

# Indiana Green Expo 2023

**January 30– February 1, 2023 • Indiana Convention Center  
(Monday – Wednesday) Indianapolis, IN**



Dear Exhibitor,

The Indiana Nursery and Landscape Association and the Midwest Regional Turf Foundation thank you for your support over the past several years.

As an exhibitor at the Indiana Green Expo 2022 trade show and educational conference, we offer you an opportunity to sign up right away and receive "early bird" benefits and savings for 2023.

**The dates for the next Indiana Green Expo are January 30–February 1, 2023.** *This is a Monday –Wednesday event.*

**Setup:** Monday, January 30, 2023

**Trade Show:** Tuesday–Wednesday, January 31 – February 1, 2023 (Specific hours are yet to be determined.)

**Location:** Hall F, Indiana Convention Center,  
100 S. Capitol Ave., Indianapolis, IN 46225

Enclosed are the contract and trade show rules and policies for your reference. Please review carefully at your earliest convenience.

**We have categorized booth pricing into the following tiers:**

Yellow – Corner

Red – Premium

Blue – Standard

Green – Value

And as usual, trade show refreshments will be provided in the IGE lounge making this a place to gather.

**Sponsorship opportunities** are available for those interested. In particular, we are seeking sponsors to subsidize lunch and various refreshment breaks. Please see the enclosed sponsorship form that details the many options available.

The Indiana Green Expo looks forward to your participation in 2023! Please contact Rick Haggard at 800-443-7336 for additional information.

Sincerely,

Rick Haggard  
Executive Director, INLA  
[www.inla1.org](http://www.inla1.org)

Aaron J. Patton  
Executive Director, MRTF  
[www.mrtf.org](http://www.mrtf.org)

*The Indiana Green Expo (IGE) is sponsored by the Indiana Nursery and Landscape Association and the Midwest Regional Turf Foundation along with various green industry partners. All proceeds from the IGE are used directly to better our industry through research, educational programming, and other supporting functions.*

[www.IndianaGreenExpo.com](http://www.IndianaGreenExpo.com)

# Indiana Green Expo 2023

**Setup:** Monday, January 30, 2023  
**Trade Show:** Tuesday–Wednesday, January 31– February 1, 2023  
**Location:** Hall F, Indiana Convention Center,  
 100 S. Capitol Ave., Indianapolis, IN 46225

## EXHIBIT BOOTH CONTRACT

Please type or print neatly: (as you would like it on signage, promotional materials and show program listing)

❶ Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Toll Free #: \_\_\_\_\_  
 FAX: \_\_\_\_\_ Website: \_\_\_\_\_  
 Booth Contact Email: \_\_\_\_\_  
 Member:  INLA  MRTF (check all that apply)

Description of products and services (limit 150 characters):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

❷ **Exhibit Space:** Number of Booths: \_\_\_\_\_ Tiered pricing based on location. See trade floor map.  
 (Hall F) V=Value (green) / S=Standard (blue) / P=Premium (red) / C=Corner (yellow)

Booth Pricing	Booth Pricing					
	INLA/MRTF Members			Nonmembers		
Tiers	V	S	P	V	S	P
1 booth	\$630	\$715	\$805	\$765	\$845	\$935
2 booths	\$595	\$680	\$770	\$730	\$810	\$900
3 booths	\$565	\$655	\$745	\$700	\$780	\$870
4 + booths	\$550	\$635	\$725	\$685	\$765	\$855
<b>Corner Booths (C)</b>	<b>\$880</b>			<b>\$1000</b>		

**Booth price includes (only):**

- 10' x 10' booth space – Each letter in booth number represents a 10' x 10' space
- Back draped wall 8' high and side rails 36" high and 10' long
- Identifying sign, and two booth personnel badges (per booth)
- Promotional brochure listing, website listing, and show program listing (if deadlines met)
- Assistance with move-in/out.

❸ **Booth Location Preference (TBD)**

First preference will go to the early bird exhibitors based on date contract is received.\*

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
 4) \_\_\_\_\_ 5) \_\_\_\_\_

**Corner booths are sold on a first-come, first-serve basis.**

❹ **Additional requests regarding booth location** (near other companies, away from other companies, etc)  
 \_\_\_\_\_

❺ **Sign and mail. Please provide email of primary contact for booth**

Signature: \_\_\_\_\_  
 Email: \_\_\_\_\_

❻ **Total Amount Due:** \$ \_\_\_\_\_

**To Reserve Booth Space:** Assignment of booth space is based on order of date that contract is received. Full payment should accompany this signed agreement. Any exhibitor not complying with the specified payment schedule forfeits all rights, claims, and reservations to the booths.

