INDIANA SCHOOL NUTRITION ASSOCIATION

PARTNERSHIP OPPORTUNITIES

2026-2027



INDIANA
SNA
School Nutrition Association

WELCOME

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

WELCOME, PARTNERS

Dear ISNA Business & Industry Partners,

As another annual conference quickly approaches, we want to extend a sincere thank you for your continued support of ISNA and food service staff across the state of Indiana! Your support is extremely valuable in ensuring that our members continue to have the resources and network they need to thrive.

The 2026 ISNA Annual Conference is scheduled for November 4-6, 2026, at the Century Center! We are so excited to invite you to join us in providing a one-of-a-kind experience for all members and partners.

As we approach the 2026 ISNA Annual Conference, we have compiled the attached materials to help with your preparations. Please review the attached materials for information on registering as a partner, participating in the conference, exhibiting at the 2026 exhibit/food show, and more!

If you have any questions about this year's conference or your partnership, please don't hesitate to reach out to ISNA at admin@indianasna.org.

Thank you again for your support. We look forward to working with you!

The ISNA Team

INDIANA SNA School Nutrition Association

ISNA ANNUAL CONFERENCE

NOVEMBER 4-6, 2026

Century Center
120 S Doctor M.L.K. Jr Blvd
South Bend, IN 46601

Exhibit Show
Thursday, November 5

BEFORE YOU ARRIVE

- [ ] Register as a 2026-27 Business & Industry Partner
- [ ] Reserve your Annual Exhibit Show booth
- [ ] Reserve hotel rooms
- [ ] Reserve electricity, furniture, and additional needs (optional)

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

2026-27 ISNA PARTNERSHIPS

ISNA is excited to provide the following all-inclusive partnership packages for the 2026-27 partnership year. Packages include the following benefits. For more information or questions, please reach out to admin@indianasna.org.

PRESENTING	**$15,000**
DIAMOND	**$5,500**
PLATINUM	**$3,000**
GOLD	**$1,850**
SOLE PROPRIETOR*	**$1,500**
SILVER	**$1,200**
BRONZE	**$350**

**Sole Proprietor Partner membership is available for a small business with one to three employees/contractors only.*

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

PARTNERSHIP LEVEL

PRESENTING PARTNER $15,000

INCLUDED AT THIS LEVEL

- One (1) extra-large focal booth (equal to 4 traditional booths) at the 2026 Indiana School Nutrition Industry Expo with designation as a “Presenting Partner”
- Recognition as a title sponsor of the President’s Dinner
- Logo on conference giveaway item for all director attendees
- Three (3) complimentary partner registrations and one (1) large double table table at the 2027 Director Retreat
- Opportunity to be entered into the selection to host a Industry Connections Tour Event
- Recognition as sponsor of conference mobile site
- Recognition as sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of Director's Only Day Lounge at Annual Conference
- Logo used on a portion of conference registrant lanyards
- Ability to facilitate one (1) 30-minute "Innovation Session" at Annual Conference
- 5-minute live speaking opportunity at Annual Conference
- One (1) pre- or post-conference email to director registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- Opportunity to provide additional sponsorship of ISNA Board Meeting (at partner expense - only two (2) available)
- Sponsor of Fun Night Event - Partner may provide gift(s) for winners
- Spot at exclusive Prized Partners Reception prior to President's Dinner
- Listing and recognition as Sponsor for all main sessions at the Annual Conference
- Inclusion of an item* in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner*
- Four (4) complimentary partner registrations at the Annual Conference
- Four (4) complimentary tickets to the President's Dinner
- Ability to provide an educational article for the ISNA Newsletter*
- Linked logo recognition in ISNA Newsletters *
- Ability to share company updates/information through ISNA's Newsletter twice annually*
- Name and email access to ISNA's director membership directory
- Ability to create original pre-recorded webinars for ISNA's website
- Ability to participate in ISNA-hosted webinars
- Featured on the home page of ISNA's website with logo
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

PARTNERSHIP LEVEL

DIAMOND PARTNER

$5,500

INCLUDED AT THIS LEVEL

- Double booth (equal to 2 traditional booths) at the 2026 Indiana School Nutrition Industry Expo with designation as a “Diamond Partner”
- Two (2) complimentary partner registrations and one (1) large double table at the 2027 Director Retreat. Additional registrations can be purchased at a cost.
- Opportunity to be entered into the selection to host a Industry Connections Tour Event
- Recognition as sponsor of conference mobile site
- Recognition as Sponsor of a snack/beverage break with the opportunity to provide a snack/beverage
- Sponsor of Director's Only Day Lounge at Annual Conference
- Logo used on a portion of conference registrant lanyards
- Ability to facilitate one (1) 30-minute "Innovation Session" at Annual Conference
- 5-minute live speaking opportunity at Annual Conference
- One (1) pre- or post-conference email to director registrants
- Opportunity to provide a 30-second commercial spot for use at the Annual Conference
- Opportunity to provide additional sponsorship of ISNA Board Meeting (at partner expense - only two (2) available)
- Sponsor of Fun Night Event - Partner may provide gift(s) for winners
- Spot at exclusive Prized Partners Reception prior to President's Dinner
- Listing and recognition as Sponsor for a main session at the Annual Conference
- Inclusion of an item* in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner*
- Four (4) complimentary partner registrations to the Annual Conference
- Four (4) complimentary tickets to the President's Dinner
- Ability to provide an educational article for the ISNA Newsletter*
- Linked logo recognition in ISNA Newsletters*
- Ability to share company updates/information through ISNA's Newsletter twice annually*
- Name and email access to ISNA's director membership directory
- Ability to create original pre-recorded webinars for ISNA's website
- Ability to participate in ISNA-hosted webinars
- Featured on the home page of ISNA's website w/ logo
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

PARTNERSHIP LEVEL

PLATINUM PARTNER

$3,000

INCLUDED AT THIS LEVEL

- One (1) traditional booth at the 2026 Indiana School Nutrition Industry Expo with designation as a “Platinum Partner”
- Opportunity to provide additional sponsorship of ISNA Board Meeting (at partner expense - only two (2) available)
- One (1) complimentary partner registration and one (1) table at the 2027 Director Retreat. Additional registrations can be purchased at a cost
- Opportunity to be entered into the selection to host a Industry Connections Tour Event
- Sponsor of Fun Night Event - Partner may provide gift(s) for winners
- Spot at exclusive Prized Partners Reception prior to President's Dinner
- Listing as a Session Sponsor for a main session at the Annual Conference
- Inclusion of an item* in the "Conference Bag" provided to Annual Conference registrants. **Provided by partner*
- Three (3) complimentary partner registrations to the Annual Conference
- Three (3) complimentary tickets to the President's Dinner
- Static logo in commercial video loop at the Annual Conference
- Ability to provide an educational article in ISNA Newsletter*
- Ability to share company updates/information through ISNA's Newsletter once annually*
- Linked logo recognition in ISNA's Newsletter twice annually*
- Name and email access to ISNA's director membership directory
- Ability to post one original pre-recorded webinar for ISNA's website
- Ability to participate in ISNA-hosted webinars
- Featured as a scrolling link on ISNA's website w/ logo
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

