

Montana & Wyoming Bankers Convention

June 6-8, 2019

Snow King Resort - Jackson, Wyoming



Convention Exhibit Form

Exhibit Schedule (all times are Mountain Time Zone)

Table Set Up: Thursday, June 6, 2:00 – 4:30 p.m.

Table Tear Down: Saturday, June 8, 10:45 a.m. – 2:00 p.m.

Exhibit Hours: **Thursday** evening opening reception 5–7:00 pm; **Friday** Breakfast 6:45-8 am (optional), morning break 9:30–10:00 am and evening reception 6:30–7:30 pm; **Saturday** morning break 10:00 – 10:30 am. All to take place in the Exhibit Areas

Table Set Up

With exhibit space, you will receive:

- 110v electricity (checkbox must be marked on form).
- One 6' table and one chair.
- One complimentary convention registration (*golf, float, dinner/entertainment are all an additional fee*).

Table Costs

MBA/WBA Member Exhibit Table: \$1,250

Non-member Exhibit Table: \$2,500

Additional Exhibit Hall Pass: \$500 (limit 1) *all others must register at the full business partner reg. fee

Table Policies

All exhibitors **must** register for the convention. The exhibit table fee includes one complimentary convention registration which allows the exhibitor to attend all sessions and meals on Thursday, Friday and Saturday (*except for golf & float and the Friday Dinner & Entertainment*). The Friday Dinner and Entertainment is \$100 per person to attend. One additional exhibitor can register for an exhibit hall pass @ \$500 in order to staff the table. The exhibit hall pass includes all events on Thursday, Friday and Saturday other than the activities and the Friday evening Dinner and Entertainment. (*golf, float, dinner/entertainment are all an additional fee*). Other attendees must register at the full business partner convention registration fee.

Table Assignments

Exhibit space is limited, so register early to reserve your spot. MBA/WBA endorsed vendors and associate members receive priority for reserving space in the Exhibit Areas through March 1, 2019. Non-member table assignments will be processed after that date. Fees and form must be submitted before table space will be assigned. WBA will acknowledge receipt, and table assignments will be sent prior to the convention.

Prizes

A portion of the table fee will be used to purchase the exhibitor grand prizes. You are also invited to give away prizes at your own table by gathering business cards. Prizes will be given away Saturday morning following the AM break.

Cancellation Policy

A refund of 50 percent of table price will be given if cancellation is received in writing prior to May 6, 2019 (30-day notice). No refund will be given if cancellation is received after May 6, 2019.

Questions

For more information, contact Cheryl Johnston with the WBA at 307.638.5008 or cheryl@wyomingbankers.com.

Send Completed Form To:

Montana Bankers Assoc. | 1 North Last Chance Gulch, Suite 4 | Helena, MT 59601 | Fax: 406.443.7850 | pam@montanabankers.com

2019 MBA & WBA Bankers Convention

June 6-8, 2019 | Snow King Resort | Jackson, Wyoming

CONVENTION EXHIBIT HALL FORM

Space in the exhibit areas is limited, so register early to secure your spot. MBA/WBA endorsed vendors and associate members receive priority for reserving space in the Exhibit Areas through **March 1, 2019**. Non-member table assignments will be processed after that date. For more information, contact Cheryl at cheryl@wyomingbankers.com.

Company Name _____
(exactly as you want it printed in convention materials)

Company Product/Service _____

Event Coordinator _____ Phone _____ Email _____

WBA Member Exhibit Table: \$1,250

Non-member Exhibit Table: \$2,500

110v Electricity

By signing below, you accept the 2019 MBA/WBA Conv. Exhibitor Terms & Conditions Agreement (see next page).

Signature _____ Date _____

COMPANY LISTING FOR PROGRAM *(exactly as you want it printed in convention materials)*

Company Name _____
(Print exactly as you want it printed in convention materials)

Complete Address _____

Company Representative Name _____ Email _____

Phone (optional) _____ Website _____

Main Exhibitor Attendee (complimentary)

Name _____
(exactly as you want it to appear on badge)

Address _____

Email _____

Phone _____

Select Events You Will Attend

- Thursday Evening Opening Reception
- Friday Breakfast Buffet
- Friday Golf **(this is an additional cost-complete Business Partner Registration)**
- Friday Scenic Float **(this is an additional cost-complete Business Partner Registration)**
- Friday Evening Reception
- Friday Dinner & Entertainment **(this is an additional \$100 cost-complete Business Partner Registration)**
- Saturday Breakfast Buffet

Additional Exhibitor Attendee \$500

Name _____
(exactly as you want it to appear on badge)

Address _____

Email _____

Phone _____

Select Events You Will Attend

- Thursday Evening Opening Reception
- Friday Breakfast Buffet
- Friday Golf **(this is an additional cost-complete Business Partner Registration)**
- Friday Scenic Float **(this is an additional cost-complete Business Partner Registration)**
- Friday Evening Reception
- Friday Dinner & Entertainment **(this is an additional \$100 cost-complete Business Partner Registration)**
- Saturday Breakfast Buffet

PAYMENT

Return exhibitor form and fees to MBA by May 6, 2019. Table request will not be processed without payment.

