Setup - Additional Needs

- Light and Power
- Florist Service
- Special Signage
- Special Work Exhibition
- Objections
- Combustible Materials

X. Liability / Insurance /

Fire Regulations

- Liability
- Insurance
- Claim for Injuries or Loss
- General
- Regulations of the Chicago Fire Department

CONTRACT FOR EXHIBIT SPACE

Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

I. GENERAL BOOTH INFO



EARLY BIRD BOOTH RATES (until May 16, 2025)

Standard 10'x10' (\$2,600), corner 10'x10' (\$2,800). Companies contracting five or more booths; the 5th booth and each additional booth will be \$2,000. There are a limited number of 6x10 booths. Please contact the Assistant Manager, Exhibit Trade Show, Haylie Noltensmeier, hnoltensmeier@iasb.com, for availability and pricing.

REGULAR BOOTH RATES (starting May 17, 2025)

Standard 10'x10' (\$2,800), corner 10'x10' (\$3,000). There are a limited number of 6x10 booths. Please contact the Assistant Manager, Exhibit Trade Show, Haylie Noltensmeier, hnoltensmeier@iasb.com, for availability and pricing.

All booth requests will be assigned in order of first-received basis; with a signed contract and full payment.

IASB Service Associates only will be granted a \$225 discount on one booth space.

Booth Fee includes:

- Basic Conference Wi-Fi
- Exhibitor Box Lunch includes up to three (3) box lunches Friday, November 21 (R.S.V.P. by October 31.)
- Carpeting
- One 2'x6' Draped Table
- Booth Pipe and Drape
- One 11"x17" Booth I.D. Sign
- Two Side Chairs
- Complimentary description in the official Conference Program, if booth registration and payment is **received by September 11, 2025**
- Complimentary listing in the event app

Union fees and electrical charges are NOT included.

Exhibitor Lounge includes complimentary coffee/rolls* for exhibitors-only.

***Limited hours — Times will be listed in Exhibitor Welcome Packet.**

EXHIBIT SHOW HOURS are as follows:

- **Friday, November 21, 8:30 a.m. - 4:30 p.m.** (opens to exhibitors at 7 a.m.)
- **Saturday, November 22, 8:30 a.m. - 1 p.m.** (opens to exhibitors at 7:30 a.m.)

All booths must be staffed during show hours per contract.

II. SETUP / BREAKDOWN



BUSES/VEHICLES All buses must be brought to the exhibit floor Wednesday, November 19 by 9 a.m.

EXHIBIT SETUP Exhibit setup is Thursday, November 20 from 8:30 a.m. - 5:30 p.m. After 5:30 p.m. the floor will be closed and no exhibitor may enter to set up unless preapproved. Setups are not allowed on Friday. Any space not occupied by 5:30 p.m. Thursday,

November 20, will be reassigned by IASB without refund of fees paid by exhibitor contracting the space. No one under age 18 years is permitted on the show floor during setup. (See **Setup - Additional Needs** next page.)

PACKING CRATES No storage of any kind is allowed behind the back drapes, or in any booth or booths. All cartons, crates, containers, packing material, etc., that are required to be stored for repacking purposes shall be removed from the exhibition areas. **No exhibit material may be removed from booths until all empty crates are moved into the hotel after the 1 p.m. Saturday closing time.** Hotel bellman will be available after 1 p.m., Saturday, November 22, 2025 to move small amounts of exhibit material.

1 P.M. SATURDAY BREAKDOWN

Exhibit Trade Show closes promptly at 1 p.m. on Saturday, November 22. Conference attendees plan their schedules around the advertised Exhibit Show hours. Exhibitors are **NOT** to start packing or dismantling booths prior to the closing time. Exhibitors dismantling booths or departing the show floor with boxes/crates prior to 1 p.m. will be subject to penalties including, but not limited to, loss of preferred booth space in subsequent years. Reinstatement of booth space will be at the sole discretion of IASB.

BOOTH MATERIALS All exhibitor booth materials/supplies must be removed from the Hyatt Regency by 7 p.m. on Saturday, November 22.

III. REGISTRATION / BADGES



REGISTRATION Exhibitors receive up to six (6) complimentary badges per booth contracted.

All booth staff registered must be employees of the company contracting the booth space and must wear a conference badge to enter the show floor.

Badges (individual & company name only) provide access to Conference events that do not require an additional fee.

