

iiabaz

INDEPENDENT INSURANCE
AGENTS AND BROKERS OF ARIZONA



EXHIBIT BOOTH REGISTRATION

IIABAZ's 84th Annual Convention ♦ Thursday, August 16, 2018 ♦ JW Marriott Desert Ridge Phoenix

Our Convention and Trade Show is one of the biggest insurance events of the year in Arizona, an event aggressively promoted to thousands of agents and brokers. Top agency principals and agents alike, as well as customer service representatives, will be in attendance seeking products and services to boost their business potential and to promote to their clients.

What Does It Mean To You?

This is the ultimate showcase event that provides the insurance financial services industry a powerful platform to showcase cutting edge products and services, learn about evolving industry trends as a source to new marketing opportunities with "hands-on" in the industry. Don't miss out on the opportunity this extensive exposure can provide your company.

The Top 5 Reasons YOU Should Exhibit

- Quality Time with Decision Makers in Agencies as well as Large Brokers
- Attracting New Accounts and Finding New Markets
- Presenting Your Products and Services to a New Client Base
- Your Competition Is There
- Networking

Location

JW Marriott Phoenix Desert Ridge Resort & Spa
5350 East Marriott Drive
Phoenix, Arizona 85054-6147
(480) 293-5000

Show Date

Thursday, August 16, 2018

Booth Hours

Set-Up: 7 a.m. — 2 p.m.
Show Hours: 2 p.m. — 7 p.m.
Tear Down: 7 p.m. — 10 p.m.

As a professional courtesy we ask you not to dismantle booth before 7 p.m.

Convention Agenda

Please see www.iiabaz.com/Convention for the agenda.

Booth Dimensions

Exhibit spaces are 10' x 10'
8' high draped back wall and 3' high draped side rails
Standard Piping and Draping (Black Drapes)

Booth Equipment

Each booth comes equipped with one 6' skirted table, two chairs, one wastebasket, and one 7" x 44" Exhibitor ID Sign.

Booth Fee

\$1,250 Per Booth for Non-Members
\$950 Per Booth for IIABAZ Members

No discounts offered for multiple booths purchased.

Amenities Included in Booth Fees

10 Drink Tickets
2 Convention Meeting Passes (No Meals)
Pre-Convention Advertising
Listing in Convention Program and printed copy of Program
Advance List of Registered Convention Attendees
Pre-Printed Name Badges for all Exhibitor Personnel

Not Included in Booth Fees

Electric, Internet, Wi-Fi, or Telephones
Shipping or Installation of Displays
Hotel Sleeping Rooms
Full Convention Registrations

Exhibitor Service Kits

CSI is the official Exhibit Service Company. Electric, shipping, internet and other services must be ordered through them. CSI will email all Exhibitors a Service Kit in early May 2018.

Hotel Room Reservations

Discounted rate of \$109+tax is available. All reservations must be made through the Hotel's Toll Free Number 1-800-835-6202 or the online portal at <https://aws.passkey.com/go/2018IIABAZ>

Please do not make room reservations through outside parties who may call claiming our room block is full or that they can provide you with a better rate. They are not affiliated with the IIABAZ or the Hotel and may have hidden fees.

Convention Program

The Convention Program will list all Exhibitors and their contact information that we have on file as of July 13, 2018. Program advertisement rates/specs will be sent separately in late April.

Sold Out!

Waiting List Only.

Exhibit Space Reservation

JW Marriott Phoenix Desert Ridge Resort
Grand Canyon Ballroom 6, 7, 8

	Roll Up Door for Loading				Loading Dock Main Entrance						
11	12	31	32	51	52	71	72	91	92	111	112
10	13	30	33	50	53	70	73	90	93	110	113
9	14	29	34	49	54	69	74	89	94	109	114
8	15	28	37	48	55	68	76	88	95	108	115
7	16	27	36	47	56	67	75	87	96	107	116
6	17	26	35	46	57	66	74	86	94	106	117
5	18	25	38	45	58	65	78	85	98	105	119
4	19	24	39	44	59	64	79	84	99	104	120
3	20	23	40	43	60	63	80	83	100	103	121
2	21	22	41	42	61	62	81	82	101	102	122
1											

Entrance Entrance Entrance

Grand Canyon Foyer Bars and Reception Seating Main Hotel and Convention Entrance

Restrooms

Booth Space Assignment

Booth space and locations on the trade show floor will be assigned to Exhibitor based on the time and date that a signed Contract and PAYMENT is received. If your choices are not available, we will make the best alternative selection on your behalf. There is no limit on the number of booth spaces an Exhibitor may select. There are no discounts for multiple booth purchases.

Company Name: _____

Company Name for 7" x 44" Exhibit Booth Sign (if different than above): _____

Contact Name (Receives confirmations/details): _____ Email: _____

Contact Name (Listed in Program - if different than above): _____ Email: _____

Company Address (Listed in Program): _____ City/St/Zip: _____

Phone: _____ Fax: _____

Payment will not be processed unless a booth is confirmed.

