



September 1, 2022

**TO: INAF TRADE FAIR EXHIBITORS**

The INAF is working to have a convention January 6-8, 2023. We are back to the first weekend in January! The board is offering reduced rates for Trade Fair Booths for the 2023 event with early booth registration prior to November 1. After the 1<sup>st</sup> of November the rates will be increasing!

Please review this information for the guidelines on the booths.

Once accepted by the INAF, via cashing the check, it is understood upon your signature the Trade Fair Contract will become an official and binding contract.

Members wish to apply for a Trade Fair Exhibit space for use, possession, and maintenance during the 2023 INAF Annual Convention to be held at the Marriott East Hotel in Indianapolis, Indiana on January 6-8, 2023. They will be responsible for having booths open during Trade Fair hours.

They understand that membership dues must be paid for 2022 / 2023 and 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**. Arrangements with the Marriott East for arrangements may be considered if items need to be cooked or they will offer you other options.

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. An additional 2' wide can be obtained for an additional \$50 per booth which would create a 10-foot x 10-foot booth. Any additional equipment that you need must be provided by the associate 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. 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 6<sup>th</sup> – 10:00am – 3:30pm**

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

**FRIDAY, JANUARY 6, 2023 – 4:00pm – 7:00pm**

**SATURDAY, JANUARY 7, 2023 – 9:00am – 11:30am and reopens 1:00pm – 4:00pm**

**HOURS HAVE BEEN REDUCED TO 4:00 PM ON SATURDAY BASED ON YOUR FEEDBACK. WE EXPECT NO EARLY REMOVING OF BOOTH ITEMS.**

**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)**