



P O Box 1326, Bloomington, IL 61702-1326 • Phone (309) 827-2774 • Fax (309) 827-2779 • [www.ifca.com](http://www.ifca.com)

October 28, 2009

TO: IFCA Exhibitors

FROM: Leslie Forrest

SUBJECT: **Exhibitor Contract for IFCA Convention**  
January 19-21, 2010; Peoria Civic Center; Peoria, Illinois

**Please read this entire letter.**

We hope that you, like the IFCA staff and Convention Committee, are anticipating another successful IFCA winter convention. **Please note that the trade show portion of the IFCA Convention is on Wednesday and Thursday this year, as was the case last year.**

Enclosed is your exhibitor contract. Please review it carefully. This is the only copy your organization will receive so please ensure it gets to the right person. If changes or corrections need to be made in your address or appropriate contact person, please call me at 309.827.2774 or email [leslief@ifca.com](mailto:leslief@ifca.com).

Exhibitors that exhibited last year have an opportunity to secure the same booth space that you held last year. Please fax me your contract ASAP so I can reserve your spot. If you are not sure of your booth number please see the enclosed map. No large equipment is allowed on the trade show floor.

Each exhibitor will receive two complimentary employee registrations for each 100 square foot of exhibit space reserved (i.e. each 10 x 10 booth space). We will send you the form to register your employees when we receive your signed contract.

The Convention Committee asks that you please take note of the following items:

1. If you are planning to hold company meeting, we encourage you to schedule your meetings during the day on Tuesday, January 19 for those who do not plan to attend the CCA Session that day.
2. The IFCA Annual Meeting begins at 4:30 p.m. on Tuesday, January 19 followed by the kick-off reception at the Pere Marquette Hotel ballroom. Please attend!
3. Please return your housing form as soon as possible to the Convention & Visitor's Bureau. We will do all we can to accommodate your first choice for a hotel. Please note that if your company secures more than five rooms at the Pere Marquette and you do not cancel your extra rooms prior to January 11, 2010, you will be charged for the room. The Convention Committee adopted this policy to ensure that IFCA meets its contractual obligations with the Pere Marquette. We appreciate your cooperation with this policy.

**Please return your exhibitor contract by December 4, 2009 to the IFCA office in Bloomington.**

When returning your contract, please include your fax number and email address because we plan to send updates or changes by email (preferred) or by fax as they occur. Even if you decide not to exhibit, please return your contract to us and indicate why you won't be able to join us.

Thank you for your interest in the IFCA Convention and Trade Show. It's a great place to start off the year learning about industry trends, picking up educational credits and networking with your peers.

Please call Leslie, Jean or Kevin at (309) 827-2774 if you have any questions. We look forward to working with you to provide a great opportunity to educate our members on the various products and services your company has to offer. See you in Peoria!

Enclosures