PARTNERSHIP LEVEL

GOLD PARTNER

$1,850

INCLUDED AT THIS LEVEL

- One (1) traditional booth at the 2026 Indiana School Nutrition Industry Expo with designation as a “Gold Partner”.
- Two (2) complimentary partner registrations at the Annual Conference
- Ability to purchase tickets to the President's Dinner
- Ability to register for the Director Retreat at an additional cost
- Name recognition in commercial video loop at the Annual Conference
- Ability to provide an educational article for one (1) ISNA Newsletter*
- Linked logo recognition in ISNA's Newsletter once annually*
- Name access to ISNA's membership directory
- Ability to post an original pre-recorded webinar for ISNA's website
- Ability to participate in ISNA-hosted webinars
- Featured as a listed sponsor on ISNA's website
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

PARTNERSHIP LEVEL

SOLE PROPRIETOR PARTNER

$1,500

INCLUDED AT THIS LEVEL

- Half (1/2) booth* at the 2026 Indiana School Nutrition Industry Expo with designation as a “Sole Proprietor Partner”. **Booth assigned by ISNA*
- One (1) complimentary partner registration at the Annual Conference
- Ability to purchase a ticket to President's Dinner
- One (1) complimentary partner registration at the Director Retreat—table can be purchased at an additional cost
- Name recognition in commercial video loop at the Annual Conference
- Ability to provide an educational article for one (1) ISNA Newsletter*
- Name recognition in ISNA's Newsletter once annually*
- Name and email access to ISNA's membership directory
- Ability to participate in ISNA-hosted webinars
- Featured as a listed sponsor on ISNA's website
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

PARTNERSHIP LEVEL

SILVER PARTNER

$1,200

INCLUDED AT THIS LEVEL

- Half (1/2) booth* at the 2026 Indiana School Nutrition Industry Expo with designation as a “Silver Partner”. **Booth assigned by ISNA unless you are booking along with your broker*
- One (1) complimentary partner registration at the Annual Conference
- Ability to purchase tickets to President's Dinner
- Ability to register for the Director Retreat at an additional cost
- Name recognition in commercial video loop at the Annual Conference
- Name recognition in ISNA's Newsletter once annually*
- Name access to ISNA's membership directory
- Ability to participate in ISNA-hosted webinars
- Featured as a listed sponsor on ISNA's website
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

PARTNERSHIP LEVEL

BRONZE PARTNER

$350

INCLUDED AT THIS LEVEL

- Ability to participate in ISNA-hosted webinars
- Featured as a listed sponsor on ISNA's website
- Annual licensing rights to utilize the ISNA Logo
- Annual membership in ISNA

** Advertising opportunities subject to change based evolution of ISNA newsletters & publications.*

To register as a partner for the 2026-27 year, visit indianasna.org.
Questions? Reach out to us by email at admin@indianasna.org.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

CONFERENCE EVENTS

Purposeful opportunities for partners to connect, celebrate and build relationships with school nutrition leaders.

PRIZED PARTNERS RECEPTION

EXCLUSIVE NETWORKING

60-minute cocktail reception for Presenting, Diamond, and Platinum Partners with director-level members. Designed for meaningful conversation and relationship-building in a relaxed atmosphere. Each director and partner receives two (2) complimentary drinks.

PRESIDENT'S RECEPTION

CONNECT BEFORE DINNER

30-minute gathering for full conference registrants and partners who purchased or received President's Dinner tickets. A lively opportunity to exchange ideas and connect before dinner. Cash bar available.

PRESIDENT'S DINNER

CELEBRATE EXCELLENCE

An evening event honoring excellence and celebrating ISNA award winners. Open to full conference registrants and partners who purchased or received complimentary tickets.

DIRECTOR'S DAY LOUNGE

RECHARGE + CONNECT

An exclusive space for Food Service Director-level members only to recharge, make calls, and connect. Comfortable seating, coffee, and light refreshments are provided throughout the event.

PARTNERS MAKE THE WORK POSSIBLE

THANK YOU FOR LEADING TOGETHER.

Your partnership helps nourish communities, strengthen school nutrition programs, and empower the people who serve students across Indiana.



READY TO PARTNER?

INDIANASNA.ORG

Questions?
admin@indianasna.org
(317) 660-2225

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

EXHIBITOR DETAILS

CONFERENCE DATES	November 4-6, 2026
EXHIBIT SHOW	Thursday, November 5, 2026
CONFERENCE THEME	Leading Together: Nourishing Communities, Empowering Futures
LOCATION	Century Center | 120 S Doctor M.L.K. Jr Blvd | South Bend, IN 46601

SPACE CONTRACT + RULES & REGULATIONS

The terms and conditions for booth rental and occupancy are included in this prospectus. Please read these guidelines carefully. Purchase of a membership indicates that the exhibitor agrees to and accepts all terms and conditions stated therein. Please make checks payable to the Indiana School Nutrition Association (ISNA).

If full payment is not received by 14 days out from the conference, ISNA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at ISNA's discretion. Space will not be assigned without full payment. Booth space will be available for reservation (with full payment) on a first-come, first-served basis by partnership level, starting mid October, for Presenting, Diamond, and Platinum Partners, and Gold partner booth selections will follow after. We will email registered partners a link to do so. Silver booths will be selected by ISNA, unless with a broker. Space will not be formally assigned without applicable payment. ISNA reserves the right to assign or reassign to a space other than the one requested. Cancellation and/or booth reductions of reserved space are non-refundable 21 days out from the conference.

MOVE-IN

Nov. 4 | 1 PM - 5 PM
Nov. 5 | 7 AM - 10:30 AM

All exhibits must be completely installed by 10:30 AM on Thursday, November 5, 2026.

SHOW HOURS

Nov. 5 | 11 AM - 2 PM

Director Level ONLY from 11 AM - 12 PM.

