

## EXHIBITOR CONTRACT – IAIP REGION IV CONFERENCE 2017

The Deadline for IAIP to receive this application, program description, company logo and full payment for inclusion in the official convention program is 2/15/17.

Company Name	
Contact Name	
Address	
City, State & ZIP	
Phone/ Fax	
e-mail/ Web site	
Exhibit worker Names	
Exhibiter worker email	

Description of the Company and Services provided:


### The Exhibit Schedule

	<b>Thursday, March 30, 2017</b>
2:00 P.M. to 5:00 P.M.	Move in, set up booth (in the Galt House – Fountain Room)
6:00 P.M. to 9:00 P.M.	Trade Show
8:00 P.M. to 10:30 P.M.	Welcome Party
	<b>Friday, March 31<sup>st</sup>, 2017</b>
9:00 A.M. to 12:00 P.M.	Trade Show/ Breakfast
12:00 P.M. to 1:30 P.M.	First Timers Luncheon – Award Door Prizes
2:00 P.M.	Breakdown Booths

#### Exhibit Information:

We will offer exhibit space on a first come, first serve basis upon receipt of payment and signed contract. Booth space will be assigned by IAIP. Electricity is **not** provided, but can be obtained by completing the Hotel request form attached. Exhibitors are encouraged to bring Door Prizes. Door Prizes will be awarded during the Friday luncheon. Winners must collect their prize from you at the luncheon. IAIP will not accept remaining prizes to be given to the winners at a later date, so please require all winners be present at the luncheon in order to accept your door prize.

#### Booth Specifications:

Booth will contain one 6x30 table and 2 chairs. Also included is **one** ticket to each of the following events: Welcome Party, Friday Breakfast and First Timers Luncheon. Due to space restrictions, we limit the number of tables per booth to 2.

#### Cancellations:

Cancellation of an exhibitor registration for this conference must be made in writing to IAIP. Exhibit registration fees are 50% refundable if received prior to March 6<sup>th</sup>. Exhibit registration fees for cancellation requests received after March 6th are non-refundable.

#### Conference Registration:

Registration for the conference itself is not included in the Exhibit registration fee. Exhibitors are not required to attend the conference, however you must register as an attendee should you wish to participate in the functions and activities. There is a separate registration form for the conference. Please contact Patty Drees @ [patty.drees@desmondinsurance.com](mailto:patty.drees@desmondinsurance.com) for additional information on Conference registration.

#### Hotel Information

A block of Rooms has been reserved for IAIP Region IV Conference. You can make reservations on line at [www.galthouse.com](http://www.galthouse.com) or calling 502-589-5200. The hotel is located at 140 N 4<sup>th</sup> Street, Louisville KY 40202.

#### Shipping/Receiving

The Galt House Hotel Shipping & Receiving Department is in the RIVUE tower. Hours are M-F 7:30-4 and Saturday 7:30-12 noon. See flyer attached.

**VENDOR CONTRACT – IAIP REGION IV CONFERENCE 2017 pg 2**

I acknowledge on behalf of my company that this application becomes a contract when signed by me and accepted by IAIP. We understand that IAIP is in no way liable for the actions of the hotel, security guard, attendees and other vendors. We further understand that the rental fee per booth includes only those services as set forth by the exhibit schedule. We agree to comply with the exhibit regulations, Shipping/Receiving guidelines, instructions and conditions of the contract, and with all the conditions under which facilities at the Galt House Hotel are provided to IAIP.

The deadline for IAIP to receive this application, program description, company logo and full payment for inclusion in the official Conference program is on or by February 15, 2017.

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSURES MUST INCLUDE:**

**50 word or less program description and signed application with payment in full**

Please check all that apply	Cost Each	Quantity	Total
<input type="checkbox"/> Merchandise (Jewelry/candles etc) Booth	\$200.00		
<input type="checkbox"/> Insurance Industry Booth	\$375.00		
<input type="checkbox"/> Extra Table (Limit 2 total)	\$40.00 each		
<input type="checkbox"/> Extra Chairs	\$4.00 Each Chair		
<input type="checkbox"/> Extra Welcome Party Ticket	\$26.00 Each		
<input type="checkbox"/> Extra Friday Breakfast Ticket	\$27.00 Each		
<input type="checkbox"/> Extra Friday Luncheon Ticket	\$37.00 Each		
<input type="checkbox"/> Exhibitor is bringing Door Prize to be awarded during Friday Luncheon			
<input type="checkbox"/> Special Request Items – Please contact Exhibit Chair @ 502-456-2001 to discuss			

**Payment Options**

We are sorry, but we are not set up to take credit cards at this time. All payments must be made with company checks.

**Please make your business check payable to:** KSAIP Regional Conference

**Mail your check and completed contract to:** Louisville Association Of Insurance Professionals,  
Attn: Cindy Powell  
PO Box 99565  
Louisville KY 40269