



**Idaho  
Academy of  
Physician  
Assistants**

**SPONSOR/EXHIBITOR AGREEMENT  
2019 ANNUAL MEETING**

Proper completion and submission of this application for exhibit space at the Idaho Academy of Physician Assistants (IAPA) Annual Meeting ("Conference") in 2019 shall mean the applicant ("Exhibitor") accepts and agrees to abide by the provisions of this application and Appendix A, Exhibitor Terms and Conditions, which is hereby incorporated and made part of this contract as well as such additional rules and regulations that IAPA deems necessary provided such additional rules and regulations do not materially alter the exhibitor's contractual rights. A contract for exhibit space shall be completed only after a properly completed application along with a payment in full is received by IAPA.

Payment in full must accompany the "Sponsor/Exhibitor Agreement." Please make your check payable to the Idaho Academy of Physician Assistants. Please fill in the information requested on this form, sign and return this application with payment to:

**IAPA \* PO Box 1127 \* Boise, Idaho 83701 \* Fax # 208-344-7903**

**Cancellations by March 1, 2019 receive a 50% refund. No refunds provided for cancellations after March 1, 2019.**

Contact Steven Sumter, MPA, Executive Director – [steven@idmed.org](mailto:steven@idmed.org) or (208) 344-7888 ext. 102

**Exhibit Space**

**April 4-6, 2019**

**Sun Valley Resort**

**IAPA is hereby authorized to reserve space for our use in the exhibit area of the 2019 Annual Meeting.** Enclosed with check or completion of credit card information below is payment for the following checked box(es):

<input type="checkbox"/> <b>Platinum Sponsorship - \$4,000 (includes booth)</b>	
<input type="checkbox"/> <b>Gold Sponsorship - \$3,000 (includes booth)</b>	<b>Gold Sponsor Opportunity:</b>
<input type="checkbox"/> <b>Silver Sponsorship - \$2,000 (includes booth)</b>	<b>Silver Sponsor Opportunity:</b>
<input type="checkbox"/> <b>Bronze Sponsorship - \$1,500 (includes booth)</b>	<b>Bronze Sponsor Opportunity:</b>
<input type="checkbox"/> <b>6-Ft. Table-Top Exhibit Table (includes two non-transferable rep credentials) - See rates below \$650 by 1/15/19; \$750 from 1/15/19 to 3/15/19; \$800 after 3/15/19</b>	
<input type="checkbox"/> <b>Additional Representative Fee of \$100 x _____ (number of additional representatives) = \$ _____</b>	
<input type="checkbox"/> <b>Electrical Service @ Exhibit - \$20 (e.g. power cord and surge protector setup at exhibit)</b>	

**Company Information:**

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Representative responsible for exhibit: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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Check this box if you would like IAPA to order or provide a 32" x 4" Booth Sign. It is offered FREE with your conference support.

If so, please indicate the name you would like listed on the Booth Sign: \_\_\_\_\_

**Representative(s) Information:**

**Standard exhibit fee includes registration for two representatives. The cost for additional representatives is \$100 each.**

**Rep Name #1:** \_\_\_\_\_ **Rep Name #2:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Rep Name #3:** \_\_\_\_\_ **Rep Name #4:** \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment Information:**

<b>Credit Card Number:</b> _____ <b>CVV Code:</b> _____ <b>Expiration Date:</b> _____
<b>Name on Card:</b> _____ <b>Amount to be charged: \$</b> _____
<b>Signature of CC Holder:</b> _____ <b>Date:</b> _____

x \_\_\_\_\_  
**Signature of person authorized to approve contract**

\_\_\_\_\_  
**Printed name of authorized signer & date**

## Appendix A: EXHIBITOR TERMS and CONDITIONS

**1. LODGING RESERVATIONS** – IAPA has secured a block of rooms at the Sun Valley Resort at a group rate starting at \$143.00/night. Reservations must be made by **March 4, 2019** to guarantee the base room rate listed above.

If you are looking for alternative accommodations within the Sun Valley Resort or for any other reservation queries, please call 1-800-786-8259 or e-mail the Sun Valley Resort at [reservations@sunvalley.com](mailto:reservations@sunvalley.com). Office hours are from 8:00 am to 9:00 pm, 7 days a week.

All reservations require a one-night advance deposit to confirm the reservation. Cancellations must be made 30 days in advance of arrival. Please note deposits to the Sun Valley Resort will be forfeited if cancelling within 30 days of the arrival date. All cancellations will be charged a \$25.00 cancellation fee. Changes to the reservation can be made with no penalty before arrival depending on availability.