MOVE-OUT

Nov. 5 | 2 PM - 4 PM

All equipment & exhibit materials must be completely removed from the show floor by 5:00 PM on Thursday, November 5, 2026.*

**All Carriers must check in at the dock or service desk two (2) hours prior to floor closing time, or freight will be shipped via Smith Exposition.*

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

BOOTH + SHIPPING

BOOTH SIZE

Single Booths are 12’ x 8’ and include two (2) 6’ black spandex skirted tables, 36” draped side rails, an 8’ backdrop, one chair, and a small vendor sign.

Half Booths are 6’ x 8’ and include one (1) 6’ table, skirted, 36” draped side rails, 8’ backdrop, one chair, and a small vendor sign. The exhibit hall does not have a covered floor.

Please note: an Extra Large Booth (equivalent of four (4) full booths 48’ x 8’) is included with the Presenting Level Business & Industry Partnership. A large booth (equivalent of two (2) full booths 24’ x 8) is included with the Diamond Level Business & Industry Partnership. A single full booth (12' x 8') is included in the annual membership package for both Platinum and Gold Business & Industry Partners. Silver Business & Industry Partners receive a single half booth (6’ x 8’).

BOOTH SELECTION

Information on booth selection will be shared with registered partners. Booths will be selected on a first-come, first-served basis by partnership level starting mid October, for Presenting, Diamond, and Platinum Partners, and Gold partner booth selections will follow after. We will email registered partners a link to do so. Silver booths will be selected by ISNA, unless with a broker.

SHIPPING INFORMATION

ADVANCE WAREHOUSE SHIPPING ADDRESS:

[Name of Exhibiting Company]
[Your Booth Number]
ISNA Conference 2026
Smith Exposition
1173 Airport Pkwy Ste C
Limerick Business Center
Greenwood, IN 46143

Advance Warehouse Discount Deadline:
Thursday, October 29, 2026

Warehouse Receiving Hours:
Monday - Wednesday, 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM.

DIRECT SHOW SITE SHIPPING ADDRESS:

Century Center
[Name of Exhibiting Company]
[Your Booth Number]
ISNA Conference 2026
120 S Doctor M.L.K Jr. Blvd
South Bend, IN 46601

No Freight will be accepted in advance at show site.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

EXHIBITOR POLICIES

ADDITIONAL SERVICES

The price of the booth rental does not include storage, placement, shipment, or reshipment of exhibit materials, special lighting, booth furnishings, electrical supplies, carpet, individual booth cleaning, or any other special service ordered by the exhibitor. To order additional services, please see the attached information and reach out to the vendor directly.

ELECTRICITY

Electricity is not included but is available directly through the Century Center. Please see the included Exhibitors Order Form to arrange electricity. Completed forms and questions can be directed to the Century Center.

LIMITATION OF EXHIBITS

ISNA reserves the right to stop or remove any exhibitor or his/her representative who is found to be performing an act or practice that, in the opinion of ISNA, is objectionable, detracts from the dignity of the association, or is unethical for the business purpose of the expo.

**ISNA reserves the right to refuse admittance of exhibits or materials to the expo floor until all dues and fees owed are paid in full.*

PAYMENT

Full payment must be made by 14 days out from the conference in order for booth(s) to be assigned. A processing fee will be applied to all payments made by credit card. ISNA accepts MasterCard, Visa, American Express, Discover and checks.

ALLOCATION OF SPACE

A shared full booth may be occupied by a maximum of two (2) individually paid exhibiting companies if utilized by a Broker, but only one exhibiting company if not working with a Broker. Half booths are not permitted to be shared by multiple exhibiting companies. When space is reserved to share a booth, both exhibiting companies must submit separate partnership renewals and payment. Each company must identify which company they are sharing the exhibit booth space with. All exhibitors in a booth must be at least a Bronze Partner or purchase booth space.

GENERAL EXPO FLOOR POLICIES

No exhibitor or part of an exhibit will be admitted to any space until rental of that space has been paid in full. Noisy or offensive exhibits are prohibited. Children under the age of 16 are not permitted in the exhibit hall. All persons shall have a conference badge to be on the show floor. ISNA shall always have sole control over all admission policies. There are no exceptions to general expo floor policies.

RELOCATION OF EXHIBITS

ISNA reserves the right to alter the official floor plan and/or re-assign any exhibitor's location as deemed advisable. ISNA further reserves the right to make such changes, amendments and additions to these rules and such further regulations as it considers necessary to act in the best interest of the expo.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

EXHIBITOR REGISTRATION

REGISTER ONLINE

INDIANASNA.ORG

Exhibitors may register the allotted number of complimentary attendees for their membership level. “Badge swapping” is not permitted, and violators will lose all privileges to the Exhibit Hall during show hours. Exhibitor badges allow entry to the Exhibit Hall and education sessions.

Minimum Partnership Requirements: ISNA’s policy is that to exhibit, participate in a booth, or gain access to the exhibit floor, you must be at least a paid Bronze Business & Industry Partner.

INCLUDED IN BOOTH REGISTRATION

Complementary 8.5”x 11” sign listing your company name or logo, signage throughout the Indiana School Nutrition Industry Expo based on your partner membership level. A digital registration list of all attendees will be sent to partners, approximately 7 days before the conference. Name Badges are provided and must be worn at all times on the show floor.

PREP KITCHEN

A prep kitchen will be available on a first-come, first-served basis from 9:30 AM until 1:30 PM on show day. Use of the kitchen outside of this time is strictly prohibited, and exceptions are not possible.

ON-SITE REGISTRATION

Registration packets and badges will be distributed on the expo site. Badges are required for admission to the exhibit floor.

CANCELLATIONS

If exhibit space is canceled after three weeks out from the conference, ISNA reserves the right to charge the full Membership Level Price as a cancellation fee. Half of the membership fee is refundable for exhibit space canceled in writing prior to twenty-one days from the conference. Membership dues ($350) are Non-Refundable at all times. All cancellations must be made in writing to admin@indianasna.org.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

EXHIBITOR DETAILS

COLLECTION POLICY

The exhibitor agrees to pay the balance of fees due before the booth(s) is/are assigned. Full payment is required before setup and entry.

INSURANCE

It shall be the responsibility of each exhibitor to maintain such insurance against injury to person or damage or loss of property in such amounts as the exhibitor shall deem adequate.