BOOTH CHOICE(S): **Waiting List Only** BOOTH PRICE: \$ _____ \$1,250 per Booth. IIABAZ Members Deduct \$300.

If possible, do not assign near: _____ If possible, do not assign near: _____

Paying by Check (Make payable to IIABAZ): Paying by Credit Card: CARD #: _____

EXPIRATION DATE: _____ SECURITY #: _____ PRINT NAME ON CARD: _____

SIGNATURE: _____ EMAIL RECEIPT TO: _____

CARD BILLING ADDRESS: _____

Complete and return with signed Exhibit Booth Contract and Hotel Regulations Form with PAYMENT to:



333 East Flower Street, Phoenix, Arizona 85012
teri@iiabaz.com | T: (800) 627-3356 | F: (602) 468-1392

Exhibit Booth Contract and Hotel Regulations Form

THIS AGREEMENT is made between the Independent Insurance Agents and Brokers of Arizona, Inc. hereafter referred to as IIABAZ, and _____, hereafter referred to as Exhibitor.

(Exhibiting Company Name)

In consideration of the premises and mutual covenants herein contained, the parties agree IIABAZ will permit Exhibitor to occupy booth(s) at the Trade Show on August 16, 2018 and Exhibitor agrees that full rental fee must be paid upon requesting reservations and submitted with this signed Exhibit Booth Contract and Hotel Regulations Form.

Cancellation Policy

All booth space cancellations must be submitted in writing (email is acceptable) and receipt must be acknowledged by IIABAZ. Exhibitor, please note that a cancellation causes substantial disruption in the assignment of the booth space and in planning of the Convention. Exhibitor is given the right to cancel this agreement at any time prior to the Trade Show on August 16, 2018 with applicable cancellation fees from the Schedule below applying.

Cancellation Fee Schedule:

Time of signing to June 1, 2018	10% of the Total Rental Fee
June 2, 2018 to July 13, 2018	25% of the Total Rental Fee
On or after July 14, 2018	No Refunds
No Shows	No Refunds

IIABAZ reserves the right to resell booth space.

In the event the Trade Show is cancelled, Rental Fees will be refunded in full.

Rules & Regulations

Exhibitor agrees to abide by the Rules and Regulations and special regulations, such as set-up and tear-down times, drayage rules and regulations, city or town restrictions, hotel rules and regulations governing exhibits at the hotel, etc.

Licenses

Exhibitor agrees that it is properly licensed to transact business in the State of Arizona, which will include insurance licenses if writing insurance. Exhibitor is prohibited from selling merchandise out of their booth unless Exhibitor complies with local ordinances and state laws. Exhibitor agrees to pay all music licensing fees in the event copyrighted music is played by the Exhibitor.

List of Registered Convention Attendees

Exhibitor agrees to sign a Confidentiality Agreement, that would include damages if broken, before receiving the list of convention attendees which states that Exhibitors may not provide the list to any other person or entity and that the list may only be utilized by Exhibitors to invite attendees to visit their booth at the event, or to promote the Exhibitor's products or services.

Booth Space Layout and Booth Assignments

Booth floor space layout is as accurate as possible as of this date. Changes or modifications may be necessary for safety reasons, fire prevention, or program changes at IIABAZ's sole discretion. If a space change or modification occurs, IIABAZ will notify Exhibitor in a timely manner and will offer Exhibitor equitable adjustments as determined by IIABAZ and at IIABAZ's sole discretion.

Occupancy

Exhibitor agrees to not sublet, or to otherwise assign, to any other person or organization whatsoever and rights to occupy any booth, or part of any booth covered by this agreement without first obtaining the written consent of IIABAZ.

Fire Prevention

All booth decorations must be flame-proofed and all hangings must clear the floor. Electrical wiring must conform to the National Electrical Safety Code. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise creates a fire hazard, the IIABAZ reserves the right to demand removal of all or such part of the exhibit as may be non-conforming or hazardous. The Exhibitor is charged with the knowledge of all local laws, ordinances, and regulations pertaining to health, fire prevention and public safety while participating in the Trade Show. Compliance of such laws is mandatory of all Exhibitors and the sole responsibility is that of the Exhibitor. Aisles must be kept clear at all times. Safety and fire exits and equipment including ceiling sprinkler systems must be accessible at all times.

Use of Space

Booth displays must be contained in the 10'x10' booth space rented by Exhibitor and arranged so that it does not obstruct other exhibits. No display shall be constructed with a height exceeding 8'. Side displays over 3' must have a blank backing so that it will not be objectionable to the Exhibitor in the next booth. Exhibitor must get pre-approval from Hotel if they have an unusual display requiring special hookup, technical assistance or special installation. If approval is not provided, Exhibitor is prohibited from utilizing that display at the Trade Show.