EXHIBITOR BADGES will be available onsite at the Exhibitor Registration desk. The deadline for completing badge form is **Friday, October 31**. **BADGE FORMS NOT RECEIVED BY THIS DATE WILL require booth personnel to request name badges onsite.** Badges may be requested one of two ways:

a) Exhibitor (company) Name-only (Interchangeable) — These badges have the Exhibitor name-only and are interchangeable between booth staff leaving the show floor and replacement staff coming on. Booth staff leaving the floor must return badges to the Exhibitor Registration desk so those badges will be available for pickup by other booth staff.

b) Individual & Company Name — These badges have individual and company names and are NOT interchangeable.

Additional Badges - to request additional badges, please contact the Exhibit Manager for the prevailing registration fee.

CANCELLATIONS received in writing to hnoltensmeier@iasb.com by **Wednesday, October 15, 2025**, will be honored and exhibit fee will be returned, less a \$400 per booth cancellation fee. There are no refunds for booth cancellations after October 15, 2025, and IASB reserves the right to resale cancelled booths.

IV. BOOTH SPACE



BOOTH SPACE All booths are as shown on the floor plan and dimensions indicated are believed to be accurate, but are only warranted to be approximate. Back walls of booths are 8' high and dividers 36" high. To maintain uniformity and to prevent the obstruction of view of adjoining booths, displays must not be higher than eight feet (8') in the rear of the booth space, with a four foot (4') height restriction on all materials in the remaining space forward to the aisle. However, back walls may be (9') high where booths are against permanent walls. **NO WALLS, PARTITIONS, DECORATIONS, OR OTHER OBSTRUCTIONS MAY BE ERECTED WHICH IN ANY WAY INTERFERE WITH THE VIEW OF ANY OTHER EXHIBITOR.** Exhibitors desiring to use other than standard booth equipment, or any signs, decorations, or arrangements of display material conflicting in anyway with these rules and regulations, must submit to IASB two (2) copies of detailed sketch or proposed layout at least 45 days before opening of exhibit, and receive written approval of the Conference Management of the hotel.

USE OF SPACE All demonstrations, or other sales activities, must be confined to the limits of this exhibit booth. **Sales transactions on the show floor are prohibited.** No exhibitor shall assign, sublet, or share the space allotted. No exhibitor is permitted to show goods other than those manufactured or dealt in by the exhibitor in the regular course of business. **DISPLAYS SHALL NOT BE PLACED IN SUCH MANNER AS TO INTERFERE WITH OTHER EXHIBITS.** Nothing shall be displayed at a height above the top of the booth back wall. Flood lights or spot lights may be installed only after approval of location and operation has been obtained.

V. GIFTS / HANDOUTS / PROJECTIONS / SOUND



GIFT BAN (PRIZES) School board members and administrators may accept a gift from an exhibitor only if all gifts from that exhibitor to the school official and members of his or her household are **valued at less than \$100.00 per calendar year.**

CATALOGS, SOUVENIRS, ETC. Printed advertising may be distributed by exhibitors from within the confines of their own space only. No exhibits or parts, accessories, or any other goods bearing any name or form of advertisement other than that of the space occupied may be displayed.

NOISE-MAKING EXHIBITS All electronic sound producing amplification etc. must have ear phones and no external speakers.

MOTION PICTURE PROJECTION Projection machines are limited in their operation to sales demonstration only and shall not be used for showings designed to amuse attendees. All projection must be in accordance with the requirements of the fire prevention authorities of Chicago and in harmony with any agreements entered into by IASB, the auditorium management and labor unions. All plans for installation and operation of projection equipment must be approved by the management before operation is undertaken.

MUSIC No music may be played or performed, directly or indirectly, on the Exhibit Show floor unless the exhibitor first provides IASB with a copy of a license agreement which specifically grants to the exhibitor a license to play or perform the music. Exhibitor agrees to protect indemnify, save, and hold harmless IASB against and from any and all losses, costs (including attorney's fees), damage, liability, or expense arising from or out of or by reason of said exhibitor playing or performing music or in any way violating the Copyright Law of the United States.

DISTRIBUTING CIRCULARS AND SOLICITATION Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material, not in the aisles. No firm or organization not assigned space in the exhibit will be permitted to solicit business within the exhibit area.