PRIZED PARTNER

The Prized Partners Reception for Directors will be held on Thursday, November 5, 2026, for all Presenting, Diamond & Platinum Partners and all Food Service Director-level registrants attending the 2026 Indiana School Nutrition Industry Expo. Invitations to the reception will be sent to all Presenting, Diamond, and Platinum Partners (as of October 15, 2026) prior to the Indiana School Nutrition Industry Expo. Drink tickets will be included in your conference registration for this event.

Prior arrangements for specific needs must be requested and coordinated through ISNA.

DEADLINE FOR SPECIAL REQUESTS

OCTOBER 15, 2026

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

HOTEL INFORMATION

Each vendor is required to make their own reservations with a hotel for room accommodations. ISNA has reserved a block of rooms at a discounted rate at the nearby hotels. Reservation links are provided on the conference website.

CENTURY CENTER

ISNA has reserved a block of rooms at a discounted rate. All attendees should make hotel reservations directly through the hotel's website, using provided link.

DISCOUNTED GUESTROOM CUT-OFF*

OCTOBER 12, 2026

**Or when the room block is full.*

APPENDIX

EXHIBIT RULES + REGULATIONS

INDIANA SNA School Nutrition Association



ISNA ANNUAL CONFERENCE

NOVEMBER 4-6, 2026

Century Center
120 S Doctor M.L.K. Jr Blvd
South Bend, IN 46601

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

ASSOCIATION: The word "Association" means the Indiana School Nutrition Association, its officers, director, committees, agents, or employees acting for it in the management of the exhibition.

ISNA CONFERENCE LOGO (USE OF): An exhibitor wishing to use the ISNA conference logo shall submit its intended use to the ISNA Executive Director for prior approval, which shall be within the sole discretion of ISNA.

I. PAYMENT AND REFUNDS

A. Payment Policy: If full payment is not received by fourteen (14) days before the conference, ISNA reserves the right to cancel the exhibit space without refunding the deposit and/or moving said organization to a different booth location at ISNA's discretion. Space will not be assigned without full payment. Booth space will be assigned (with deposits or payment in full) on a first-come, first-served basis based on partner level, starting mid October. Space will not be formally assigned without applicable payment. ISNA reserves the right to assign or reassign to a space other than the requested one. Cancellation and/or booth reductions of reserved space are non-refundable within twenty-one (21) days from the conference.

B. Cancellations: If exhibit space is canceled within twenty-one days from the conference, ISNA reserves the right to charge the full Membership Level Price as a cancellation fee. Half of the membership fee is refundable for exhibit space canceled in writing prior to twenty-one (21) days from the conference. Membership dues ($350) are Non-Refundable at all times. All cancellations must be made in writing to admin@indianasna.org.

II. ALLOWABLE PRODUCTS IN ISNA EXHIBIT SHOWS AND SPONSORSHIPS

A. Allowable Products: Companies exhibiting at ISNA's Annual Conference and/or showing their product at a predetermined sponsored meal or event may only include products that are within the USDA regulations to be sold in Child Nutrition (CN) programs. Representation includes demonstrating or featuring the product or logo in the booth design, as well as in dispensing cups, napkins, etc. It also includes demonstrating written materials, signage, giveaways such as tote bags and T-shirts, and any other merchandise or materials featuring the logo or product name.

B. Non-Allowable Products: Products that may not be sold in CN programs, and therefore may not be represented in trade shows and sponsorships, are defined as foods of minimal nutritional value and include, but are not limited to:

- Soda and/or carbonated beverages
- Water ices
- Chewing gum
- Certain candies such as hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy, candy-coated popcorn

III. SPACE RENTAL AND ASSIGNMENT OF LOCATION

A. Contract Acceptance: The Association reserves the right to exercise its sole discretion in acceptance or refusal of applications. If an application is not accepted by the Association, all money paid will be returned to the applicant.

B. Booth Assignment: Booths will be assigned using the ISNA Platform. The Association reserves the right to use its sole discretion in reassigning space in cases where competitive products have exhibits adjacent to each other or for other reasons.

IV. USE OF SPACE

A. Permissible Exhibits: All business activities, including booth character personnel, of the Exhibitor in the Exhibit Hall must be within the Exhibitor's allotted exhibit space.

B. Food Sampling in Space: In connection with distribution of food or beverages in exhibitors' booths, food and beverage manufacturers must serve only sample-size portions of their own products. Equipment manufacturers who require a food or beverage product served to demonstrate their equipment may do so only in sample-size portions. Carbonated (unless CN-approved) or alcoholic beverages may not be displayed or served within the Exhibit Hall. All food must be prepared or served in accordance with the requirements of the IN Health Department and the Convention Center (CC).

C. Exhibit Space and Hall:

- Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces or columns.

- No holes may be drilled, cored, or punched in the building.
- No painting of signs, displays or other objects is permitted in the building.
- Promotional devices may not obstruct name badges in any way.
- No exhibits, displays or presentations will be permitted at any time in hotel rooms, suites and/or meeting rooms without written approval from Exhibits Operations.
- Contests, drawings, etc., MUST receive PRIOR approval from the Association. Contact Exhibit Operations.
- Giveaway items that are carried or worn as visible advertisement shall be controlled by the Association.
- When dispensing food or beverages, exhibitors are to provide their own trash containers (beyond the small one provided by the Association at each booth).
- Loud noises, bright lights, or other distractions are not permitted. The volume of amplifiers or audiovisual presentations must be regulated to avoid disturbing nearby exhibitors.
- No hanging signs are permitted without prior written approval from exposition management.
- Vehicles utilizing flammable fuels: All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not be more than one-half full or contain more than 10 gallons of fuel; whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped down. Vehicles cannot be moved during show hours. A set of keys to the vehicle must be left with show security management.
- No adhesive items or decals will be allowed in the hall.
- Claims made in exhibit booths and products displayed are required to:
  - Meet all or part of the reimbursable meal pattern for school lunch or school breakfast or
  - Manufacturer or service provider must keep on file documents of verification that will substantiate such claims. These documents will be available for review at any time by ISNA representatives, or members should a question arise.
- At the request of the Association, made at any time or times before or during the Exhibition, the exhibitor must promptly furnish the Association with sample products, packages, labels, advertising, and promotional literature that would be or is being distributed, before the exhibitor will be eligible to participate or continue in the Exhibition. The Association, in its sole discretion, reserves the absolute right to determine which firms and products are appropriate, in its judgment, for inclusion in the Exhibition and to refuse, cancel, or restrict any applicant or exhibit. This provision applies to exhibitor's conduct, articles, printed matter, samples, questionnaires, or any other item that the Association deems objectionable. If the Association decides, in its sole discretion, that any of these do not meet its standards or are not suitable, the exhibitor must immediately comply with the Association's decisions or withdraw. If the exhibitor chooses to withdraw, the booth must remain intact until the end of the show day.

