



January 2012

Dear Patron Member/Vendor Representative:

It's hard to believe but it is time to plan for the Spring ICASE conference. We invite you to exhibit at the Annual Spring ICASE Conference to be held in Indianapolis at the Hyatt Regency Downtown on February 23-24. The Hyatt has just completed a total remodeling project and it is beautiful! It is exciting to have the conference just after the Super Bowl and everything will still be in prime appearance.

For the spring conference the exhibits will be located on the 3rd level in the lobby area that is close to the conference break-out sessions and easily accessible to conference participants. The tables will have a bit of space between them and it is a large area. I've also made arrangements to have an area near the exhibits so you can meet with people and discuss in more detail your products for those in between times when you need to take care of additional business if you wish. Please feel free to relax and take a break there also.

You will have many opportunities to showcase your products and services, and network with well over 200 school leaders that are expected to attend. Actual time in the schedule is being given for participants to meet with individual patron and vendor representatives. Our *ICASE Vendor & Patron Membership Levels and Benefits* are explained in detail in the enclosures. Please refer to the sheet for information regarding the various levels of membership and benefits. If you are not already a Silver, Gold, or Platinum member, we hope that you will give serious consideration to joining as one of these members. If you are not certain of your level of membership for this year, just let me know. Even if you are a silver, gold or platinum member, we'd like for you to complete a new registration for the 2012 Spring ICASE conference. This just helps with our bookkeeping. Thanks!

Once you are registered, more specific information will be sent to you. If you require additional information, please send an email to mneumann@awssc.k12.in.us or call my office, 260.824.5880. See you soon!

Sincerely,

Michele K. Neumann
Director of Special Education
Adams Wells Special Services Cooperative
Chair Patron Membership Subcommittee, ICASE
925 N. Main Street
Bluffton, IN 46714



Annual Spring ICASE
February 23-24, 2012 Hyatt Regency Downtown
Indianapolis, Indiana



EXHIBITOR REGISTRATION FORM

Company Name		
Representative Name		
Address		City/State/Zip Code
Phone	FAX	Email
Brief description of your product or service for the conference brochure written here or attached:		

If available, please provide your company logo in jpg. format to be used in conference publications.

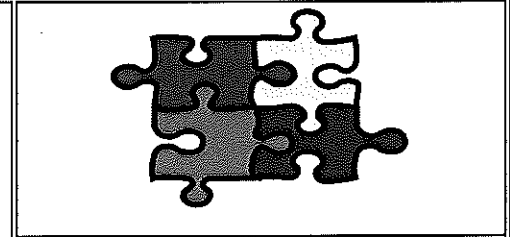
Please check all that apply:

Vendor/Patron Level	Cost	Quan.	Total	RAFFLE! RAFFLE! RAFFLE!
ICASE Vendor Participant	\$300		\$ -	Would you please provide an item or two for our participant raffle??? We will donate ____ door prizes for the drawing to be held on Friday morning.
Silver Patron	\$600		\$ -	
Gold Patron	\$1,000		\$ -	
Platinum Patron	\$2,500		\$ -	
ICASE Event Sponsorship - call for pricing				
Meal Tickets				We will again provide each conference participant with a Vendor Raffle Puzzle Card. You will be asked to initial each puzzle card in "your" square. We will then draw for prizes from those cards with all of the squares initialed.
Please indicate the number of tickets you would like for each day ↓				
Thursday Breakfast	\$25		\$ -	
Thursday Lunch	\$25		\$ -	
Friday Breakfast	\$25		\$ -	
Make check payable to ICASE				
Total amount due			\$ -	

Please send a copy of this registration with your payment to:

ICASE

2150 West 97th Place
 Crown Point, IN 46307
 Phone: 219-769-4000
 FAX: 219-769-4563



~Registration is due by February 6~
Thank you for making our conference a success!



Dear Exhibitor,

Thank you for exhibiting at the Hyatt Regency Indianapolis!

Below are the answers to some frequently asked questions and the appropriate forms required for exhibiting at the Hotel.

Please send your completed electrical request form to the hotel by **Monday, February 6th** in order to guarantee advance order pricing. All forms should be faxed or emailed to the Convention Services Manager, Sarah Krukemeier, at 317.616.6079 or sarah.krukemeier@hyatt.com.

Question 1: If I need to ship boxes to the hotel, whom do I address these to and is there a handling fee?

All boxes shipped to the Hyatt Regency Indianapolis must contain a label stating the following information:

Hyatt Regency Indianapolis
1 South Capitol Avenue
Indianapolis, IN 46204
ICASE Annual Conference 2/23-24/12
CS Manager Sarah Krukemeier
Name of person claiming the boxes while on-site
Company Name

Packages shipped to the Hyatt Regency Indianapolis should not arrive more than three days prior to the start of the scheduled function. The Hyatt Regency Indianapolis is not responsible for the safe or timely arrival of any packages sent to the hotel by or for the group. It is the group's responsibility to check to ensure that the contents are intact. The Hyatt Regency Indianapolis accepts no liability for lost, stolen or damaged goods.

The Hyatt Regency Indianapolis Purchasing Department ships packages out of the hotel via FedEx (air only). Proper forms, shipping labels & billing information are required for all packages. Any guest wishing to ship boxes out of the hotel using any other carrier must arrange the pick-up and delivery directly with the carrier company.

Handling and Delivery Fees

Packages received at the Hotel are charged a handling fee. The fee structure is \$5.00 for up to 50 pounds, \$10.00 for 50-100 pounds, and \$50 for anything 100 pounds or more. Pallets shipped to the Hotel must be on a 42 x 42 flatbed and will be charged a \$75 handling fee.