RESTRICTIONS IN OPERATION OF EXHIBITS - IASB Right of Refusal. IASB reserves the right to restrict exhibits which, because of noise, method of operation, materials, violation of use of space rules,

or any reason, become objectionable, and also to prohibit or evict any exhibit which in the sole opinion of IASB may detract from the alignment of the general character of the exhibit to the learning and networking purposes of the IASB conference as a whole. **Additionally, giveaways of alcohol and other legal drugs are strictly prohibited as a giveaway to align with IASB's drug and alcohol-free workplace policy.** This reservation includes persons, things, conduct, printed matter, or anything of a character which IASB determines is objectionable to the exhibit. In the event of such restriction or eviction, IASB is not liable for any refunds of fees or other exhibit expense. **CONCESSION TYPE EXHIBITS, WHERE THERE IS DIRECT SELLING OF PRODUCTS OR SERVICES WITHIN THE BOOTH, ARE PROHIBITED.** Further, IASB reserves the right to decline, refuse and/or return any exhibit contract and monies prior to the exhibit show date.

VI. MAILING / TELEPHONE LIST



MAILING LIST - TELEPHONE LIST PROHIBITION No vendor, hotel or other agency or organizations associated with the Joint Annual Conference may provide, sell or give names of board members or conference attendees and their guests to any other vendor or organization for the purpose of creating or adding to a mailing list or telephone list to be used for solicitation.

VII. SALES



SALES ON SHOW FLOOR PROHIBITED The showcase of school products and services represents an educational and informational activity. Sales transactions, including taking of orders, are prohibited in the exhibition areas, hallways, or any other areas of the conference hotel used by the association. **THIS LIMITATION ON EXHIBITORS WILL BE POLICED AND STRICTLY ENFORCED.**

VIII. PHOTOS / VIDEO



PUBLICITY USE OF PHOTOS OR VIDEO Exhibitor agrees that IASB may list Exhibitor in show promotional materials and/or use photography and/or video taken at show for publicity purposes without compensation to the Exhibitor.

IX. SETUP – ADDITIONAL NEEDS



LIGHT AND POWER All electrical work must be done by a licensed electrical contractor. All display wiring must meet the Chicago Electrical Code.

SPECIAL SIGNAGE required by exhibitors will be furnished by **Freeman Decorating Company** at standard rates. Additional charges will be made for excessive copy, trademarks, special-type lettering and illustrations, and for last-minute sign copy. Orders for special signs should be accompanied by typewritten copy for same, dimensions, color or sign and lettering, trademark (if used), and a sketch to ensure satisfactory results. Orders for special signs must be received **no later than 21 days prior to opening of the exhibit.**

SPECIAL WORK EXHIBITION Carpentry work, water connections, air, drainage, as well as other special work, may be obtained from Freeman Decorating Company at standard contractors' rates. All such orders must be placed well in advance so that work may be finished on the day the exhibit opens. Order directly through Freeman Decorating Company.

OBJECTIONS The operation of whistles or any objectionable devices will not be allowed. No gasoline engines are allowed to operate in the Exhibit Trade Show. Noisy and unsightly work will not be permitted after the show opens.

COMBUSTIBLE MATERIALS All draping or display material of cloth or paper texture must be fireproofed. Under no condition will combustible oils or gases be permitted in the Exhibition Show.

X. LIABILITY / INSURANCE / FIRE REGULATIONS



LIABILITY Exhibitor agrees to protect, save, and hold the Group and the Chicago Hotel Venture, Kato Kagaku Co., Ltd., Hyatt Corporation, d/b/a/ Hyatt Regency Chicago, and all agents and employees thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law

or ordinance, whether occasioned by the negligence of the exhibitors or those holding under the exhibitor. Further, the exhibitor shall, at all times protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof.

INSURANCE The Hyatt Regency Chicago and IASB will exercise reasonable care for the protection of exhibitors, materials, and displays beyond which they, separately or collectively, can accept no responsibility for the loss of, or damage to, any of the said materials or displays. EXHIBITORS WHO DESIRE TO CARRY INSURANCE ON THEIR EXHIBIT MUST PLACE IT AT THEIR OWN EXPENSE.

