



Dear iGO Exhibitor,

The International Association of Government Officials also known as iGO is composed of the finest Clerks, Recorders, Election Officials and Treasurers that are elected and appointed throughout the United States and abroad. The membership has swelled from a merger of IACREOT and NACRC that became effective September 1, 2016. Our members are responsible for the purchase of equipment and services for their respective offices. They anticipate viewing the latest technology at our top rated trade show. As a vendor we encourage your company to participate by having a booth in our trade show. It is the perfect opportunity to make contact with 350 potential customers who are always looking for ways to operate their office more efficiently and to keep up to date with the latest technology and services on the market.

The Peppermill Reno will be our host property. It is located approximately 15 minutes from the Reno Tahoe International Airport. There is complimentary airport transportation for conference guests. iGO secured a remarkable room rate of \$99 per night plus 15% tax. In addition to airport transportation, there is complimentary covered garage parking on-site, free Wi-Fi in the meeting rooms and no resort fees. The Peppermill is a AAA Four Diamond property. For additional hotel info please visit www.peppermillreno.com. Reno has been named one of the 10 most livable mid-sized cities in the US. Reno, nicknamed “the biggest little city in the world” is the home of Arttown and one of the five best car museums in the US. Reno boasts numerous parks, trails and flowing streams and rivers.

The 2018 Trade Show will open with a Reception Wednesday, July 18, 2018 from 5 pm-6:30 pm. Speed Networking Sessions are scheduled from 3-5 pm prior to the Grand Opening and will be held in separate rooms away from the exhibit area. The four divisions will be divided into four rooms. Vendors wishing to participate in Speed Networking will make their presentation to the room. Time slots and duration will be determined depending on vendor participation. The popular Round Robins Sessions for

each division will return this year. These sessions will take place during the hours that the trade show is open. Each division is scheduled for education time in the exhibit area and will have one plus hours to visit with vendors that have a product or service that would be of interest to them. These Round Robin Sessions usually give each group a 10-15 minute audience at each participating exhibitor's booth.

Featured on our web site is a fillable pdf booth contract form and a floor plan for your review. To view the floorplan go to <http://iaogo.org/attend/igo-annual-conference/vendors/>. In order to proceed with a booth registration at this time, please return the completed booth contract to pegysparks@att.net. Be sure to include more than one selection. You will be notified of your assigned booth space and emailed an invoice. There is a \$500 deposit per booth in order to hold your booth. After February 28, 2018 the full booth payment of \$1,000 per booth is due at the time of reservation. You will also be able to post your company profile and register booth staff on our web site for our delegate's easy reference and information. You may pay with a credit card or if remitting by check, please make it payable to iGO and mail to iGO, 110 Horizon Drive, Suite 210, Raleigh, NC 27615. Reservations that are to be paid by check will be held for a two week period pending receipt of deposit. Please take advantage of our \$500 Corporate Membership and the many benefits included as a corporate member.

As the Trade Show Director for iGO, I consider it a privilege to represent you and your interests at the iGO Trade Show. For those of you that attended both IACREOT and NACRC in the past, you will be attending only one important conference rather than two. This is definitely a favorable budget factor as you avoid dual booth fees, hotel and travel expenses. Come and be a part of history as we open our second iGO Trade show and celebrate "Confidence and Responsible Stewardship in Uncertain Times" as we continue to advance as one united organization.

Kindest Regards,

Peggy Sparks

iGO Trade Show Director

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