Once the boxes are on property, there is a \$3.00 per box delivery fee to have your boxes taken to the meeting space and a \$10 pallet delivery fee to the meeting space.

Freight and Elevator Size

Please note that our freight elevators are smaller than your typical elevator, so please plan appropriately if sending freight and/or pallets to the Hotel. Pallets can only fit in the elevator with no overhang and without the pallet jack. Dimensions are as follows:

Elevator Frame: 7' high x 3.5' wide

Inside Elevator: 8' high x 77.75" wide x 55.75" deep

Question 2: What kind of Audio Visual equipment can the hotel provide?

Presentation Services (PSAV), our in-house Audio Visual Company, provides you with all of the audiovisual needs you may have, including Internet service. Their office is located in the hotel so they can be easily accessible for questions or concerns throughout your event. Please contact them directly at 317.632.2527.

Question 3: Does the hotel have high speed Internet?

High-speed Internet access is available for all of the function space in the hotel. We have a partnership with PSAV to provide T1 Internet access. Please contact PSAV directly at 317.632.2527. Wireless Internet is available in the public areas and guestrooms through T Mobile. This service is not available in the meeting areas.

Question 4: If I need electricity or at my booth, what do I need to do?

For all electrical needs, please complete the attached electrical form with your requirements, company name & contact information, booth number, and billing information. This form should then be faxed to the attention of the Convention Services Manager listed below by no later than **Monday, February 6th**.

Question 5: When can I start setting up and tearing down?

Set up is on 2/23/12 at 6:00am. You are welcome to start setting up any time after 5 AM.
Tear down is on 2/24/12 at 5:00pm. Tear down must be completed by 6 PM.

Question 6: When and where do I load in and out?

All items must be loaded in and out of the Hotel through the Loading Dock, located on the corner of Capitol and Maryland St.

Please do not hesitate to contact me if you need further assistance.

Thank you and we look forward to welcoming you to our beautiful property!

At your service,

Sarah Krukemeier
Convention Services Manager
Hyatt Regency Indianapolis
One South Capitol Ave.
Indianapolis, IN 46204
317.616.6087 (phone)
317.616.6079 (fax)
sarah.krukemeier@hyatt.com



Please return all completed forms to:
 Sarah Krukemeier, Convention Services Manager
 Hyatt Regency Indianapolis, One South Capitol Avenue, Indianapolis, IN 46204
 Office Phone #: (317) 616-6080, Office Fax #: (317) 616-6079
 email: Sarah.Krukemeier@hyatt.com

Engineering Exhibit Service Form

(please check one) **Advance Order** **Floor Order** (see pricing differences below)
 Please Print or Type all information on this form
 Advance orders must be received 10 days prior to connection date, or floor order rates will apply

Convention Name	ICASE Annual Conference	Contact Name	
Company Name		On Site Contact/Cell	
Address		Event Dates & Times	2/23/12- 2/24/12
City		Requested Setup Time	6:00am
State	Zip Code:	Requested Teardown Time	5:00pm
Telephone #		Function Room	Cosmopolitan Foyer- 3rd Floor
Fax #		Booth # or Location	
E-mail address		Today's Date:	
Print Name:		Authorized Signature:	

Electrical Service Per Day

All standard electrical based on 20amp circuits and includes one extension cord. All electrical charges are on a daily basis

Description	# of Days	Quantity	Advance Order	Floor Order	Price Total
(1) 120v circuit	0	0	\$50.00	\$75.00	\$ -
(1) 208v, single phase circuit**	0	0	\$80.00	\$120.00	\$ -
(1) 208v, three phase circuit 100amp**	0	0	\$300.00	\$500.00	\$ -
(1) 208v, three phase circuit 200amp**	0	0	\$600.00	\$800.00	\$ -
Extension cord (25' or 50', please specify)	0	0	\$25.00	\$40.00	\$ -
Power strip	0	0	\$25.00	\$40.00	\$ -
Spilder box = (6) 20 amp circuits	0	0	\$300.00	\$450.00	\$ -
Subtotal					\$0.00

**These electrical services are only available in Regency Ballroom, please consult your Convention Services Manager for full details.

Banner Hanging

Description	Quantity	Advance Order	Floor Order	Price Total
Banner (up to 25 sq. ft.)	0	\$40.00	\$60.00	\$ -
Banner (over 25 sq. ft.)	0	\$50.00	\$80.00	\$ -
Subtotal				\$0.00

Boxes and Delivery

Description	Quantity	Receiving and Delivery Fee	Price Total
# of boxes to be shipped to hotel (up to 50 lbs)	0	\$8.00	\$0.00
# of large boxes/crates (requires 2 people to lift)	0	\$15.00	\$0.00
# of pallets shipped to the hotel*	0	\$100.00	\$0.00
Labor fee for oversize pallets	0	\$50.00	\$0.00
Subtotal			\$0.00

*All pallets must be smaller than 54" x 40" to fit in our service elevator.
 Any pallets that are larger than this will be charged an additional \$50 labor fee for unpacking pallets to move to meeting space

Internet Services

Our in-house Audio/Visual company, PSAV, can provide a full range of equipment for your booth including Internet Services.

Please contact them directly at 317-632-2527 for availability and pricing

In order to confirm your needs for the event, you will need to contact your Convention Services Manager (contact information listed at the top of the page) to provide a credit card for payment or arrange for other payment options. Orders that have not been confirmed with payment are not confirmed and services are not guaranteed to be available.	Electrical	\$0.00
	Banners	\$0.00
	Boxes and Deliveries	\$0.00
	Total All Services	\$0.00

By submitting this form and any supporting documents, I confirm that I have read and agreed to the use of the personal information I am giving you in accordance with your Global Privacy Policy for Guests, which is available at privacy.hyatt.com