D. Subletting of Space: Exhibitor may not assign this contract or sublet any space contracted for hereunder or show in such space any articles other than those manufactured by the Exhibitor and shall not place any name signs or courtesy cards on any equipment it loaned for demonstration purposes unless the supplier of such equipment also is an exhibitor in the Exhibition.

V. CANVASSING AND PROHIBITED MATERIALS

A. Activities That Cause Aisle & Booth Blockage: Exhibitors must cease the activities of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop activities that cause aisle or booth blockages, show management has the authority to stop such activities immediately. It is the sole responsibility of the exhibitors to "police" their own lines.

B. Canvassing and Other Activities: No person, firm or organization not having contracted with the Association for the occupancy of space in the Exhibition will be permitted to display or demonstrate its products, processes or services, or distribute promotional materials in the Exhibit Hall, convention halls or corridors or in hospitality suites. Any infringements of this rule will result in the prompt removal of the offending persons from the Hall, and exhibitors waive any and all rights for claims against the Association arising out of the enforcement of this rule.

- Circulars or other promotional material may be distributed only from the exhibitor's booth space.
- The Association reserves the right to reject, cancel, remove or restrict exhibitors who, because of noise or any other reason, shall interfere with the best interests of the Exhibition as a whole.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

C. Prohibited Materials: The use of characters, musicians, entertainers, loudspeakers, sound systems, and noise-making devices is restricted to within the booth. Balloons, horns, and the use of other mechanical devices that create objectionable noises, odors, or congestion are prohibited. Show management reserves the right to determine when such items become objectionable.

D. Eviction: Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, or method of operation, is determined by show management to be objectionable to the successful conduct of the exposition as a whole. Use of so-called "barkers" or "pitchmen" is strictly prohibited.

E. Promotions and Sales: All demonstrations or other promotional activities must be confined to the limits of the exhibit space. No sales activity, demonstrations, sampling, giveaways, solicitation, or similar activities will be permitted in the aisles.

VI. ARRANGEMENT AND CARE OF EXHIBITS

A. Booth Construction and Arrangement: The Association will provide and arrange for construction of necessary draped back- grounds of uniform style. Drapery is flameproof fabric. Unfinished or unsightly ends of exhibits must be draped by the service contractor at the expense of the exhibitor. The Association does not allow for "end caps," peninsulas or islands under 400 square feet.

B. Booth Configuration and Restrictions: All exhibits must be confined to their respective booths as indicated on the floor plan. The back wall of the booth is 8 feet high; side dividers are 3 feet high. No special signs, booth construction, apparatus, equipment, lighting fixtures, etc., will be permitted to extend above 8 feet with the exception of island or perimeter spaces where height limitation is 16 feet unless otherwise noted due to center restrictions; however, cubic content of these booths must be approved in advance by Exhibition Management. Materials up to 8 feet in height may be placed within 5 feet from the back wall. Exhibit material must not be set up so as to interfere with the view into adjoining booths. All materials must conform to local building, electrical, and fire department codes and regulations.

C. Care of Exhibit Space: The exhibitor must, at its expense, maintain and keep in good order the exhibit space contracted. The exhibitor shall maintain and conduct the exhibit in a neat, clean, orderly and safe manner, and shall not do or allow anything to be done in, on or about the exhibitor's space that might adversely reflect on the Association. The exhibitor shall keep an attendant in its display during the hours the Exhibition is open, and the exhibitor must surrender the space occupied by it to the Association in the same condition as it was at the commencement of occupation (ordinary wear excepted).

- No sign or other articles may be affixed, nailed or otherwise attached to walls, doors, drapery, etc., so as to deface or destroy them; likewise, no attachments may be made to floors by nails, screws or other devices that might damage or mark them.
- Exhibits shall be so installed that they will in no way project beyond the space and not extend into the aisle.
- Exhibits shall not obstruct the light, view or space of others. Exhibitors shall be responsible for damage to property. If the space occupied by the exhibitor shall be damaged by the exhibitor or the exhibitor's agents, employees, patrons or guests, the exhibitor, on demand, shall pay such sum as shall be necessary to restore the space to the same condition it was in when first occupied by the exhibitor.

VII. HANGING SIGNS

- Definition: An exhibit component suspended above for the purpose of displaying graphics or identification.
- Approval: All hanging sign requests must be submitted with floor plans or diagrams in writing to the Association. All hanging sign requests must be received no later than October 15, 2026. Signs not approved in advance will not be hung.

VIII. AUTHORIZED EXHIBITOR REPRESENTATIVES

A. Badges: The exhibit is limited to individuals, business firms, and manufacturers who have contracted and paid for space assignments. Each exhibitor shall furnish the Association with the names of its representatives. Exhibitors may register the allotted number of complimentary attendees based on their membership level. Exhibitors and their representatives must wear these dentification badges throughout the Exhibition. The

badges are not transferable, and the Association reserves the right to withdraw the use of the badge used to gain admission to the Exhibition by any person other than the one for whom it was issued.

B. Admittance: The Association reserves the right to refuse to admit and eject from the Exhibit Hall, or from any space therein, any objectionable or undesirable person or persons; and on the exercise of this authority, the exhibitor, for itself, its employees and its agents, hereby waives any right and all claim for damages against the Association. No one under the age of 16 will be allowed in the Exhibit Hall. No exceptions will be made.

IX. INSTALLATION AND REMOVAL

A. Set-up Times and Hours (subject to change) Wednesday, November 4, 2026 from 1:00 PM to 5:00 PM and Thursday, November 5, 2026 from 7:00 AM to 10:30 AM. All exhibits must be completely installed by: 10:30 AM on Thursday, November 5, 2026.

B. Anticipated Exhibit Hours (subject to change) Thursday, November 5, 2026 from 11:00 AM to 2:00 PM (Directors Only from 11:00 AM- 12:00 PM).

All exhibits must remain intact on Thursday, November 5, 2026, until after the official close of the exhibit hall and exit of attendees. Dismantling may begin at 2:00 PM.

C. Removal Of Exhibits: Thursday, November 5, 2026 from 2:00 PM to 4:00 PM. All equipment & exhibit materials must be completely removed from the show floor by 5:00 PM on Thursday, November 5, 2026.
Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time, or freight will be shipped via Smith Expo.

