



INDIANA ASSOCIATION FOR FLOODPLAIN AND STORMWATER MANAGEMENT

101 West Ohio Street STE 1575
Indianapolis IN 46204

317-829-3656
www.inafsm.net

ALL TIMES NOTED ARE LOCAL TIME – CENTRAL TIME

Dear INAFSM 2018 Exhibitors:

Thank you for choosing to support the 2018 INAFSM Annual Conference in Evansville, Sept. 5-7. Below is some essential information to help you get the most out of this year's conference.

VENDOR AGENDA

The conference planning committee understands the value of face time with clients and potential clients. With that in mind, below are some key times you'll want to be at or near your booth:

- Wednesday 3:10 to 3:25 p.m. (Long Break between Concurrent Sessions)
- Wednesday 5:30 to 7:00 p.m. (Vendors Showcase & Cocktail Reception) – We have a passport to prizes (Player's Card) that attendees will be coming around to booths to ask for your signature during this period.
- Thursday 10:00 to 10:25 a.m. (Long Break between Concurrent Sessions)
- Thursday 12:25 to 1:00 p.m. (Awards Ceremony)
- Thursday 3:00 to 3:40 p.m. (Vendor Ignite Session) – The Vendor Ignite Session is a "speed dating" session. We pass the mic from booth to booth and allow a timed :30 "infomercial." If you don't want to participate in the speed dating, please let Karen Avery or Tonya Cottrell know in advance.

[CLICK HERE TO VIEW AGENDA](#)

MEALS & SNACKS

Your exhibitor registration comes with one conference registration or more if you are a Basin, River, or Watershed Level Sponsor. For all full attendee registrants, including exhibitor sponsors, the INAFSM conference comes with all meals from Wednesday lunch through Friday breakfast.

To help offset costs, we do ask exhibitors to bring snacks for attendees that they can have at their booths during breaks. Snacks such as granola bars, crackers, pretzels, chips, etc. would be great. Snacks must be prepackaged in order to adhere to the Vanderburgh County health code. We have 36 exhibitors and 260+ attendees.

BOOTH SELECTION

Booth location: We place our booths around the inside perimeter of the ONEP Plaza Ballroom where all meals are served, and plenary sessions are held so it will be easy to connect with clients and potential clients outside of the times listed in the vendor agenda above.

Booth spaces are assigned first-come, first-served based on date of registration with higher level sponsorships taking priority. If you have not already done so, we ask that you provide us with your Top 3 booth choices. Click both of the following links to assist you with your booth selection. Send your Top 3 choices to Tonya Cottrell at tcottrell@co.hendricks.in.us.

- [View Layout of Exhibit Hall Space with Booth Numbers](#)

ELECTRICITY

Exhibitors who need electricity will not be able to plug directly into wall outlets. There will be a one-time \$60 fee - **\$75 after Aug. 27th** (advanced discounted price prior to conference move in) for access to electricity for a Standard Outlet (20 AMPS). **EXHIBITORS NEED TO SELECT THIS OPTION ON THE REGISTRATION FORM AT [WWW.INAFSM.NET](http://www.inafsm.net)**

ONEP PLAZA POLICIES

All property owned by the ONEP Plaza in Evansville does not allow outside food or drink to be served by exhibitors or INAFSM staff/volunteers with the exception of small amounts of prepackaged snacks (see page 5 of policy document linked below). Any food prep by an exhibitor would require the exhibitor to work directly with the Vanderburgh County Health Department for approval. Click on the following link to review all Plaza Policies. If you need to ship your booth materials to the Plaza (see page 7 of policy document linked below). http://www.inafsm.net/assets/Conference/2017/docs/vendors/cc_pandp_manual.pdf

GOLF OUTING

Vendors are welcome to register for the golf outing that occurs Tuesday afternoon before conference.

Our 11th annual INAFSM golf scramble will be held [Helfrich Hills Golf Course](#) in Evansville, Indiana on Tuesday, Sept 4th. The first group will tee off at 1:00 pm.

1550 Mesker Park Dr, Evansville, IN 47720 ([view map](#))

Helfrich Hills Golf Course was built in 1923 and designed by renowned architect Tom Bendelow. Helfrich Hills features many hills and valleys and remains one of the favorite tests of golf in the tri-state. The tree-lined fairways will challenge golfers of all skill levels. The Tri-State Amateur & U.S.G.A. Public Links Qualifying rounds are hosted at Helfrich Hills Golf Course.

Greens fees with cart are only \$34 per golfer, paid directly to the course upon your arrival there. Show up early to relax and enjoy lunch at the course.

Contact [John Crist](#) to enter yourself or reserve a foursome!

FIELD TRIPS

Vendors are also welcome to register for any of the optional field trip offerings that occur Wednesday morning and Friday afternoon. Space is limited for each tour so we recommend you register ASAP if interested [Click here for more info](#).

VENDOR / SPONSOR MOVE-IN & PACK-OUT INSTRUCTIONS

The Old National Events Plaza is located at: 715 Locust Street, Evansville, IN 47708

All vendors will either be off-loading / loading at dock #5 (located on Walnut St) or your carry packages can be brought through the front door (located on SE 9th Street) **Sorry – carts are not allowed through the front doors.** **Once your booth is unloaded on dock #5 onto the elevator, t-shirt security will operate the elevator to the second floor where you will offload within the exhibit area. Please return immediately to park your vehicle because there is not much room at the dock area.**

All parking is located across the street from the front doors on SE 9th Street. (see map)

Vendor / Sponsor Move-In Schedule		Vendor / Sponsor Pack-Out Schedule	
Tuesday – Sept. 4 th	Wednesday – Sept. 5 th	Thursday – Sept. 6 th	Friday – Sept. 7 th
6pm – 9pm	7am – 10am	5pm – 6pm	7am – 12:30pm
Dock #5 / front doors	Dock #5 / front doors	Dock #5 / front doors	front doors only