**Cancellations:** A refund minus a \$100.00/booth handling fee will be returned if the IGE office receives a written notice prior to September 15, 2022. Cancellations after September 15, 2022 will forfeit all payments.

**Make all checks payable to Indiana Green Expo (IGE) or charge:**

MasterCard  Visa  Discover  Amex  
 Card Number \_\_\_\_\_  
 Expires \_\_\_\_\_ Security code \_\_\_\_\_  
 Billing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_  
 Payment Email: \_\_\_\_\_

**Mail contract to:**

Indiana Green Expo, 7915 S Emerson Ave., Ste 247, Indianapolis, IN 46237  
 Ph: 800-443-7336 • rhaggard@inla1.org  
 www.inla1.org • www.mrtf.org • [www.IndianaGreenExpo.com](http://www.IndianaGreenExpo.com)

**\*\*\*MAKE COPY FOR YOUR RECORDS BEFORE SENDING\*\*\***

**OFFICE USE ONLY**

Member: \_\_\_\_\_ Date Rcvd: \_\_\_\_\_  
 Check/P.O. #: \_\_\_\_\_ Payment Rcvd: \_\_\_\_\_

# Indiana Green Expo 2023

## COMBINATION BOOTH PRICING

Refer to Floor Plan on next page

The following combination booth pricing utilizes "Member Pricing".

Non-Member pricing is available. However, if your company utilizes **more than one booth of any multiple combinations**, you might want to consider becoming either an INLA or MRTF member as the **money you save with member pricing is more than the cost of the membership**. You can join either association that best fits your company profile and products you offer.

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The following are combination booth pricing based on the Floor Plan on the next page.

Booth combinations	Booth Numbers	Member Price
4 booth combo (20' x 20') <i>(2 Corner and 2 Premium Booths)</i>	401, 501, 317, 417	\$3,380.00
2 booth combo (10' x 20') <i>(2 Corner Booths)</i>	201, 301, 329, 429, 601	\$1,760.00
2 booth combo (10' x 20')	217, 229, 517, 529	\$1,685.00
2 booth combo (10' x 20')	101, 113, 213, 313, 413, 513, 613, 617, 629	\$1,610.00
2 booth combo (10' x 20')	117	\$1,430.00

\* NOTE: You can combine other individual booths upon request if available.

