

2017 Institutional Locksmiths' Association National Education Conference

Conference July 11 to 14, 2017
Exposition hours Tues July 11 8am-6pm
Bethlehem, PA - 18017

Exhibitor/Sponsor Registration Contract

Hospitality Room Sponsorship / Per Night		\$350	<input type="checkbox"/>
Vendor Display 8' Table	ILA Corporate or Associate Member	\$200	<input type="checkbox"/>
	Non-Corporate or Associate Member	\$250	<input type="checkbox"/>

I'd like to donate a door prize

Print Name: _____ Company: _____

Contract authorized by (signature): _____

BADGE NAMES: Booth price Includes Two (2) non-transferable exhibitor badges.
Additional badges may be ordered at \$10 each. Indicate names for badges below:

Address: _____

_____ Phone: _____

Name on Card: _____

Card Number: _____

_____ Exp. _____ Security Code _____

Checks should be made to: **ILA** or to **Institutional Locksmiths Association**

Send to: **ILA National Conference**

Please send prior to May 15, 2017

Attn: Don OShall, Treasurer

P.O. Box 641034, Beverly Hills, FL -34464

Keep a copy for your records. You should receive a receipt within 30 days. For additional information, contact: **president@ILAnational.org**

Exhibitor Contract Terms:

TABLES REQUESTED: Space is allocated by The ILA Conference Committee in its absolute discretion according to the best available space whenever possible, but is subject to prior assignment. Space assignment will be made by the Committee in order to affect balance against congestion, to avoid confusion in firm names, to solve competitive conditions, and to attain a marketing mix or similar reasons. The Committee reserves the right to determine the eligibility of applicants and individual products to be exhibited. **NO SPACE WILL BE ASSIGNED WITHOUT PAYMENT IN FULL.**

CONFIRMATION/CANCELLATION: Exhibitor will receive confirmation of their booth assignments and may not share or sublease any of their space without prior permission of the Conference Committee. Exhibitors may terminate this agreement to lease by sending written notice, return receipt requested, on or before fourteen (14) days from the date of receipt of confirmation. In the event of proper termination as described herein, all monies paid by the exhibitor shall be promptly refunded and this agreement shall be void. If proper notice is not sent as provided herein, The Institutional Locksmiths' Association shall be entitled to retain any and all monies as liquidated damages.

RULES AND REGULATIONS: The rules and regulations as stated on this page are incorporated herein and made part of this contract. Exhibitor acknowledges reading said rules and regulations and agrees to observe them faithfully and comply with them strictly, and further to obey such other reasonable rules and regulations the Committee or the facility management may require for the proper conduct, safety, or care of the exhibit area.

Furnishings & Decorations: One draped 2' x 8' table and two chairs will be furnished by the The ILA Conference Committee. Any additional tables must be draped.

Light/Power: General lighting in the exhibition hall is furnished by the Conference, and the area will be well lighted. Special electric needs will be available on special order.

Booth Materials: Exhibitor's materials must be non-flammable and conform with applicable fire laws and safety regulations. Materials of a dangerous nature are prohibited. Nothing may be attached to wall surface of the area.

Insurance: The Institutional Locksmiths Association accepts no responsibility for the loss of, or damage to, any said material or displays. Exhibitors are to carry insurance on their exhibits at their own expense.

Materials Shipping: For All Exhibit Material requiring shipment to the Conference, make arrangements with your shipping company to deliver your materials to the hotel on or after July 8th, 2017. Packages for event may be delivered to the Hotel no more than three working days prior to the event. The catering manager must be notified in advance of the quantity and the expected arrival date of the shipment.

The following information must be included on all packages to ensure proper delivery: Group name (**ILA**), date of function (**July 11 to 14, 2017**), on-site contact's name (**Jim Butman**) and catering manager's name (**Donna Plunkett**). All packages should be sequentially numbered. **A service charge of \$5.00 per box will be applied to shipments of 10 packages or more.**

(Continued)

Best Western Package Handling Policy





**Prior to delivery, contact Donna Plunkett
or the hotel 300 Gateway Drive, Bethlehem, PA 18017
Sales Phone: 610-954-5000 Fax: 610-866-4577**

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Packages, literature and any other items must be removed from the meeting room immediately following the conclusion of the event. Arrangements can be made with a Hotel representative to ship packages to another destination. The Best Western Lehigh Valley Hotel & Conference Center does not accept responsibility for any items left in your meeting or banquet room.

The ILA nor the committee accept any responsibility for shipped materials.

Thank you for sharing your company with our conference!

ILA Credit Card Information Form	
<i>(All information is required)</i>	
Name on Card: First: _____	Last: _____
Street Address: _____	Apt/Suite: _____
City: _____	State/Province: _____
Zip Code: _____	Phone Number: _____
E-mail Address: _____	
Card Used:	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 
Account Number: _____	3 Digit Security Code: _____
Amount: _____	Expiration Date (MM/YY): _____
(For Institutions) Tax ID Number: _____	
Send To: ILA Treasurer for NEC17, P.O. Box 641034, Beverly Hills, FL -34464	

Official 2017 ILA National Education Conference Hotel:



**300 Gateway Drive
Bethlehem, PA - 18017.**

Phone (336)-292-4004
www.LehighValleyHotel.com

Discount rate: \$94 per night King non-smoking or Double

Nearby Attractions:

- **The Sands Casino in Bethlehem**
- **The Banana Factory: Cultural Arts Center and Gallery**
 - **The Crayola® Factory® at Two Rivers Landing**
 - **DaVinci Science Center**
 - **Dorney Park & Wildwater Kingdom**
 - **Hawk Mountain Sanctuary**
 - **Koziar's Christmas Village**
 - **Dutch Springs Aquapark**
 - **Christkindlmarkt in Bethlehem**
 - **Artsquest in Bethlehem**