CLAIM FOR INJURIES OR LOSS It is expressly agreed that neither IASB nor the Hyatt Regency Chicago shall not be liable or held responsible for any losses, damages, or injuries which may be sustained or incurred by any person whomsoever, who may be on the premises leased by or assigned to an exhibitor, or watching, observing, or participating in any demonstration or exhibit of an exhibitor, including (but not limited to) any agent, employee, or representative of an exhibitor. The exhibitor expressly agrees that he will hold, keep and save harmless, and indemnify IASB and the Hyatt Regency Chicago from any and all such claims.

GENERAL The above paragraphs, along with the regulations of the Chicago Fire Department, are a part of the contract between the exhibitor and the IASB. They have been formulated in the mutual interest of the exhibitor, IASB and the Hyatt Regency. IASB respectfully asks the full cooperation of the exhibitors in their observance.

All points not covered are subject to the decision of IASB. IASB reserves the right to make any changes necessary to the best interests of the exhibition.

Regulations of the Chicago Fire Department

1. All material including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test." Only fire retardant cardboard and paper may be used. Affix certification of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes or behind booth displays. A maximum of one-day's supply of materials may be kept in your booth space, and/or under your table.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc., will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

By completing this contract, the applicant agrees to abide by the rules, regulations, and stipulations applicable to exhibitors.

Signature of company representative _____

Printed name of company representative _____

Printed name of company _____

Date _____

**Please sign and return contract with payment to:
IASB, Attn: Assistant Manager, Exhibit Trade Show, 2921 Baker Drive, Springfield, Illinois 62703**

Save and email to hnoltensmeier@iasb.com.

Fax to (217) 241-2144.

(Retain a copy of each page for your files.)

After your contract has been processed, approved, and payment has been received, an email confirmation of booth assignment will be sent to the exhibit booth coordinator listed on the contract.

CONTRACT FOR EXHIBIT SPACE

Hyatt Regency Chicago, 151 East Wacker Drive, Chicago

IASB • IASA • IASBO
Joint Annual Conference
November 21-23, 2025

By completing this contract the applicant agrees to abide by the rules, regulations, and stipulations applicable to exhibitors. By completing this contract and affixing my signature hereto, the company I represent agrees to abide by the rules, regulations, and stipulations on pages 1-3.

Please sign the contract and return it with your payment to: IASB, Attn: Assistant Manager, Exhibit Trade Show, 2921 Baker Drive, Springfield, Illinois 62703-5929 or hnoltensmeier@iasb.com. (After your contract has been processed, approved, and payment has been received, an email confirmation of booth assignment will be sent to the exhibit booth coordinator listed on the contract.)

Company Information

Full Legal Company Name _____

Primary Contact(s) for receiving ALL correspondence/show information _____

Primary Email _____ Primary Phone _____

Company Description for Conference Program Book and Event App

DEADLINE FOR PROGRAM BOOK LISTING - **SEPTEMBER 11, 2025.**

Company Name for Signage and Printed Material _____

Company Address _____ City/State/Zip _____

Company Phone _____ Website _____

Description of Services (max. 30 words)

Person(s) to be listed (in the Conference program)

Company Logo

Email a high resolution company logo to hnoltensmeier@iasb.com to be used in the conference app, program and signage. Logo format: JPEG File. Logos must be received before September 11, 2025.

Exhibitor Space

All exhibit space requests **are assigned in order of first received with signed contract and payment.**

Booth assignments are made at the discretion of IASB.

Early Bird pricing is through May 16, 2025. Regular pricing begins May 17, 2025.

| Qty. | Size | Early Bird / Regular | Total | Booth number request in order of preference: |
|-------|-----------------------------------|----------------------|--------------------------------------------------------------|----------------------------------------------|
| _____ | 10'x10' standard booth | @ \$2,600 / \$2,800 | = _____ (First 4 booths) | 1. _____ |
| _____ | 5 or more multiple booth discount | @ \$2,000 / \$2,000 | = _____ (Discounted rate for 5th booth purchased and beyond) | 2. _____ |
| _____ | 10'x10' corner booth | @ \$2,800 / \$3,000 | = _____ | 3. _____ |
| _____ | 6'x10' standard booth | @ \$2,300 / \$2,500 | = _____ (Limited in qty.) | 4. _____ |
| _____ | 6'x10' corner booth | @ \$2,500 / \$2,700 | = _____ (Limited in qty.) | 5. _____ |
| | | | | 6. _____ |

Displaying bus or vehicle? Yes No

Bus or vehicle size (required if displaying):