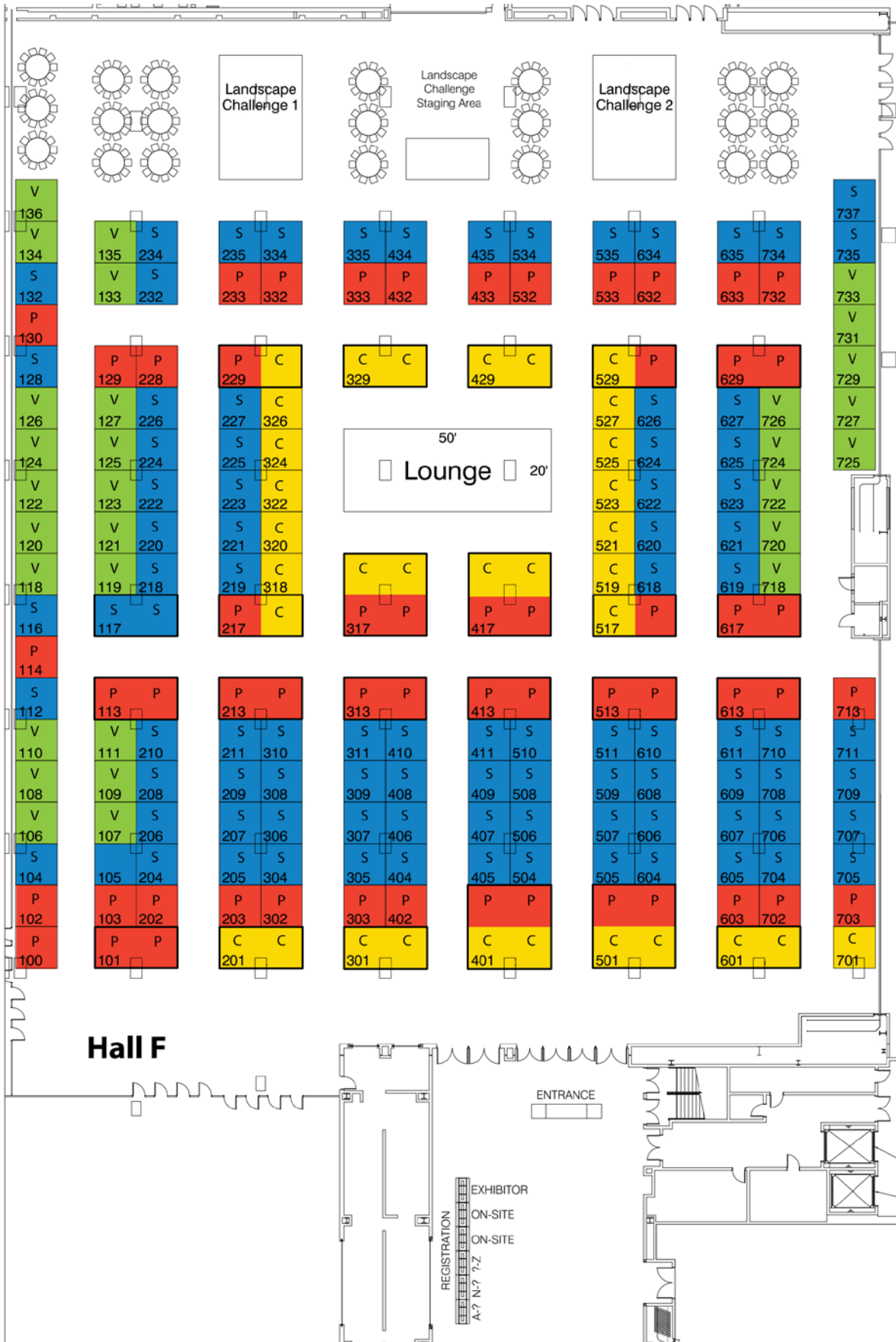
**SPECIAL PRICING ON ALL BOOTHS TOTALING 5 or MORE BOOTHS**  
Contact Rick Haggard (317) 889-2382 or (800) 443-7336 for quote

**Become a Corporate Sponsor for even greater Booth Savings,  
Educational Registration, and Advertising Options.**

*\* Other sponsorship and advertising options are also available in this packet  
Sign up soon to get recognized in magazine/website publication and email notifications!!*

# Indiana Green Expo 2023

## TRADE SHOW FLOOR PLAN



# Indiana Green Expo 2023

## TRADE SHOW POLICIES

### 1. The 2023 exhibit show hours are:

Tuesday, January 31, 2023: hours TBD

Wednesday, February 1, 2023: hours TBD

### 2. Exhibit setup and breakdown.

Tentative installation of exhibits will be in the morning of Monday, January 30, 2023 (hours TBD). All exhibits must be completely assembled by Tuesday, January 31, 2023 (hour TBD). Late exhibits will not be allowed to set up during exhibit hours. Only exhibitors will be allowed in the exhibit hall when the show is not officially open.

The exhibit breakdown can start on Wednesday, February 1, 2023 at 1:00 pm and must be completed by 11:59 pm of the same day. The official decorator will have personnel and equipment available during exhibit set-up and during all conference hours. Any services rendered will be appropriately billed to the exhibitor as necessary.

### 3. Booths.

Standard booths will be 10' wide x 10' deep. Each exhibitor's booth will include a back drape (8' high), rail drapes (36" high x 10' long), carpeted aisles, and one exhibitor's name sign. Any modification must be approved in writing. Any additional equipment such as tables, chairs, carpets, etc. can be secured from the official decorator at the exhibitor's expense. Electrical equipment information will be provided by Indiana Convention Center Exhibitor Services (TBD) or on the IGE website at [www.IndianaGreenExpo.com](http://www.IndianaGreenExpo.com). In addition, Indiana Convention Center Exhibitor Services will furnish a complete exhibitor packet of information available through the association's website.