X. SOUND AND NOISE PRODUCING DEVICES

A. Sound Systems: When the sound from one booth interferes consistently with the proper conducting of business in another booth, this is a violation. Each exhibitor must have the opportunity to meet and talk with buyers, unimpeded by excessive noise from other exhibitors.

B. The 80/30 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor's booth or is clearly identifiable more than 30 feet from the booth is considered objectionable. If sound levels become excessive or if an exhibitor fails to reduce the sound level, or later turns the volume up, the sound will again be monitored, and the exhibitor will be given a second warning. The third time an exhibit is found to be in violation, all electrical power to that booth will be terminated for the remainder of the conference. The exhibitor will also incur the expense of reconnecting the electrical service to the booth.

C. Monitoring Decibel Levels: The Exhibit Manager will utilize professional electronic monitoring equipment, which can objectively monitor sound levels at individual booths. The Exhibit Manager will advise exhibitors to adjust their sound systems to be under the predetermined decibel level. Sound levels on the exhibit floor must not exceed 80 decibels.

D. Cooperation: Remember that the use of sound systems or public address equipment in exhibit booths is an exception to the rule, not a right. Each exhibitor is asked to monitor their own booth site to ensure sound levels do not infringe on the rights of neighboring exhibitors.

XI. OPERATION OF DISPLAYS

A. Aisle and Booth Blockage: Exhibitors must cease the distribution of samples of any kind whenever such activity blocks the aisles or in any way inhibits nearby exhibitors. If the exhibitor does not take action to stop activities that cause aisle or booth blockages, show management has the authority to stop such activities immediately.

B. Sale or Distribution of Merchandise: Exhibitors may show, discuss, explain, and demonstrate items or services but shall not make sales that result in exchange of merchandise or money in the Exhibit Hall. Exhibitors engaging in objectionable methods shall be subject to eviction without refund and the loss of all priority points for the current year.

C. Product and Literature Distribution: All demonstrations or other activities must be confined to the limits of the exhibitor's booth space and are not permitted in the building's public areas. Distribution of trade publications, invitations, circulars, business cards, stickers, novelties, etc, may be made only within the space assigned to the exhibitor distributing such

materials. Trade publishers are prohibited from soliciting advertising during the show.

D. Bag Distribution: All bags distributed by exhibitors on the exhibit floor must be no larger than 15 x 18 x 3 in., including the handle.

XII. FOOD PREPARATION AND/OR BEVERAGE SAMPLING

A. Sampling of Food Products: All products prepared and/or sampled are subject to the following terms and conditions.

- Food sampling is permitted only by the manufacturing company or the distributor of the product.
- Proper hand wash facilities must be provided at each booth (sanitary towelettes or hand sanitizer are acceptable). Tongs, plastic gloves, or other appropriate utensils are required when handling food products.

XIII. STORAGE AND SHIPPING

A. Storage Behind Booths: Because of fire regulations, NO STORAGE will be allowed behind booths. If any exhibitor has special problems in this area, please advise the official service contractor during set-up.

B. Shipping Instructions: Delivery receipts, waybills, and bills of lading are to show weight, number of pieces, and classification. Shipping instructions can be found in the attached materials or on the Smith Exposition website. Questions regarding shipping should be directed to the official service contractor or the venue.

XIV. MISCELLANEOUS

A. Security: Exhibitors must provide adequate insurance in their own insurance policies for theft.

B. Signs: An 8.5"x11" standard sign is provided complimentary to exhibitors, including booth number and company name. Additional signs may be ordered through the Exhibitor Service Manual.

XV. LIABILITY INSURANCE

It is agreed that the exhibitor shall make no claim of any kind against the Association, operator of the CC premises, Century Center, IN, its agents or employees, or against any of the Association's agents or employees for any loss, damage, theft or destruction of goods; nor for any injury that may occur to itself or its employees while in the Exhibit Hall; nor for any damage of any nature or character whatsoever, and without limiting the foregoing, including any damage to its business by reason of the failure to provide space for an exhibit or removal of the exhibit, or for any action of the Association or its participants, agents or employees in relation to the exhibit or exhibitor, and the exhibitor shall be solely responsible to its own agents and employees and to all third persons, including invitees and the public, for all claims, liabilities, actions, costs, damages and expenses arising out of or relating to the custody, possession, operation, maintenance or control of the leased space or exhibit, for negligence or otherwise relating thereto; and exhibitor thereby agrees to indemnify and hold harmless the Association and its agents and employees and the operator of the premises against any and all such claims as may be asserted against it or them.

XVI. EXHIBITOR INSURANCE

Exhibitors must carry Workers' Compensation, comprehensive general liability, including products and completed operations, independent contractors, personal injury and blanket contractual liability. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice-of-cancellation provision to the holder, which shall be at the exhibit booth at all times during show hours. It is strongly recommended that exhibitors also carry insurance to cover loss of or damage to their exhibits or other personal property while such property is located at or is in transit to or from the Exhibition site.

While the Exhibition may provide security guards, this is solely as an accommodation to exhibitors, and the Association assumes no responsibility for any loss, damage or injury to any property of the exhibitor or to any of its officers, agents, employees or contractors, whether attributable to accident, fire, theft or any other cause whatsoever. The exhibitor expressly agrees to save and hold harmless the Association, its management, agents and employees from any and all claims, liabilities and losses for injuries to persons (including death) or damage to property arising in connection with exhibitor's use of the exhibit space.

LEADING TOGETHER
NOURISHING COMMUNITIES, EMPOWERING FUTURES

XVII. INDEMNIFICATION BY EXHIBITOR

Neither the Association, the management of the Association nor the operators of the CC premises, South Bend, IN, its agents or employees shall be held liable for injuries to any persons or for damage to property owned or controlled by the exhibitor, which claims for damages or injuries may be incident to, arise from or be in any way connected with the exhibitor's occupation of display space, or on account of the neglect by exhibitor of any rule, regulations or instruction of the Association; or any rule, regulation or instruction of the premises; or on account of violation of any law, ordinance or governmental regulation of any kind. The exhibitor shall indemnify and hold the Association, the management of the Association and the operators of the premises harmless against all such claims.

XIII. CONFERENCE POSTPONEMENT AND/OR CANCELLATION

The Association, in its discretion, shall have the right to postpone or cancel the conference and exhibit and shall be liable in no way to the exhibitor for losses resulting from such delay or cancellation. The Association will not be liable for the fulfillment of this contract as to the delivery of exhibit space if non-delivery is due to any of the following causes: by reason of the facility being damaged or destroyed by fire, act of God, public enemy, war or insurrections, strikes, the authority of the law, postponement or cancellation of the Exhibition, or for any cause beyond its control.