Product/Service Categories

Please Check ONE Category for your Company

- | | |
|---------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> Administrative and Operations Software | <input type="checkbox"/> Government Agency |
| <input type="checkbox"/> Architects/Engineers | <input type="checkbox"/> Gym & Playground |
| <input type="checkbox"/> Associations | <input type="checkbox"/> Health & Wellness |
| <input type="checkbox"/> Athletic/Playground Equipment & Services | <input type="checkbox"/> Inspection Services |
| <input type="checkbox"/> Audio Visual Equipment | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Bond Sales | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Bus/Transportation Services & Consulting | <input type="checkbox"/> Modular Building Products & Services |
| <input type="checkbox"/> Communication Systems | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Computer Hardware/Software Equipment | <input type="checkbox"/> On-Demand Learning |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Other |
| <input type="checkbox"/> Construction/Renovation | <input type="checkbox"/> Performance Contracting |
| <input type="checkbox"/> Consulting Services | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> Continuous School Improvement | <input type="checkbox"/> Purchase Cooperative |
| <input type="checkbox"/> Curriculum/Curriculum Consultants | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Custodial/Janitorial Services & Products | <input type="checkbox"/> Safety/Safety Programs/Security |
| <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> School Management Systems |
| <input type="checkbox"/> Drug & Alcohol Testing | <input type="checkbox"/> Scoreboards/Signs |
| <input type="checkbox"/> Employee Absence Management Solutions | <input type="checkbox"/> Seating for Auditoriums/Bleachers/Grandstands |
| <input type="checkbox"/> Energy Management | <input type="checkbox"/> Technology Consultants |
| <input type="checkbox"/> Executive Searches | <input type="checkbox"/> Turf |
| <input type="checkbox"/> Financial Services | <input type="checkbox"/> University |
| <input type="checkbox"/> Flooring | <input type="checkbox"/> Website Communication/Services/Management |
| <input type="checkbox"/> Food Service Operations | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Furnishings for Classroom/Lab/Music/Office | |

ALL ADVERTISING ARTWORK AND PAYMENT DUE AUGUST 22

Conference Program

Deadline August 18

Special Offer: 20% off standard program advertising rates if you reserve your program ad space now. Advertising deadline is August 18. No advertising will be accepted after this date. Prices reflect the 20% discount.

- Full Page \$480** (4.625" w x 7.875" h - vertical)
- Half Page \$340** (4.625" w x 3.75" h - horizontal)

Ad Primary Contact: _____

Ad Primary Contact Email: _____

Ad Primary Contact Phone: _____

IASB Service Associates BINGO

Deadline September 1

Encourage foot traffic and gain company exposure by participating in IASB Service Associates BINGO. BINGO participants receive special signage and recognition in Conference advertising and social media coverage.

Participation fee is \$125.

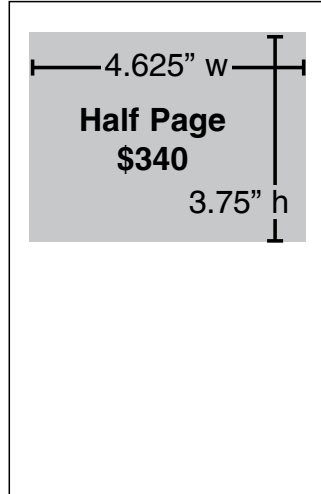
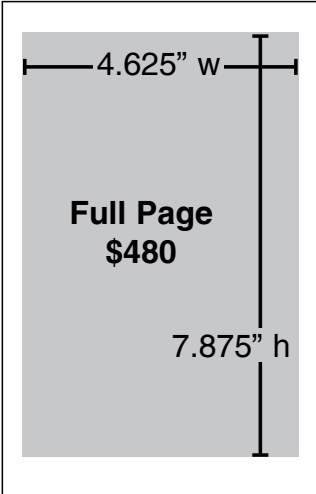
Deadline for entry is September 1.

Companies must be active IASB Service Associates to participate. Space is limited.

- Yes! I am an IASB Service Associate and want to participate.**

Please select company name from dropdown:

For advertising and BINGO questions, please email Bridget Kusturin, bkusturin@iasb.com



Multiple sponsorships available to enhance your exhibit floor exposure!
Contact Dara Merino at dmerino@iasb.com or (217) 528-9688 ext. 1114, to discuss sponsorship opportunities that include a complimentary exhibit booth.