### 4. Contract for Space.

The application for space and formal notice of assignment constitutes a contract for the right to use the space allotted. The Indiana Green Expo reserves the right to cancel any contract with any exhibitor any time prior to or during the Expo.

### 5. Use of Space.

All demonstrations and distributions of advertising materials or other activities must be confined to the limits of the exhibit booths. No exhibitor shall assign, or share the whole or any part of the space allotted without the knowledge and written approval of the Indiana Green Expo.

### 6. Assignment of Booth Space.

The exhibit space will be assigned on a first-come, first-served basis by the Tradeshow Committee of the Indiana Green Expo. The committee will honor, to the best of its ability, the preference for booth space as requested by each exhibitor on the returned contract.

### 7. Insurance Coverage and Liability.

The Indiana Convention Center, the Midwest Regional Turf Foundation and the Indiana Nursery and Landscape Association will not be responsible or liable in case of fire, theft, or damage to any exhibitor's equipment on the premises. Exhibitors must provide their own insurance coverage to protect themselves, their equipment, and to cover damages that may be inflicted to the building and/or property of the Indiana Convention Center. The exhibitor shall indemnify and hold harmless the Indiana Convention Center, the Midwest Regional Turf Foundation, and the Indiana Nursery and Landscape Association, their agents, servants and employees from any and all such losses, damages, and claims.

### 8. Decorator.

The name and address of each exhibitor will be provided to the Exhibitor Service company as soon as these are received by the Indiana Green Expo.

### 9. Restrictions.

The Indiana Green Expo reserves the right to restrict exhibits which because of the noise, method of operation, or any other reason become objectionable, and also to prohibit or evict any exhibit which in the opinion of the Tradeshow Committee of the Indiana Green Expo may detract from the general character of the show. This restriction includes things, conduct, printed matter, or anything of a character which may be objectionable to the exhibit as a whole. In the event of such restrictions or evictions, the Midwest Regional Turf Foundation and the Indiana Nursery and Landscape Association is not liable for any refunds of rentals or other exhibit expenses. Any person who fails to reserve an exhibit space and who persists in soliciting in any manner at any time during the length of time of the show and/or related activities may be ejected from the premises.

The Indiana Convention Center prohibits the distribution of food within the exhibit hall unless purchased through the Convention Center's catering service.

### 10. Care of Building and Booths.

Exhibitors or their agents shall not injure or deface the walls or floors of the building or booths. No signs or any other materials or articles shall be attached in any way to the walls or floors without written permission. Furthermore, no booths shall extend vertically to interfere with sight lines of neighboring booths without written permission.

### 11. Contract.

These regulations become a part of the contract between the exhibitor and the Midwest Regional Turf Foundation and the Indiana Nursery and Landscape Association. They have been formulated for the best interests of both parties. The Midwest Regional Turf Foundation and the Indiana Nursery and Landscape Association asks the full cooperation of the exhibitors in their observance. All points not covered are subject to the decision of the Executive Director and the Tradeshow Committee of the Indiana Green Expo. The Tradeshow Committee reserves the right to make changes necessary to the best interest of the meeting.

# SPONSORSHIP CONTRACT

**Indiana Green Expo 2023**

January 30–February 1, 2023 • Indiana Convention Center

**Many sponsorship opportunities are available for companies to show their support of the Indiana Green Expo and Indiana's green industry.**

*All sponsors will be acknowledged by:*

- Signage at Indiana Green Expo 2023 Conference & Trade Show
- Announced in the Indiana Green Expo 2023 Show Program
- Listed on the Indiana Green Expo website with your logo and link to your website
- Announced in the *Indiana Nursery & Landscape News*, November/December 2022 and March/April 2023 issues
- Tabletop sign for your booth identifying sponsorship

## **CORPORATE SPONSOR / \$3,000**

- Company's logo will be included on all Indiana Green Expo 2023 promotional information — brochure, show program, website, and postcards.
- 25% discount on your first 10' x 10' booth with premium placement
- 60 second in-person or pre-recorded presentation at beginning of Indiana Green Expo 2023 opening session
- Logo PLUS a 60 second video placed on the Indiana Green Expo website home page
- Four admissions to the education conference
- One half-page ad in the Indiana Green Expo 2023 Show Program

