



INDIANA ASSOCIATION FOR FLOODPLAIN AND STORMWATER MANAGEMENT

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Dear INAFSM 2017 Exhibitors:

Thank you for choosing to support the 2017 INAFSM Annual Conference in South Bend, Sept. 6-8. Below is some essential information to help you prepare for this year's conference.

COMPLIMENTARY AD SPACE IN PROGRAM – DUE JULY 7 – 2016 ADS NOT IN PROPER FORMAT

Ads are due Friday, July 7 to kavery@inafsm.net as are logos. Program ad art submitted in prior years will **not** work because the program dimensions are changing. Click on the following link for ad specs: [Ad Specs for Program Advertisements](#)

BOOTH SELECTION

Booth spaces are assigned first-come, first-served based on date of registration with higher level sponsorships taking priority. 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 Karen Avery at kavery@inafsm.net by August 1.

- [View Layout of Exhibit Hall Space with Booth Numbers](#)
- [View Layout of Century Center in Relation to Ballroom](#)

BOOTH SET UP

Exhibitors will have the opportunity to set up their booths on Tuesday, Sept. 5 from 6 p.m. to 9 p.m. or Wednesday, Sept. 6 from 8 a.m. to 10 a.m. There is a parking lot just outside of the Discovery Ballroom. It is noted as "Door 2" on the following diagram: [View Layout of Century Center in Relation to Ballroom](#)

ELECTRICITY

New this year!!! If you require electricity for your exhibit space you will need to contract directly with the South Bend Century Center. Please fill out the following form and submit directly to the Century Center. <http://www.inafsm.net/assets/Conference/2017/docs/vendors/exhibitorelectric.pdf>

SOUTH BEND CENTURY CENTER POLICIES

All property owned by the Century Center in South Bend 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 St. Joseph County Health Department for approval. Click on the following link to review all Century Center Policies. If you need to ship your booth materials to the Century Center (see page 7 of policy document linked below).

http://www.inafsm.net/assets/Conference/2017/docs/vendors/cc_pandp_manual.pdf