



**81st Annual IECA Conference  
October 9-13, 2005  
LaCosta Resort & Spa  
Carlsbad, California**

## **TRADE SHOW INFORMATION**

This years IECA Annual Conference marks the tenth consecutive year our conference will again feature a suppliers' Trade Show. Our goal is to provide an environment to the sharing of information and innovations provided by both the Allied and Regular Members, as well as vendors to the industry. We hope to enhance the members' technological awareness and understanding of the tools available to meet the needs of a changing workplace.

We expect that well over 500 people will be in attendance, with over 350 of them credit and finance professionals from the oil, gas, utility and energy industries. A listing of exhibiting companies will be in our conference program and in the Summer issue of the *IECA Journal*.

The Trade Show will be conducted similarly to last years, which received high marks from attendees and exhibitors alike. The Trade Show will be held on both Monday and Tuesday. All members will need to pass through the Trade Show area in order to access the continental breakfast, coffee breaks and Tuesday luncheon. A floor plan and a Trade Show information sheet are attached. Those companies/persons staffing the booth must be members of the IECA and must be registered for the conference. All persons staffing the booth are required to wear the nametags provided.

Also included is information outlining the rules and regulations of the show. All arrangements must be made through our Executive Director at the IECA Headquarters office in St. John, Indiana. Space requirements are limited to 24 exhibitors, so applications received from prior conference exhibitors and sponsors will be given priority until July 15, 2005. After that date, all applications will be treated on a first come, first served basis. Please submit your registration form and booth fee as early as possible.

In addition, the IECA will offer a \$500 cash grand prize drawing to those members who have visited all booths. Arrangements will be made to provide members with the proper means for securing the necessary trade booth verification.

**PLEASE COMPLETE** the attached **REGISTRATION FORM** and return it to the IECA **TODAY!** Payment is due by August 1<sup>st</sup> to ensure that your space is reserved. Send payment or credit card information, with copy of the form to:

Bob Raichle  
IECA Executive Director  
8325 Lantern View Lane  
St. John, Indiana                      or    Fax: 219/365-0327



**IECA TRADE SHOW**  
**October 9-13, 2005**  
**LaCosta Resort & Spa**  
**Carlsbad, California**

The Trade Show will be held in the Costa Del Sol room at the LaCosta Resort & Spa. The Exhibit Hall is located adjacent to many of the IECA meeting rooms and several meal functions will be held in the exhibition hall. 10'X10' Booths will be available and exhibitors may utilize table top or full booth displays.

**BOOTH FEE:** The booth rental fee will be \$1,250. This will include conference admission for one person (attendance at all meals and other functions), pipe & drape, signage, one 6' draped table, two chairs, security.

**EXHIBITOR MOVE-IN** Sunday, October 9: 11:00 a.m. to 5:00 p.m.

**EXHIBIT HOURS** Monday, October 10: 7:00 a.m. – 8:15 a.m.  
9:30 a.m. – 10:30 a.m.

Tuesday, October 11: 7:00 a.m. – 8:15 a.m.  
9:45 a.m. – 10:15 a.m.  
11:30 a.m. – 1:30 p.m.  
4:00 p.m. – 5:30 p.m.

**EXHIBIT MOVE-OUT:** Tuesday, October 11: 5:30 p.m. – 7:30 p.m.

**SHOW SERVICES:** Arrangements have been made with Freeman Decorating/Total Show (714/772-9049) to arrange for set-up and tear-down of your booth. They will also handle any additional furniture you would like to rent for your booth. They will also provide shipping and storage information. They will send a full Trade Show Kit sixty days prior to the conference. They can assist on audio-visual or electrical needs or you can go through the hotels A/V department.

**QUESTIONS:** Direct any questions to Bob Raichle (219) 365-7313.

**ADDITIONAL INFORMATION:**

Complete and return the attached exhibitor registration form. A full conference mailing will go out to all IECA members and exhibitors at the beginning of July. You will also need to return this July mailing and indicate what activities (golf, tours, etc) you will be attending.