*Best to commit by July 15, 2022 for maximum promotional benefit. Video editing assistance available.*

## **SESSION SPONSOR / \$1,500**

- 60 second in-person or pre-recorded presentation at the beginning of selected session (*Video editing assistance available.*)
- Your company's logo included on Indiana Green Expo 2023 session signage displayed outside the session's room and in the show program

*\* Selection of session will be available once schedule is complete.*

## **TRADE SHOW LOUNGE BREAK SPONSOR / \$1,000**

Sponsors are also announced prior to trade show functions and throughout conference. Please choose break sponsorship time:

- Tuesday AM (January 31)
- Tuesday PM (January 31)
- Wednesday AM (February 1)

## **OPENING SESSION BREAK SPONSOR / \$1,000**

Event held on Tuesday, January 31, 2023. Sponsors are also announced prior to trade show functions and throughout conference.

**TOTAL SPONSORSHIP \$** \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Payment:**  **Credit card** or  **Check** (Make checks payable to: Indiana Green Expo)

\_\_MasterCard \_\_Visa \_\_Discover \_\_Amex

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Security Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email for CC receipt: \_\_\_\_\_

**Mail contract to:** Indiana Green Expo, 7915 S Emerson Ave., Ste 247, Indianapolis, IN 46237

Ph: 800-443-7336 • Email: rhaggard@inla1.org • www.inla1.org • www.mrtf.org • www.IndianaGreenExpo.com

# 2023 SHOW PROGRAM AD CONTRACT

**Indiana Green Expo 2023**  
January 30–February 1, 2023 • Indiana Convention Center

This pocket sized program guides attendees through the Indiana Green Expo and Trade Show. Provided to attendees in print and digital format, your show program advertisement reaches green industry decision-makers during the important off-season, when many buying decisions are made. Digital version is posted on both the Indiana Green Expo site and Indiana Nursery & Landscape Association site throughout the year.

## Contract and Ad Due: Monday, January 9, 2023

	Member	Non Member
Full-page ads: 3.25" w x 7.5" h	\$385	\$495
Half-page ads: 3.25" w x 3.625" h	\$315	\$365
Quarter-page ads: 3.25" w x 1.75" h	\$280	\$325
Back cover: 3.25" w x 7.5" h *	\$580	\$815
Inside front cover: 3.25" w x 7.5" h *	\$580	\$815
Inside back cover: 3.25" x 7.5" h *	\$520	\$755
* full-page ads only		



Full-page ad  
3.25" w x 7.5" h



Half-page ad  
3.25" w x 3.625" h



Quarter-page ad  
3.25" w x 1.75" h

**Publication Info:**  
Trim size = 4.25" w x 8.5" h  
**Bleed Specs**  
(for full-page ads only):  
Bleed size: 4.5" w x 8.75" h  
(Bleed = .125" all around)  
Live area: 3.75" w x 8.0" h

### Please complete and return:

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

### AD TO PLACE IN THE 2023 SHOW PROGRAM (contract and artwork due: January 9, 2023)

Ad Size: \_\_\_\_\_ Rate: \$ \_\_\_\_\_

Pick up 2022 ad  
 Submitting new ad for 2023

### Payment:

Amount \$ \_\_\_\_\_  Prepay  Invoice  
 Charge Card #: \_\_\_\_\_ Security code: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Exp date: \_\_\_\_\_  
 Email for CC receipt: \_\_\_\_\_

### Make checks payable to:

Indiana Green Expo (IGE)  
 7915 S Emerson Ave., Ste 247  
 Indianapolis, IN 46237

### To reserve ad space, send this form and ad artwork to:

Mary Breidenbach, Ad Sales  
 Cell: 317-506-7269 • mary@ecumulus.com

### Ad Specs

See ad sizes and publication information above. Electronic submissions preferred: High resolution PDF, TIFF or JPEG file (300 dpi at print size).

### Need help putting your ad together?

Contact Mary Breidenbach,  
 cell: 317-506-7269  
 mary@ecumulus.com

### Right of Publisher:

IGE reserves the right to refuse or to edit any advertisement for any reason it deems necessary. The quality of the published advertisement depends upon the materials provided. The publisher assumes no responsibility for errors in the copy submitted by the advertiser.