



**July 1, 2018**

**TO: INAF TRADE FAIR EXHIBITORS**

**Once accepted by the INAF Board and Trade Fair Chairman, it is understood upon your signature the Trade Fair agreement will become an official and binding contract.**

**We wish to apply for a Trade Fair Exhibit space for use, possession and maintenance during the 2019 INAF Annual Convention to be held at the Marriott East Hotel in Indianapolis, Indiana on January 4-6, 2019. We will be responsible for having our booth open during Trade Fair hours.**

**We understand that our membership dues must be paid for 2018 / 2019 and our membership accepted (some restrictions may apply).**

**No alcoholic beverages are to be sold or served and no cooking of food is allowed in the Trade Fair area by vendors. Cotton candy, soft drinks, tea, coffee, candy, apples and heated food items are acceptable IF NOT COOKED IN THE TRADE FAIR AREA. You may contact the Marriott East for arrangements: they will offer you other options.**

**I/We understand that each booth space will measure approximately 8 foot X 10 foot, and will include one (1) 60" x 24" draped table, two (2) chairs, and a 8 foot backdrop and 3 foot side draperies. A 10 foot x 10 foot space can be obtained for an additional \$50 per booth. Any additional equipment that you need must be provided by our organization or contracted from the selected INAF decorating company, including any labor or utility needs. NOTHING IS TO BE DROP-SHIPED TO THE MARRIOTT EAST HOTEL. No signage is included: you will be expected to identify your booth. The INAF decorating company will supply a small identification sign. The INAF Board and the Trade Fair Chairman will make all management decisions. Wi-Fi access will be provided. Electric service utilized will have an additional fee.**

**Booths are to be occupied at all times during Trade Show Hours. Noise levels that are disruptive to other vendors are strictly prohibited. You must stay within the perimeter of your booth.**

**SET-UP TIME IS: FRIDAY, JANUARY 4th – 8:00am - 4:00pm**

**EXHIBIT HOURS ARE: (HOURS SUBJECT TO CHANGE WITH FINAL SCHEDULING)**

**FRIDAY, JANUARY 4, 2019 – 5:00pm – 8:00pm**

**SATURDAY, JANUARY 5, 2019 – 9:00am – 12:00pm and reopens 1:00pm - 3:30pm**

**Drawing at 3:25 in Trade Show**

**YOUR APPLICATION IS NOT COMPLETE IF PAYMENT IS NOT INCLUDED FOR YOUR EXHIBIT SPACE.**

**FOR MORE INFORMATION ON BOOTH SPACE PLEASE CONTACT:**

**STEVE PATTERSON AT [admin@indianafairsandfestivals.org](mailto:admin@indianafairsandfestivals.org)**