For room reservations, please fill out the enclosed registration form. Do not contact the hotel directly. Our office will make all room reservations for you based on the information you

provide on the reservation form. Reservations must be received by September 1, 2005. The group room block will be released after this date and we will not be able to guarantee your room or the group room rate. If you are not sure you will be attending, it is recommended that you make your room reservation now to secure a room. You can always cancel the room if your plans change. Cancellation of the hotel room must be made at least 72 hours in advance to avoid penalty of the first night's charges. Once your registration has been processed, the hotel will send you a written confirmation as guarantee. Please note: We process reservations in batches up until the cut-off period. If you registered before the cut-off date and do not receive your confirmation within two weeks of submitting the form and/or by September 15<sup>th</sup>, please contact us immediately to confirm receipt of your reservation.

Check-in time is 4:00 p.m. You must check out no later than 12:00 Noon to avoid additional charges. Arrangements for baggage storage can be made for earlier arrival or departures.

We accept credit cards, checks drawn on a US Bank, or wire transfers. We do not bill for registration fees: payment must accompany the form. Please note: Co-workers may not be included in the Spouse/Guest category.

Registration fee entitles attendance at all meal and meeting functions.

The room rate for the Conference is \$210 plus tax. There is also a \$10/day resort fee.

Conference fees are payable to the IECA by credit cards (American Express, Diners, Discover/Novus, MasterCard, Visa), check, money order or wire transfer. Send payment with registration form to:

Fax with credit card information to: 219/365-0327

Mail/Express Mail: IECA  
8325 Lantern View Lane  
St. John, Indiana 46373

**If not using a credit card, submit a separate check made payable to LaCosta Resort for one night's lodging in the amount of \$210 and send with your registration form.**

For those outside of the United States, you may submit credit card information, checks in US Funds drawn on a US bank or wire transfer funds to *include wire transfer fees.*

If you wire transfer fees, please fax the completed registration form advising us of the wire transfer payment details to 219/365-7313. Include wire transfer fees.

Wire directions:  
Standard Bank  
9323 Wicker Avenue  
St. John, Indiana 46373  
Routing # 271973937  
Account # 0000498787

Deposit to the account of:  
IECA  
8325 Lantern View Lane  
St. John, Indiana 46373



**IECA 81st ANNUAL FALL CONFERENCE  
LaCosta Resort & Spa  
OCTOBER 9-13, 2005**

**EXHIBITOR REGISTRATION FORM**

(Please make additional copies as needed)

COMPANY NAME: \_\_\_\_\_

FIRST NAME                      LAST NAME                      INDICATE IF:  
(M) MBR; (G) GUEST/SPOUSE; (N) NON-MBR

\_\_\_\_\_ ( )

\_\_\_\_\_ ( )

(Include any professional designations (CBA, CBF, CCE, CPA, Etc.)

Are you a new IECA Member? (Joined IECA after 10/15/03)    **YES / NO**  
Is this your first IECA Conference?                                    **YES / NO**

CONFERENCE FEES:	NUMBER	PER PERSON	TOTAL
EXHIBIT FEE	_____	\$1,250	_____
ADDITIONAL ATTENDEE:	_____	\$625.00	_____
SPOUSE/GUEST:	_____	\$150.00	_____
		TOTAL FEES	_____

Desired Booth Location: \_\_\_\_\_ 2nd Option: \_\_\_\_\_ 3rd Option: \_\_\_\_\_

Indicate your method of payment and mail/fax to: Bob Raichle  
IECA  
8325 Lantern View Lane  
ST. JOHN, INDIANA 46373  
FAX: 219/365-0327

**Payment Information:**

Check # \_\_\_\_\_ **OR** \_\_\_\_\_ Wire Transfer in U.S. Dollars (attach confirmation) **OR**  
Credit Card \_\_\_\_\_ Number \_\_\_\_\_ Exp Date  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Arrival: Oct \_\_\_\_\_, 2005    Departure: October \_\_\_\_\_, 2005    Arriving after 6 PM? YES / NO**  
\_\_\_\_\_ King size bed    \_\_\_\_\_ Two Double Beds                      \_\_\_\_\_ No hotel reservation required

\_\_\_\_\_ Check # in the amount of \$210.00 Payable to LaCosta Resort & Spa (not required with credit card registration). Please do not send one check covering your exhibitor fee and room deposit combined. The room deposit must be a separate check made out to the Sheraton El Conquistador.

Hotel registrations must be in by September 1, 2005. The group room block will be released after this date.

*Cancellations/Substitutions:* Must be made in writing and will be subject to a \$50 processing fee. Cancellations received after 9/24/05 will not be eligible for refund. No Exceptions.

**Reminder: All exhibitor companies must be members of the IECA.**