WBA will acknowledge receipt, and table assignments will be sent prior to the convention. A refund of 50 percent of table price will be given if cancellation is received in writing prior to **May 6, 2019**. No refund will be given if cancellation is received after **May 6, 2019**.

Total Due \$ _____ ***table requests are not processed without full payment.**

Check Enclosed (payable to MBA) or Charge Credit Card: Visa Mastercard Discover American Express

Card Holder's Name _____ Zip Code _____

Credit Card No. _____ CVV _____ Expiration _____

Authorized Signature _____

2019 MBA/WBA Bankers Convention Exhibitor Terms & Conditions Agreement

Agreement to Conditions: Each exhibitor, for itself and its employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit areas rests with the Montana & Wyoming Bankers Associations.

Table Details: One 6' table and one chair, and 110v electricity, will be provided by the Montana & Wyoming Bankers Associations at no extra cost to the exhibitor. Displays shall be placed not to interfere with other exhibitors and are limited to the table top or in place of the table. Space is limited and we cannot accommodate large displays. Please check with me on any displays/games/etc. that do not fit on the 6' table.

Assignment of Space: Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each exhibition. Assignment of space will be made on a first-come, first-served basis. MBA/WBA business partners will have priority for reserving space in the Exhibit Areas through March 1, 2019. The MBA/WBA's decision as to space allocation shall be final.

Payment: \$1,250 member/\$2,500 non-member per 6-foot table must accompany each application for exhibit space.

Cancellation by Exhibitor: Should the exhibitor be unable to occupy and use the exhibit space contracted for, and should they notify the WBA in writing by May 6, 2019, all sums paid by the exhibitor less 50 percent of the table price will be refunded per table space. No refund will be made if notice of cancellation is received after May 6, 2019.

Liability: The Montana & Wyoming Bankers Association undertakes no duty to exercise care, nor assumes any responsibility for the protection and safety of the exhibitor, its officials, agents or employees, or its representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after each exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by the MBA /WBA shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor. The exhibitor agrees to indemnify and hold the WBA harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives or from the property of the exhibitor.

The MBA/WBA shall not be liable for the fulfillment of this agreement as to delivery of space, if nondelivery is due to any of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The MBA/WBA will, however, in the event it is not able to hold an exhibit for any of the above named causes, reimburse exhibitors pro- rata on any rental fee paid, less any and all legitimate expenses incurred by the WBA for advertising, administration, etc.

Insurance: In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of the Exhibit Facility: Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention exhibit areas without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with the directions of the Exhibits Manager, or conference hall manager or their assistants.

Installation and Dismantling: The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular conference for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein.

Default Occupancy: Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price. The Montana & Wyoming Bankers Association has the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such table space is not occupied one hour before the official show opening.

Use of Space: Exhibits shall be shown only in the official exhibit area as established by the Montana & Wyoming Bankers Association. No exhibitor shall use its exhibit in any manner so as to interfere with the operation of any other exhibit. The Wyoming Bankers Association shall be the arbiters of all disputes and its decision shall be final. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission of the Montana & Wyoming Bankers Association only, and shall be subject to an additional charge of \$625 per day per additional participant for the run of the exposition.

Conflicting Meetings & Social Activities: In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit area during the official hours of the convention or exposition. No exhibitors may start to disassemble their display prior to 10:45 a.m. on Saturday, June 8, 2019. All exhibits must be removed from the exhibit hall by 2:00 p.m. on Saturday, June 8, 2019. This agreement may be rescinded at any time without cause at the discretion of the Montana & Wyoming Bankers Associations upon repayment of any fees advanced, less any expenses which may have been incurred by the WBA.

Right of Refusal: The Montana & Wyoming Bankers Association expressly reserves the right to refuse exhibit space, without notice or hearing, to any applicant for exhibit space at any and all trade shows sponsored by the MBA /WBA or any and all trade shows occurring in conjunction with MBA /WBA forums.

Send Completed Form To:

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