

iGO TRADE SHOW

July 15th and 16th, 2019

Contact Person: Peggy Sparks, iGO Trade Show Director
713.628.8809, pegysparks@att.net

Show Location:

Marriott Marquis Houston
1777 Walker Street,
Houston, TX 77010
713.654.1777

MONDAY, JULY 15th, TRADE SHOW SCHEDULE:

Vendor Move-in and set-up	Exhibitor Move in and Set Up 10 am-3 pm Marriott Marquis-Level 4 Texas Ballroom D-E
Speed Networking Sessions	Rooms to be assigned, 2-4 pm (More information below)
Trade Show Grand Opening & President's Reception	"The Technology Launch", Texas Ballroom D-E 4-8 pm

TUESDAY, JULY 16th, TRADE SHOW SCHEDULE

Breakfast	7:30-8-30 am
Workshop "Lift Off"	10-Noon, Including ALL Business Partners, Teambuilding at iGO's Charity Event "No Child Hungry"
Trade Show Lunch	Noon-1 pm
Education Sessions	1-4 pm (see education time in the trade show-next page) Election Officials' Division, Clerks' Division, Recorder's Division
Grand Closing	4:00-4:30 pm. This is a great time to draw for your booth prizes.

SPEED NETWORKING SESSIONS: "Rotation Begins"

Speed Networking sessions will take place on Monday, July 15th from 2-4 pm prior to the Grand Opening of the exhibit area. The Clerks, Recorders and Election Officials will each have a separate meeting room. Participating exhibitors will have an opportunity to introduce themselves to the division(s) that have a need or an interest in the product and/or services on exhibit. Duration of your introduction will depend on how many exhibitors sign up for this presentation. Time will not allow for demos. This is your opportunity to invite delegates to your booth for a more detailed demonstration. Attendees will receive educational credit for attending. You will be contacted two to three weeks prior to the conference date with additional information regarding time slots, duration and room assignment.

EDUCATION TIME IN THE TRADE SHOW-ROUND ROBINS

The following divisions of iGO will have dedicated time in the trade show. Delegates will be visiting your booths in small groups for approximately 10 minutes. These visits will take place on Tuesday, July 16:

Election Officials' Division 1-2:30 pm, Hosted by: Christine Jones, Elections Director, Queen Anne's County, MD. Director Election Official's Division, christine.jones@maryland.gov

Clerks' Division 2:30-3:15 pm, Hosted by: Gerarda Culipher, Chief Deputy Clerk, Fairfax Circuit Court VA, Director Clerks' Division, gerarda.culipher@fairfaxcounty.gov

Recorders' Division 3:15-4 pm, Hosted by: Deborah Beatty, Recorder Nye County, NV, Director Recorders' Division, dbeatty@co.nye.nv.us

DECORATOR AND DRAYAGE SERVICES OFFICIAL CONTRACTOR:

Freeman

Contacts:

Ashton Almond, ashton.almond@freemanco.com 713.770.6754

DAndrea.Thompson@freemanco.com 281.763.0715

Freight accepted exactly 30 days prior to move in date

Shipping address

TO: _____
(exhibitor name & booth #)

Show Name- iGO

C/O: Freeman

9258 Park South View, Ste 100

Houston, TX 77051

WAREHOUSE

NOTE: Very important to include company name & booth on the TO line

VENDOR ONE ON ONE SESSIONS:

These sessions must be reserved in advance. Please send your request to pegysparks@att.net. Room assignments will be verified 2 weeks prior to conference. They will take place from 10:30-11 am, 11-11:30 am and 11:30 to Noon on Wednesday, July 17th. NOTE: these sessions will not show on the conference agenda and the business partner is solely responsible for issuing invites to their session. These are small conference rooms that seat up to 20 people classroom style. There will be a 5 minute "flip" time so each session ends 5 minutes prior to the next session start time. These rooms are provided at no expense to the business partner. There is no time to set up equipment and electricity is not provided. The Joint education session taking place at the same time is "The Effects of Hurricane Harvey on Houston". Any members attending your 25 minutes presentation/question/answer session will receive education credits. This session is your blank canvas! Visit with one important client or 20.