Sun Valley Resort provides courtesy transportation to and from Friedman Memorial Airport (SUN). In order to guarantee a seat upon arrival, please have your flight information available and make a reservation with Bell Service at (208) 622-2122 or [svshuttle@sunvalley.com](mailto:svshuttle@sunvalley.com). *Support IAPA by booking your stay within the IAPA hotel block at the Sun Valley Resort, and help us avoid fees that result from unfilled rooms. We value your support!*

**2. LIABILITY** - The Exhibitor is responsible for the space leased by him and shall not injure, mar or deface the premises. The Exhibitor shall not affix to the walls or windows of the building any advertisement, signs, etc. or use Scotch tape, masking tape, or any other adhesive-type materials on painted surfaces. The Exhibitor agrees to reimburse the facility, and/or decorator, for any loss or damage to the premises or equipment occurring in the space leased to the Exhibitor. The Exhibitor will assume entire responsibility and hereby agree to protect, indemnify, and defend and hold IAPA and Sun Valley Resort and their employees and agents harmless against all claims, losses and damages to persons or property, government charges or fines and attorney's fees arising out of or caused by Exhibitor's installation, removal, maintenance, occupancy or use of exhibition premises or any part thereof. In addition, Exhibitor acknowledges that the IAPA and Sun Valley Resort does not maintain insurance coverage for Exhibitor's property or injury to Exhibitor or its representatives, agents, employees, licensees or invitees. It is recommended that Exhibitor obtain adequate insurance coverage, at its own expense, for property loss or damage and liability for personal injury.

IAPA and its sponsors shall not be liable for failure to perform its obligations under this contract as a result of strikes, riots, acts of God, or any other causes beyond its control. Exhibitor agrees that neither IAPA, nor its representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or the Exhibitor's employees, family, associates, or property, except where IAPA has acted willfully or negligently. The Exhibitor, on signing the contract, expressly releases the aforementioned from any and all claims for such loss, damage or injury.

**3. AISLES** - The aisles, passageways, and overhead spaces remain strictly under the control of IAPA, and no signs, decorations, banners, advertising matter, or special exhibits will be permitted in them except by special written permission of IAPA.

**4. SPACE** - The space contracted for is to be used solely for the Exhibitor whose name appears on the Contract. Distribution of literature, samples, etc. in the exhibit area by firms not participating as a registered exhibitor is prohibited. The Exhibitor shall not sublet, assign, or share any portion of their exhibit space without written prior consent of IAPA. Exhibitor representatives must be employees or designated agents of the exhibiting organization. Exhibitor representatives may not represent other companies other than the organization contracting for the exhibit space.

Standard exhibit space includes one six-foot draped table, two chairs, and registration for two representatives. Unless otherwise noted, additional representatives beyond the allotted two are required to pay an additional fee to attend the Conference with access to the exhibit hall.

**5. DEMONSTRATIONS** – All demonstrations, solicitations, or promotional activities must be confined within the limits of the Exhibitor's purchased exhibit space. All exhibits and their personnel must remain within the confines of their own spaces and no Exhibitor will be permitted to erect signs or display products in such a manner as to obstruct the view, occasion injury or disadvantageously affect the display of other Exhibitors. No interference with the light or space of another Exhibitor will be permitted. Noise must not unreasonably interfere with other Exhibitors.

Exhibitors may hold informal meetings with attendees after Conference hours as long as the meeting does not occur during a scheduled conference continuing education activity or event. Social activities sponsored by an Exhibitor that might conflict with the Conference must be cleared with IAPA. Display signs and displays are also prohibited in any of the public space or elsewhere on the premises of the Conference venue and lodging facilities.

**6. RESTRICTIONS** – IAPA reserves the right to remove exhibits, without refund, that have been falsely entered, and to terminate an agreement if payment is not received within 5 days of receipt of agreement. Payment is expected at the time of registration; sponsorship commitments will not be guaranteed without payment within the specified time.

IAPA also reserves the right to remove exhibits, without refund, that may be deemed by IAPA unsuitable or objectionable. This restriction applies to noise, PA systems, persons, animals, birds, things, conduct, printed matter, or anything of a character that might be objectionable to the event or IAPA.

**7. OFFENDERS** – Offenders will be asked to leave the area if any of the above are violated. As an offender, no refund will be given.

**8. CHILDREN** - Children of representatives for an Exhibitor are not to be allowed in exhibit area except under the direct supervision of a parent. Please restrict your children to your exhibit space.