INDIANA SNA School Nutrition Association

EXHIBITOR SERVICES ORDER FORM CENTURY CENTER CONVENTION CENTER

120 S. DR. MARTIN LUTHER KING JR. BLVD. SOUTH BEND, INDIANA 46601
PHONE: (574) 235-9711 FAX: (574) 235-9185 EMAIL: SANDYH@CENTURYCENTER.ORG

EVENT: EVENT DATES:	COMPANY NAME:
EXHIBIT LOCATION/BOTH:	ADDRESS:
ORDERED BY: ON-SITE	CITY: STATE: ZIP:
CONTACT:	PHONE:
	EMAIL:

ITEM	# OF DAYS	QTY	ADVANCE PRICE	REGULAR PRICE	TOTAL TAXABLE	TOTAL NON TAXABLE
ELECTRIC						
STANDARD OUTLET (UP TO 2400 WATTS) 208			$50	$75		
VOLT - 20 AMPS 208 VOLT - 30 AMPS 208			$80	$120		
VOLT - 40 AMPS 208 VOLT - 50 AMPS 208			$90	$135		
VOLT - 60 AMPS 208 VOLT - 100 AMPS 208			$100	$150		
VOLT - 150 AMPS 208 VOLT - 200 AMPS 208			$110	$165		
VOLT - 400 AMPS CUSTOM OR DIRECT			$140	$210		
WIRING CONNECTIONS			$190	$285		
			$225	$338		
			$300	$450		
			$350	$525		
			CALL	CALL		
WATER						
ONE TIME FILL, & DRAIN 100 GALLONS OR LESS PER UNIT			$150	$225		
ONE TIME FILL, & DRAIN 100 TO 350 GALLONS PER UNIT			$225	$275		
ONE TIME FILL, & DRAIN OVER 350 GALLONS OR LESS PER UNIT			CALL	CALL		
SERVICES						
BLACK & WHITE PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)			N/A	$0.30		
COLOR PHOTOCOPIES (PER SIDE / PER 805 X 11 PAGE)			N/A	$0.50		
FORKLIFT AND OPERATOR			N/A	$75		
PALLET DELIVERY (VEHICLE OR DOCK TO BOOTH / ROOM)			N/A	$25		
MOVE-IN / MOVE-OUT SERVICE - ONE ATTENDANT WITH CART (PER TRIP)			$10	$20		
BANNER HANGING WITH LIFT			CALL	CALL		
PHONE AND INTERNET						
ANALOG PHONE LINE (CARRIER CHARGES APPLY)			$50	$60		
ANALOG PHONE LINE AND PHONE (CARRIER CHARGES APPLY)			$75	$85		
WIRED INTERNET CONNECTION			$250	$275		
PRIVATE WI-FI (UP TO 5 DEVICES) ADDITIONAL DAYS 50%			$100	$120		
PRIVATE WI-FI (UP TO 10 DEVICES) ADDITIONAL DAYS 50%			$150	$175		

PAYMENT INFORMATION	TAXABLE	NON TAXABLE
CREDIT CART TYPE (CIRCLE ONE): MASTER VISA DISCOVERY AMEX	$	$
CREDIT CARD #:		
EXPIRATION DATE: SECURITY CODE:		
NAME OF CARD		
(PRINT):		
SIGNATURE:		
BILLING ADDRESS:		
CITY: STATE: ZIP:		

TOTAL TAXABLE	$
SALES 7% TAX	$
TOTAL NON TAXABLE	$
GRAND TOTAL	$

CANCELATION POLICY - IF A CANCELLATION OCCURS AT LEAST 7 DAYS PRIOR TO THE SCHEDULED MOVE-IN: 100% REFUND. IF THE CANCELLATION OCCURS 1 TO 6 DAYS PRIOR TO THE SCHEDULED MOVE-IN DAY: 50% REFUND. IF THE CANCELLATION OCCURS ON OR AFTER THE FIRST SCHEDULED MOVE-IN DAY: NO REFUND.

ALL TERMS, CONDITIONS, AND RATES ON THIS FORM ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

Smith Expo

Indiana School Nutrition Association Annual Conference
South Bend, IN
November 4-6, 2026

OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143
- Phone: (317) 362-6890
- Email: hsmith@smithexpo.com

ISNA CONTACT

- Office of the Executive Director
- PO Box 2080
- Winchester, VA 22604
- Phone: (317) 660-2225
- Email: admin@indianasna.org

6x8 EXHIBIT INFORMATION

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Table: 6' long x 2' wide x 30" high Black Spandex Skirted Table
- Seating: One Folding Chair
- Signage: One ID Sign
- Electrical services provided by Century Center

Important Dates (Check all order forms for additional deadlines)

Advanced Order Deadline:	Thurs., Oct. 29, 2026	3PM
Advance Freight Deadline (without surcharge):	Thurs., Oct. 29, 2026	3PM
Vendor Setup:	Wed., Nov. 4, 2026	1PM -5 PM
	Thurs., Nov. 5, 2026	7AM -10:30 AM
Show Hours:	Thurs., Nov. 5, 2026	11 AM -2 PM
Move-out:	Thurs., Nov. 5, 2026	2 PM -4 PM
Freight Re-Route:		

Advance Warehouse

- Company Name, Booth #
- ISNA c/o Smith Expo
- 1173 Airport Pkwy, Ste. C
- Greenwood, IN 46143

Materials are transported to show site, placed in your booth.

Direct to Show Site

- Not available at this property
- Must use advance warehouse

Smith Expo is not responsible for shipments sent direct to show site.