EXHIBITOR SERVICES MANUAL

Will be provided by Freeman. A link will be sent that will access the exhibitor kit. A link will also be included on the Vendor page at www.iaogo.org. Click on Attend on the drop

down menu click on Vendor Information. Click on Exhibitor Kit link. (to be updated soon)

HOTEL INFORMATION:

Conference Hotel is the Marriott Marquis Houston, 1777 Walker St. Houston, TX 77010
Room rates are \$135.00 +17% tax

PLEASE BOOK IN THE iGO ROOM BLOCK! We have a great room rate and NO RESORT FEES!

Several ways to make reservations:

on line go to <https://book.passkey.com/e/49838245>

OR call 1-800-228-9290 or 713-654-1777

CODE is iGO and group name is iGO Annual Conference 2019

If there are any issues with not being able to book in our block please contact Brenda Bell bellb42014@gmail.com.

AIRPORT INFORMATION:

Fly into George Bush Intercontinental Airport (IAH) approximately 20 miles North of downtown Houston

OR William P. Hobby Airport (HOU) approximately 10 miles South of downtown Houston

There is not a hotel shuttle from either airport. Houston has Uber, Lyft and Taxi service

REGISTRATION LISTS:

Will be emailed at the end of June and again after the conference.

SHOW COLORS:

Blue and White

BOOTH PACKAGE AND BOOTH FEE:

Each 8' x 10' booth remains at \$1,000 and includes the following:

6' Skirted Table in show colors, 2 contour chairs, 1 wastebasket and a 11" x 17"

Identification Sign

CARPET:

The exhibit area is carpeted with multicolored carpet. There is no need to order booth carpet.

TRADE SHOW ATTIRE and TRADE SHOW THEME:

Space/Astronaut Theme

Business casual

TRADE SHOW SECURITY:

Will be provided from 2 pm on Monday, July 15th through Tuesday, July 16th at 6 pm.

As a security caution, please remove your laptops, IPADs, etc each time you vacate your booth.

SPONSORSHIP OPPORTUNITIES:

There are numerous sponsorship opportunities for your company to participate in. Each level of sponsorship will be acknowledged and recognized at the event sponsored. For further information, please reference the Vendor page under "Attend" on the header at www.iaogo.org. Click on the 2019 Conference drop down and click on 2019 Trade Show information. There are three sections of sponsorship information: Sponsorship Levels,

Sponsorship Opportunities, and a Sponsor information form. Please contact Peggy Sparks at pegysparks@att.net or 713.628.8809.

COMPANY PROFILE AND EXHIBIT BADGES:

For your company profile information to be included on our web site and our conference materials, please go to www.iaogo.org. Click on "Attend" on the header. On the dropdown menu, under 2019 Annual Conference scroll down to "Exhibitor Information Form. It is a fillable form. Please complete and save as 2019 iGO profile form and email to info@iaogo.org and copy pegysparks@att.net. If you are not certain of your booth attendees at this point, that information can be sent later. NOTE: Your company attendees must have a badge for admittance to the trade show.

EDUCATION SESSIONS:

Exhibitors are encouraged to attend the Educational Sessions. A Vendor badge will allow you admittance to all sessions. Exhibitors are invited and encouraged to stay over after the close of the exhibit area to attend.

CONFERENCE REGISTRATION:

This is not to be confused with booth registration (booth reservations are \$1,000 per 8'x10' space and conference registration is NOT included). A vendor can only register for the conference registration IF the company has a booth in the trade show. Conference registration includes all food and beverage events. Booth registration includes only the food/beverage events that take place in the trade show on Monday and Tuesday.

Conference registration for Members: \$495

WEDNESDAY, JULY 17TH:

A ticketed event - \$180.00 each (but included in a full conference registration)

"Mission Complete"

2:15-8:30 pm. Buses will depart the Marriott Marquis Houston to Space Center Houston that includes a private tram tour of NASA with additional time to tour Space Center Houston. The tours will be followed by dinner with a famous astronaut that will be addressing our group. Installation of the 2019-2020 officers will follow dinner.

This is a great outing and is family friendly. While in Houston don't miss this opportunity to not only see NASA and the Space Center Houston exhibits but to do this with the iGO membership! (transportation, tours and dinner included and tickets must be purchased in advance)

GRAND CLOSING AND MOVE OUT

Tuesday, July 16th, Grand Closing 4-4:30 pm. Door Prizes and Booth Prizes can be awarded at this time. Tear down and move out immediately following the close of the trade show. Security will be dispensed with at 6 pm.