Distribution of circulars and promotional material may be made only within the booth assigned to the Exhibitor presenting such material. Solicitation of business must be confined to the Exhibitor's own booth. Exhibitor agrees not to advertise, promote, or provide product information that is a competing product or service offered by IIABAZ and its subsidiaries at the booth. Vendors not exhibiting are prohibited from soliciting on the Exhibit Floor and IIABAZ will have them removed from the Trade Show.

Audio Visual

Public address, sound producing or amplifying devices which project sound beyond exhibitor's space will not be permitted. Promotional videos pertaining to the exhibit only will be permitted.

Continued on Page 4.

Exhibit Booth Contract and Hotel Regulations Form

Prizes and Drawings

Individual drawings from Exhibitors booth are the sole responsibility of the Exhibitor. IIABAZ asks that drawings be handled with honesty and integrity. IIABAZ will make announcements of Exhibitor prize winners during the Trade Show and provide forms for that purpose in the Exhibitor's Packet. Exhibitor prizes must be made available at the event.

IIABAZ will offer a cash drawing prize for any Convention Registrants who visits every booth at the event. Registrant will be provided with a Booth Drawing Card and will require each Exhibitor to initial or hole punch Exhibitor booth number. Please do not validate for other Exhibitors as the purpose of this is to see that every registrant visits every booth.

Food and Beverages

The JW Marriott Phoenix Desert Ridge Resort retains the exclusive right to provide all food and beverage services on its premises. Exhibitors are not permitted to bring any outside food or beverages onto hotel property without express permission of the JW Marriott Phoenix Desert Ridge Resort's Conference and Services Manager. Exhibitors are solely responsible for contacting the Resort for said permission.

Security

IIABAZ, JW Marriott Phoenix Desert Ridge Resort, or any officer or staff member thereof will not be responsible for the safety of the Exhibitor's property. Safekeeping of the Exhibitor's property shall remain the sole responsibility of the Exhibitor. Exhibitor understands that there will be no security provided for the Trade Show,

Insurance

Exhibitor agrees to obtain and maintain, during the use of the exhibition premises, Comprehensive General Liability Insurance, including contractual liability covering Exhibitor's indemnity obligations in this contract. The JW Marriott Phoenix Desert Ridge Resort and Independent Insurance Agents and Brokers of Arizona shall be named as additional insureds on such policy, and Exhibitor shall supply IIABAZ with a Certificate of Insurance at least 30 days prior to August 16, 2018. Exhibitor understands that neither the JW Marriott Phoenix Desert Ridge Resort nor the IIABAZ will maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Limitation of Liability

Notwithstanding any provision in this agreement to the contrary, the IIABAZ's entire liability for all matters relating to the Trade Show and Exhibitors participation in the Trade Show, in any respect, irrespective of the theory of liability shall be limited to the lesser of: (1) Direct actual damages for the specific matter that is the subject of the dispute; and (2) The actual total Booth Rental Fee paid to the IIABAZ. Neither the IIABAZ nor any IIABAZ officers, directors, members, or employees shall be liable for consequential, incidental, indirect, punitive or special damages, even if advised of the likelihood of such damages occurring. Without limiting the generality of the foregoing, recourse shall be limited to the assets of the IIABAZ and no party shall have recourse against, and shall bring no claim or action against, any officer, director, member, or employees of the IIABAZ or any of the assets thereof.

Indemnification

Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the JW Marriott Phoenix Desert Ridge Resort's premises. Exhibitor will indemnify, defend, and hold harmless the IIABAZ, its officers, directors, members, and employees as well as the JW Marriott Phoenix Desert Ridge Resort, its owner, management company, and employees from any such losses, actions, damages, liability, and claims, costs and expenses (including attorney fees). IIABAZ and JW Marriott Phoenix Desert Ridge Resort will not be responsible or liable for any loss, damage, or claims arising out of Exhibitor's activities on the JW Marriott Phoenix Desert Ridge Resort's premises except for any claims, loss, or damages arising directly from the IIABAZ's or the JW Marriott Phoenix Desert Ridge Resort's own gross negligence.

Compliance

Exhibitor agrees that if any of the above covenants are broken by the Exhibitor, the IIABAZ has the right to cancel the Exhibitor's Booth Rental and/or ask the Exhibitor to remove themselves from the Exhibit Floor. If this occurs, refunds for the booth rental will be at the IIABAZ's discretion.

By signing this Agreement, I acknowledge that I am an authorized representative and authorized to bind the below organization, and that the organization will agree to abide by the Exhibit Booth Contract and Hotel Regulations Form along with the policies set forth by the IIABAZ for the Trade Show.

By: _____
(Signature of Authorized Representative)

Organization: _____
(Exhibiting Company Name)

By: _____
(Print Name and Title)

Dated: _____

Complete and return with signed **Exhibit Space Reservation Form** with **PAYMENT** to:



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