Outbound Shipping

- Show Carrier: TForce Freight
- Anthonycox@tforcefreight.com
- Phone: 800.988.9889
- Bill of Ladings provided onsite

FURNITURE & ACCESSORIES ORDER FORM

ISNA 2026

Tables

Qty	Item	Advance	Standard	Subtotal
30" High Spandex Skirted Tables				
	4' x 24"wide	$45	$56	$
	6' x 24"wide	$65	$81	$
	8' x 24"wide	$85	$106	$
30" High Unskirted Tables				
	4' x 24"wide	$25	$31	$
	6' x 24"wide	$35	$44	$
	8' x 24"wide	$45	$56	$
42" High Spandex Skirted Tables				
	4' x 24" wide	$65	$81	$
	6' x 24" wide	$85	$106	$
	8' x 24" wide	$105	$131	$
42" High Unskirted Tables				
	4' x 24" wide	$35	$44	$
	6' x 24" wide	$45	$56	$
	8' x 24" wide	$55	$69	$
RoundCocktail Tables				
	30" High	$35	$44	$
	40" High	$45	$56	$
	Add Spandex Cover	$10	$15	$
Round Cocktail Tables – Tulip Base/White Top				
	30" High	$65	$82	$
	40" High	$75	$94	$

Accessories / Labor / Shipping

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	$15	$19	$
	Padded Chair	$25	$31	$
	High Stool	$35	$44	$
	Wastebasket	$5	$7	$
	Custom Display Builds	*Varies - Customized Graphics Available*		
	3' Base/Upright	$3 $8	$4	$
	8' Base/Upright	$8 $6	$10	$
	Cross Bar	$9	$10	$
	3' Masking Drape/LF 8'	$225	$8	$
	Masking Drape/LF	$10	$12	$
	55" LED TV (w/stand)	$115/day	$282/day	$
	Fish Bowl	$85	$13	$
	10x10 Booth Carpet *Color:* _____		$144	$
			$106	$

Supplies / Labor			
	Shrink/Banding w/Labor	$55/Skid	$
	Booth Setup Labor	$65/hour	$
	Cart/Power Jack Service	$25/Lift	$
	Fork Lift Service	$100/Skid	$

Shipping **See Material Handling Resource Guide for Terms & Conditions (Page 4)*				
	Advance (per 100 lbs; 200 lb min.)	$65/100 lbs	200 lb. min	$
	10x10 Carpet Padding			

Smith Expo is not responsible for shipments sent direct to show site.

Advance Ordering Deadline

Thursday, October 29th at 3PM

Important Notes

- Complete this form and return it to hsmith@smithexpo.com.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo. All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact hsmith@smithexpo.com or call 317.362.6890.

Form Total

Subtotal $_____

7% Sales Tax $_____

Est. Total **$_____**

PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM

COMPANY NAME: _____ BOOTH #(S): _____

Smith Expo

PAYMENT POLICIES & AUTHORIZATION FORM

ISNA 2026

Payment Policy

- Complete this form and return it to hsmith@smithexpo.com.
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 50% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a $50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

Payment Authorization Form

PAYMENTS MUST BE RECEIVED BY OCTOBER29, 2026 FOR DISCOUNT RATES TO APPLY

CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment: ☐ Visa Mastercard ☐ American Express ☐ Send me an online secure payment link

Card #: _____ **Exp Date:** _____ **CVV:** _____

Billing Address: _____

City, State Zip: _____ **Phone:** _____

Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: _____

Cardholder's Name (please print clearly): _____

Email Address for Receipt: _____

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ **BOOTH #(S):** _____

Smith Expo

MATERIAL HANDLING RESOURCE GUIDE

ISNA 2026

Advance Shipping

Receive shipments at advance warehouse and store up to 45 days

Deliver to booth

Remove and store materials labeled empty

Return materials to booth at the close of show

Load on outbound carrier

Direct Shipping

NOT AVAILABLE

Smith Expo is not responsible for shipments sent direct to show site

Special Materials Handling Service

Applies to loose, uncrated or unskidded materials, cases or boxes, and ground unloading

Small Packages

NOT AVAILABLE -Contact Smith Expo for special considerations

Material Handling Terms and Conditions

- Advance Shipments to arrive prior to 3 PM Thurs., Oct. 29, 2026
- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
  - o Shipment is received at the warehouse after Thurs., Oct. 29, 2026 – 3 PM
  - o Transportation charges will apply to all shipments received after the show opens
  - o Shipment was received after the truck has left the warehouse

INBOUND SHIPPING INFORMATION

Warehouse

Shipping via: _____ Tracking #: _____ Date Shipped: _____

Arrival Date: _____ Total # of Pieces: _____ Total Weight: _____lbs

OUTBOUND SHIPPING INFORMATION

RUSH RETURN SHIPMENT

Ship To: _____ Attn: _____

Street Address: _____

City, State Zip: _____ Phone: _____

#of Outbound Pieces: _____ Crates: _____ Display Cases: _____ Cartons: _____ Skids: _____

ALLOUTBOUNDSHIPMENTSMUSTBEPICKEDUPBYTHURSDAY,NOVEMBER5,2026@5PMORTHEYWILLBEREROUTED

OUTBOUND CARRIER INFORMATION

TForce Freight – Official Show Carrier ☐ Pre-Paid FedEx/UPS Label ☐ Other Carrier Name _____

Ifyou are using a carrier other than Smith Expo's Designated Carrier – TForce Freight, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsiblefor any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance. Smith Expo does not pay for vendor freight. Freight payments are made directly by vendor to carrier.

IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM

COMPANY NAME: _____ BOOTH #(S): _____

Smith Expo

Smith Expo

ADVANCE WAREHOUSE by October 29, 2026 at 3 PM

SMITH EXPO
1173 Airport Pkwy, Ste. C
Greenwood, IN 46143

EVENT NAME: ISNA Conference 2026 DATES: November 4-5, 2026

COMPANY NAME: _____

BOOTH #: _____

KEEP THIS PAGE FOR PACKAGE / SHIPPING

DO NOT SHIP DIRECT TO SHOW SITE

SMITH EXPO IS NOT RESPONSIBLE FOR SHIPMENTS SENT DIRECT TO SHOW SITE. USE THE ADVANCE WAREHOUSE.

Smith Expo

DIRECT TO SHOW SITE

NOT AVAILABLE AT THIS LOCATION

KEEP THIS PAGE FOR PACKAGE / SHIPPING

LIMITS OF LIABILITY

ISNA 2026

1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.

2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.

3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.

4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.

5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.

7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.

8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.

9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed $.20 per pound per item with a maximum liability of $40 per item or $500 per shipment, which ever is less, as agreed upon damages and exclusive remedy.

10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.

11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.

12. Smith Expo does not pay for vendor freight, inbound or outbound. Freight payments are made directly by vendor to carrier.

13. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

14. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.

Exhibitor Appointed Contractor (EAC) Rules & Regulations ISNA 2026

An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.

IMPORTANT: please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.

- All EACs and all subcontractors must display company ID with photo all times while on property.

- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.

- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.

- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.

- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).

- All personnel under the employment of the EACs must be credentialed properly with show management.

- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.

- All EACs will not solicit business on the Show Floor.