

EXHIBITOR INFORMATION



Friday and Saturday
September 9-10, 2011

The 2011 Central Illinois Green Expo (CIGE) is proud to bring together exhibitors from the public and private sectors to showcase products, services, information and resources related to energy efficiency, renewable energy, and sustainable living for area residents, businesses, and organizations. This 2-day event, held at the Illinois Central College East Peoria Campus, features exhibition tents, presentations, workshops, activities for kids, local food and live music.

All exhibitors will be listed in the program book and on the event website. Press releases and advertising will draw media to the event. Exhibitors may distribute free giveaways and/or hold drawings for free prizes. Exhibitors will not be allowed to give away or sell any food items (candy is acceptable). The sale of products during the event is also prohibited. Exhibitors are asked to provide at least one booth worker during the entire event time. No early tear-downs allowed.

Booths will be located in outdoor tents in the Academic Building Courtyard (rain or shine) on the Illinois Central College East Peoria Campus. Booth space outside of the tent is also available for large or unique displays. Please indicate on the registration form any special display needs as this may determine booth location.

Booth Rates (Under Exhibition Tents)

- For-Profit, Business, \$400 each
- Non-Profit, Government, Education, \$200 each
- Includes 10' x 10' space, non-skirted 8' table, two chairs

Booth Rates (Outside of Exhibition Tents)

- 25' x 25' space, \$300
- 50' x 50' space, \$500

**Please submit
Exhibitor Registration
by August 19, 2011.
Late registrations will
only be accepted if space
is still available.**

Set Up and Tear Down

- Set up must be completed on Friday, September 9th between 6:30 AM and 8:30 AM. Alternate set-up accommodations must be arranged with event coordinators prior to the event.
- Exhibitors must check-in during set-up at the CIGE information booth (located at the entrance to the courtyard).
- Outdoor exhibitors purchasing booth space outside of the exhibition tent may rent tents through CIGE. The set-up of tents or additional structures must be arranged with event coordinators prior to the event.
- Exhibitors may tear down after 4:00 PM on Saturday, September 10 and must be completed by 7:00 PM that evening. Alternate tear-down accommodations must be arranged with event coordinators prior to the event.
- Carts will be available on site, however, availability may be limited. It is recommended that exhibitors supply their own carts for specialty or extremely heavy display items.

Food

Limited food service will be provided throughout the 2-day event. Exhibitors are allowed to bring their own food and beverage for booth workers, but are asked to keep them hidden from public view underneath tables or behind displays.

Liability Waiver

By purchasing a booth at CIGE, exhibitors agree to accept full liability for any damages to booth materials, displays or other items supplied by the exhibitor; for any injuries incurred by exhibitor booth workers; for any damages to the event facility; or for any damage to vehicles in the event parking lot. 24-hour security will be provided during this event.

For more information about exhibits, please contact Anthony Corso at 309.694.8444

EXHIBITOR REGISTRATION



Please complete this registration form and remit with payment to CIGE by **August 19, 2011**. For more information about exhibits, please contact Anthony Corso at 309.694.8444. Thank you for participating in CIGE.

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Contact Name		
Business or Organization		
Address		
City	State	Zip
Phone	Fax	
E-mail		
Web URL		
Will you need electricity at your booth? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what?		
Other needs:		

Quantity	Options	Cost	Total
Exhibitor Booth 10' x 10' (Under Tents)			
	Business For-Profit	\$400	
	Non-Profit, Government, or Education	\$200	
	Additional 8' Tables	\$10	
	Sponsor (Emerald, Platinum, or Gold)	Included	
	Sponsor (Silver), For-Profit	\$200	
	Sponsor (Silver), Non-Profit	\$100	
Exhibitor Booth (Outside of Tents)			
	25' x 25'	\$300	
	50' x 50'	\$500	
	Additional 8' Tables (optional)	\$10	
TOTAL			

Payment Information
<input type="checkbox"/> Check Payment Enclosed (Payable to ICC Educational Foundation)
<input type="checkbox"/> Credit Card Payment (Please complete below)
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover
Expiration Date
Card Number
Security Code (Last 3 digits on back of credit card)
Signature

Submit registration form and payment to:

By Mail: CIGE c/o Anthony Corso
Illinois Central College
AIT Room 210
1 College Drive
East Peoria IL 61635

By E-mail: info@cigreenexpo.org

By Fax: 309.694.5799

Thank you for your support and participation!

For questions about exhibits, please contact Anthony Corso at 309.694.8444.