CREDIT CARD AUTHORIZATION FORM

IASB • IASA • IASBO
Joint Annual Conference
November 21-23, 2025

Please complete the following information to make payment to IASB via credit card.

Credit Card Payment Authorization

PLEASE NOTE:

- Housing Deposits are non-refundable and credit card payments are subject to all terms and conditions listed in the Exhibitor Contract (including the cancellation policy).
- IASB charges a non-refundable 3% processing fee to the total credit card amount.
- All fields must be completed to process your Exhibitor Contract and payment.
- When completed, email the entire PDF to Haylie Noltensmeier, Assistant Manager, Exhibit Trade Show, hnoltensmeier@iasb.com.
- You will receive a confirmation email to confirm receipt of payment.
- Please contact Haylie, hnoltensmeier@iasb.com, should you have any questions.

Please select the items you wish to pay for.

This document will be securely deleted/shredded once payment is accepted and processed.

| | |
|-------------------------------------------------------|-----------------|
| Exhibit Booth Space | \$ _____ |
| Advertising | \$ _____ |
| IASB Service Associate BINGO | \$ _____ |
| IASB Service Associate \$225 Discount (if applicable) | \$ _____ |
| Total Housing Deposits (non-refundable) | \$ _____ |
| 3% processing Fee | \$ _____ |
| TOTAL AMOUNT DUE | \$ _____ |

Company Name (Full Legal Name) _____

Cardholder Full Name _____

Cardholder Billing Address _____

City _____ State _____ Billing Zip Code _____

Card No. _____ Exp. Date (MM/YY) _____ CVV Code _____

Cardholder Signature _____

EXHIBITOR HOUSING PROCESS OVERVIEW

IASB Contact Information:

Haylie Noltensmeier, 2921 Baker Drive, Springfield, IL 62703; Phone (217) 528-9688 ext. 1103; Fax (217) 241-2144;
email hnoltensmeier@iasb.com

- IASB has contracted (7) seven block hotels for the annual Conference with a limited number of hotel rooms at each hotel.
- A completed Exhibitor Contract and full-payment for booth space(s) must be received prior to IASB processing housing request(s).
- Housing request(s) require a **non-refundable \$200 deposit**, per guestroom requested. Housing form(s) received without the required **non-refundable \$200 deposit(s)** will **NOT** be processed until all housing deposit(s) has been received.
- All housing requests are assigned based on availability and in order of receipt (with all required housing deposits). **Do not list hotels you will not accept.** If your hotel preference is unavailable, you will be contacted by email.
- IASB has a limited number of “room-types” available and cannot guarantee you will receive the room-type you request.
- Housing requests — IASB forwards all room requests to the hotel(s). These requests must be noted on the housing form (example: higher floor, 2-bedroom suite, etc.). Hotels do their best to fulfill as many requests as they can accommodate.
- Be aware, some hotels have additional fees for no-shows, early-departure, and extra person(s) in room.
- Most hotels offer complimentary Wi-Fi in the guestroom(s) and public places.
- **OCTOBER 15, 2025** is the last day to submit new housing and request housing changes to IASB. Any housing changes after this date, may result in a higher rate than the IASB group rate. Hotel contact information will be posted to the conference website on this date.
- Most IASB Conference hotels require pre-payment prior to arrival.

IASB HOUSING PAYMENT

1. Complete the housing form and return to IASB with required non-refundable deposit(s).
2. **Payment Options:**
 - *Check Enclosed* – mail check (payable to IASB) and completed housing form to IASB at the address listed above. Completed forms may be emailed to hnoltensmeier@iasb.com.
 - *Credit Cards* – Visa, MasterCard, Discover, and American Express are accepted. Please complete the credit card authorization form. **A 3% non-refundable processing fee will be charged for each credit card transaction.** Confirm your credit card daily limit to ensure your limit will cover all fees.
 - *ACH Payment* – a secure payment transfer system in which your institution grants IASB authorization to debit directly from a checking account for the purpose of payment. There is no processing fee for ACH payments. Please contact Karen Faith at kfaith@iasb.com or call (217) 528-9688 ext. 1146.
3. **Confirmation:** Emails with housing assignments and confirmation numbers will be sent to the Exhibitor Booth Coordinator listed on the Exhibitor Contract.