**9. EXHIBITOR CREDENTIALS** – Exhibitors must wear their credentials at all times in the exhibit hall and credentials are non-transferable. Additional fees would apply for representative credentials above and beyond those offered for each sponsorship level with registration, or for representatives planning to attend or replace another representative during the Conference. This fee is \$100 per additional representative.

**10. BLACKOUT BINGO** – All Exhibitors will be listed on a bingo card given to all attendees. Logos of sponsors will be included on the bingo card; standard exhibitors will be listed by text. Attendees must get a signature from each vendor in the exhibit hall to submit their card for all prize drawings. Please let us know if you plan to bring a prize for our drawings.

**11. CONFIRMATION & BOOTH ASSIGNMENTS** - Exhibit hall layout will be available for review when finalized. Contact IAPA if you have not received a confirmation of receipt of the registration form within 10 days of submitting your Exhibitor agreement. You will be notified of your booth assignment no later than one week prior to the Conference. Assignments will be made first based on sponsorship priority and second on a first-paid basis. Exhibit space will be assigned based upon receipt of signed application by Exhibitor and payment in full. Booth locations are not guaranteed. IAPA reserves the right to reject any application.

#### **RULES FOR EXHIBITS:**

**1. ALL BOOTHS** and decorations MUST concur with the facility regulations, city ordinances and local fire codes. Any violations may result in the removal of any materials found to be in violation. Materials for booth decorations and construction must consist of fire-resistant material. Contact IAPA if at all in doubt.

- Electronic and other apparatus must be operated so that the noise will not interfere with other Exhibitors. No musical presentations are allowed, live or mechanical, without the written authorization of IAPA.
- All display materials and decorations must comply with requirements of the local fire authorities. Display fabrics must be nonflammable.
- Care must be taken by the Exhibitor not to deface or destroy any part of the exhibit area. In the event of property damage caused by him/her, the Exhibitor will be held responsible.
- Use of the name "Idaho Academy of Physician Assistants" or that of any officer of IAPA, in recommendation or endorsement of a product or service, is expressly prohibited.
- Animals or pets, with the exception of ADA Service Animals, are not permitted on the exhibit floor for this event.
- Helium, or lighter than air-filled balloons are not permitted on the exhibit floor.
- If tape is to be used on the exhibit floor, it must be Shur Tape or Bron Tape BT-100 or BT-105.

**2. IF CONFERENCE/EXHIBITION IS NOT HELD** - In the event the Conference is postponed due to any occurrence not occasioned by the conduct of IAPA and Sun Valley Resort, or that such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy to this contract, then the performance of such parties under this contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event for the duration of such postponement. In the event that such occurrence results in cancellation of the Conference, each party hereby releases the other from all obligations under this contract. IAPA shall not be liable for any damages or expense incurred by Exhibitor in the event the show is delayed, interrupted or not held as scheduled.

**3. FAILURE TO OCCUPY SPACE** - The Exhibitor will forfeit space not occupied by **April 4, 2019 at 7:00 AM**, unless prior arrangements are made. Exhibitor's space may be resold, reassigned, or used by IAPA. If you are having difficulty meeting this deadline, please call IAPA at 208-344-7888 ext. 102 to discuss possible arrangements.

**4. AMENDMENTS** - Exhibitor agrees to abide by decisions of IAPA concerning all matters pertaining to the administration and success of the Conference, which are not specifically stated.

**5. SECURITY** - IAPA agrees to provide reasonable security for the exhibit area. However, Exhibitor agrees that neither IAPA, the facility management, nor IAPA's insurance company are financially liable for theft, damage, loss, or "mysterious disappearance" of any kind. We recommend all Exhibitors contact their insurance agents to confirm proper coverage of exhibit materials. Please read carefully the coverage provided by decorators and shipping companies to determine if additional coverage is necessary. Any additional security must be arranged by the Exhibitor at his own expense, directly from the facility. The facility will be locked during the time that exhibits are not being shown.

**6. CANCELLATION** - Anyone desiring to cancel their registration for the Conference shall notify IAPA either via e-mail at [steven@idmed.org](mailto:steven@idmed.org), fax at (208) 344-7903, or mail to:

**Attn: IAPA Conference Sponsor/Exhibitor Registration  
PO Box 1127  
Boise, ID 83701**

**No refunds or credit will be provided for cancellations made after Friday, March 1, 2019. Cancellations received on or prior to this date will receive a 50% refund.**

