

2016 ICCTFOA INSTITUTE

The Shilo Inn Suites Hotel

September 21-23, 2016

Idaho Falls, Idaho



Exhibitor Information



YOU'RE INVITED!

An Invitation

Come join city officials—your customers—at the 2016 Idaho City Clerks, Treasurers & Finance Officers Association (ICCTFOA) Institute in Boise, September 21-23.

The exhibit area is where city clerks, treasurers and finance officers go to learn about products and services and where suppliers have one-on-one contact with conference attendees.

The cost of an exhibit booth is \$635.

We encourage traffic to your exhibit booth by holding four drawings of \$25 gift cards for attendees who submit an "Exhibitor Passport," which must be signed by the exhibitors. Also, our extended refreshment breaks are held right in the exhibit area along with our registration desk so you will have plenty of time to chat with new clients.

Sponsoring at the Institute

If your organization desires increased exposure and would like to be a sponsor of the ICCTFOA Institute, please contact Sheila Christensen at (208) 344-8594 or email schristensen@idahocities.org.



WHAT YOU NEED TO KNOW

Online Registration

www.idahocities.org/icctfoaexhibitor

Exhibit Booth

The fee for one booth space is \$635. Deadline for Early Bird Registration is Friday, September 2, 2015. If you register after the Early Bird Deadline, \$200 is added to the registration fee.

This fee includes the following:

Booth: 6' x 30" skirted table; two chairs; wireless Internet access; and 110-volt power outlet access. Please contact Sheila Christensen at the AIC office (208) 344-8594 or email schristensen@idahocities.org if you have additional needs.

Workshops: The special Exhibitor namebadge allows exhibitors to attend all conference workshops and seminars. Please note: Exhibit personnel must wear conference identification badges while at the conference.

Meals: Each exhibit booth includes Wednesday and Thursday institute meals for two people. Additional meal tickets may be purchased at the conference registration desk.

Shipping & Handling

Exhibit materials may be shipped prior to the Institute, but **must not arrive earlier than Monday, September 19, 2016**. Please let Sheila Christensen know if you will be shipping items. The shipping address is:

2016 ICCTFOA Institute
ICCTFOA Institute September 21-23
(Your Name)
c/o The Shilo Inn
780 Lindsay Blvd
Idaho Falls, ID 83402

Exhibitor Passport & Other Door Prizes

Exhibitor Passport drawings will take place during Friday breakfast. Please note: Exhibitors registering after Wednesday, September 2, may not be able to be listed on the "Exhibitor Passports."

Door prizes may be given from private drawings by any exhibitor. The winner will be announced by an ICCTFOA board member on behalf of your

company at the podium during a meal function. Please schedule with AIC staff at the conference.

Closed Exhibit Hall Floor Policy

AIC policy requires that for suppliers and vendors to attend the conference, they must be an exhibitor or sponsor at the event.

Tentative Exhibitor Schedule

The schedule is subject to change. Please refer to the AIC website at www.idahocities.org/icctfoaexhibitor for updates. Any exceptions to the tentative schedule below must be cleared with Sheila Christensen, AIC Event Coordinator, who may be reached at (208) 344-8594 or schristensen@idahocities.org.

Tuesday, September 20

2:00 – 7:00 pm Exhibitor Set-up

Wednesday, September 21

7:00 – 9:00 am Exhibitor Set-up

9:00 am – 5:00 pm Exhibits Open

Thursday, September 22

7:00 – 7:30 am Exhibitor One-day Set-up

7:30 am – 5:00 pm Exhibits Open

5:00 p.m. Exhibit Breakdown

Hotel Accommodations

To make reservations at The Shilo Inn, call 208-523-0088 and ask for the **Idaho City Clerks & Treasurers** room block. The room block rate of \$88.00 (Single/Double) expires Tuesday, August 16.

2016 Exhibitors & Sponsors

Access Idaho (E)	Idaho Counties Risk Management Program (ICRMP) (S)
Bank of the Cascades (S & E)	Idaho Bond Bank Authority (E)
Billing Document Specialists (E)	LHTAC (E)
Black Mountain Software (S & E)	Lincoln Financial (E)
Caselle (E)	Moreton Asset Management (E)
Chase Bank (E)	Municode/Municipal Code (E)
Collection Bureau, Inc (S & E)	Piper Jaffray (S & E)
Columbia Bank (S & E)	U.S. Bank (S & E)
Ferguson Enterprises (E)	Zions Bank Corporate Trust Office (S & E)
Gallagher VEBA (E)	

S = Sponsor E = Exhibitor

[Register Now](#)

You may register online at
www.idahocities.org/icctfoaexhibitor

[Questions](#)

If you have any questions, please contact Sheila Christensen at
schristensen@idahocities.org

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