IMPORTANT NOTICE

NOTICE: IASB is the only official Conference housing bureau. Be aware of third parties placing calls or sending emails identifying themselves as the “official” housing bureau for Conference or claiming to be “affiliated with” or “working on behalf of” IASB for Conference housing. Sometimes these companies illegally use the IASB or event logo and other information to appear legitimate. Often, they issue a warning that room blocks are selling out while providing the lure of a lower room rate. Booking through these third parties may subject attendees to, at worst, credit card fraud opportunities and/or no room reservations in their names upon arrival to Conference, and at best, lower-tier hotels, or a hotel away from the Conference host hotel. If you are contacted by anyone other than IASB staff regarding your housing, please get as much information as you can and report it to: nduke@iasb.com

EXHIBITOR HOUSING FORM

Housing is assigned in order of receipt with payment. An email confirmation of housing placement will be sent to the email listed below. Please review the Housing Info/Instructions prior to completing this form. **Please note: housing deposits are non-refundable. Complete one form per hotel.**

District/Organization Name: _____

Primary Contact Name: _____

Contact Email: _____

Address: _____

City: _____ State: _____ Zip: _____

| Place number (1, 2, etc.) by hotel(s) YOU WILL ACCEPT , in order of preference (1-first choice, 2-second choice) | ROOM RATE | DEPOSIT (NON-REFUNDABLE) |
|-------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------|
| _____ Hyatt Regency Chicago (Co-Headquarters), 151 East Wacker Drive, (312) 565-1234 | \$241 | \$200 (per room requested) |
| _____ Sheraton Grand Chicago (Co-Headquarters), 301 East North Water Street, (312) 464-1000 | \$241 | \$200 (per room requested) |
| _____ Swissôtel Chicago , 323 East Wacker Drive, (312) 565-0565 | \$233 | \$200 (per room requested) |
| _____ Fairmont Chicago , 200 N. Columbus, (312) 565-8000 | \$233 | \$200 (per room requested) |
| _____ Chicago Marriott , 540 N. Michigan Avenue, (312) 836-0100 | \$233 | \$200 (per room requested) |
| _____ InterContinental Chicago , 505 North Michigan Avenue, (312) 944-4100 | \$233 | \$200 (per room requested) |
| _____ Embassy Suites by Hilton Chicago , 511 N. Columbus Drive, (312) 836-5900..... | \$255 | \$200 (per room requested) |

2025 Housing dates: Thursday, Nov. 20; Friday, Nov. 21; Saturday, Nov. 22; Sunday, Nov. 23

- | | | |
|---------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|
| (AR) Hotel Arrival Date | (S) Single (1 bed) | (CO) Company will pay charges upon departure |
| (DP) Hotel Departure Date | (D) Double (2 beds) | (RT) Room and tax charges-only |
| (GTD) Individual or Company guarantees to pay for this room, even if they do not show | (IND) Individual will pay charges upon departure | (AC) All charges: room, tax, parking, other |
| | | (RTP) Room, Tax, Parking |

| | Name on Hotel Room Complete one form per hotel requested | November | | GTD | Room Type | | Billing | | Charges | | |
|----|-------------------------------------------------------------|----------|----|-----|-----------|---|---------|----|---------|----|-----|
| | | AR | DP | X | S | D | IND | CO | RT | AC | RTP |
| 1. | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| 5. | | | | | | | | | | | |
| 6. | | | | | | | | | | | |

Special needs _____

Other Requests (example: 2 bedroom suite, higher floor, lower floor, etc.) Please note requests are not guaranteed. Requests are based upon availability at check-in:

PAYMENT INFORMATION

Check Enclosed, Payable to IASB, Attn: Assistant Manager, Exhibit Trade Show, 2921 Baker Drive, Springfield, IL 62703

Credit Card (Please complete the Credit Card Authorization Form) — email to hnoltensmeier@iasb.com; fax to (217) 241-2144

ACH Payment A secure payment transfer system in which your institution grants IASB authorization to debit directly from a checking account for the purpose of payment. There is no processing fee for ACH payments. Please contact Karen Faith at kfaith@iasb.com or call (217) 528-9688 ext. 1146.

IASB USE-ONLY Total Rooms requested: _____ X \$200 = \$ _____ + 3% Credit Card Fee \$ _____ = Total Charges