

December 27, 2011

Dear Indiana Green Expo Exhibitor,

The New Year is fast approaching and many of you are trying to wrap up trade show last minute details in order to enjoy the holidays!

This is what we hope will be a final update for the 2012 Indiana Green Expo exhibitor communication and includes some information sent previously. All documents or information referenced may be found on our website at www.indianagreenexpo.com or attached.

Location: Indiana Convention Center, 100 S. Capitol Ave., Indianapolis, Indiana 46225, Hall C

Load in: Dock B located on the east side of West Street, at the southeast corner of West and Maryland Streets http://icclos.com/Maps_and_Parking/

ACTION REQUIRED: IGE Exhibitor Registration Form (ATTACHED)-early deadline is 12/31/11

Each 10 x 10 exhibit booth receives two FREE booth personnel badges (not sure how many booths you have, visit www.indianagreenexpo.com and click on 'Floor Plan')

- Additional booth personnel badges are available at \$10 each
- Early Bird Exhibitors (deadline was April 30th) **ONLY** receives two complimentary educational passes (excludes workshops)

URGENT!!!! ACTION REQUIRED: Decorator Kits/Utilities PLACE YOUR ORDERS EARLY (disregard if done)

- Decorator Discount Deadline **January 4th , 2012**
- Utilities Discount Deadline **December 28th, 2011**

THE IGE WILL NOT PROVIDE BOOTH FURNISHINGS THIS YEAR

Check out the special table/booth packages at www.indianagreenexpo.com **OR copy and paste the link below to order now!**

<http://servicemanuals.fernexpo.com/login.asp?id=2386>

MUST USE Password: ige936512 (do not copy & paste) **SHOW COLORS ARE:** Blue and Gray

Forklift Service, carts and labor - IGE will provide complimentary forklift service for brief periods of time as needed during move-in and move-out. We will have a limited number of carts, labor and volunteers to assist with move-in and move-out as well.

IGE Exhibitor Registration/Move In/Set Up:

Move-In

Wednesday, January 11th 10 am – 5 pm or

Thursday, January 12th 7 – 9 am

IGE Show Hours:

Thursday, January 12th 10 am – 5 pm

Friday, January 13th 8 am – 1 pm

IGE Move Out:

Friday, January 13th – after 1 pm

Hotel Reservations: Westin Hotel Rate of \$99 + tax is based on availability. Call 800-228-3000 or 317-262-8100 for reservations.

Scholarship Auction/Raffle:

- INLA will once again host their annual Scholarship Auction. If you have an item you wish to include in the auction, call 800.443.7336.

Sponsorships:

Opportunities are still available – check them out and receive additional recognition at www.indianagreenexpo.com

We have added a new opportunity for the INLA & MRTF Opening Session Refreshments on January 12, 2012. Please contact Donna Sheets at Dsheets@inla1.org if you are interested.

Exhibitor's Evaluation:

Due to time constraints, we will not have an actual Exhibitor's Meeting. Board members will visit with as many as possible for your feedback on 2012 and suggestions for 2013. We will also provide an "Evaluation" form for your feedback.

Awards for Best of Show Exhibit Booths will be awarded to the following categories:

Green Goods Hard Goods Most Interactive Equipment

Hands-On Demonstrations will take place throughout the show – if you are interested in participating, please contact Donna Sheets at 800.443.7336 or email Dsheets@inla1.org

Exhibitor Parking: There are several open lots in the nearby area. No special arrangements this year.

Program: The complete program/brochure is now available at www.indianagreenexpo.com If you would like a brochure mailed to you, please let us know.

Special program features:

Thursday, January 12th – the MRTF & INLA will each feature a special opening session. INLA Awards Reception will be held the evening of the 12th at the Westin Hotel.

To access the above reference detailed information or documents, visit www.indianagreenexpo.com or contact Dsheets@inla1.org

Indiana Green Expo * Phone 317.889.2382 * Toll Free 800.443.7336 * Fax 317.889.3935
www.indianagreenexpo.com