

IIAN's 111th Annual Convention Exhibitor Information

Exhibitor Booth Package:

- **October 11 Trade Fair** — 8x8 formal booth equipped with one skirted 6' table and two chairs.
- **Exhibitor Convention Package:** includes Thursday Trade Fair food and a drink ticket, for up to 2 of your company's representatives. (Additional tickets can be purchased.)
- **Register and submit payment by July 25** to get your company's name listed in the Convention Registration Brochure which is mailed to our 2,000 members throughout Nebraska, and to be listed in advance on the **Convention App**.
- **Convention Recognition:** Pre and Post Convention publicity on www.iian.org, your company listed on the exhibitor roster in the Convention Program which is placed in every agent's registration packet.

Meal Tickets:

- **All meals other than the trade show must have a ticket purchased.** This year we are especially excited about our dinner show: After the trade fair we will have a brief reception time which will allow exhibitors that purchased dinner show tickets to get their items stored before taking their seat for dinner and a fabulous show by funny artist Sam Glenn. **ADVANCED TICKET PURCHASE IS REQUIRED**

Pricing Information:

- **Big "I" Members - \$475*** **Non Big "I" Members - \$699***
- **All booth spaces must be reserved and paid for by September 12, 2018. After September 12, a \$100 late fee will be assessed to all new and unpaid registrations.**
- **Booths will not be assigned prior to receiving payment.**

Cancellation Policy:

- **All cancellations must be emailed to IIAN at office@biginebraska.org and/or through the registration site.**
- **In the event of a cancellation prior to September 12, all monies paid less a 15% service charge, will be refunded. Cancellations received between September 12 and September 30 will result in a charge of 25% monies paid. No refunds will be issued for cancellations received on or after September 30, 2018.**

Lodging Information:

Embassy Suites:

12520 Westport Parkway
La Vista, NE,
(402) 331-7400

Lodging block held until September 16, 2018

Single/double rate: \$139.00 + tax

Booth Set-Up:

- Each 10x8 booth will be decorated with standard drapery.
- Each booth will have one draped 8' table (unless you indicate you do not require a table) and two chairs
 - **Additional equipment requirements** such as electricity and internet are available to order directly from the Embassy Suites. **See the Exhibitor Order Form for details.**
- Set Up Times: 1:30 p.m. – 4:00 p.m. Thur, October 11
- Exhibit Times: 4:00 p.m. – 6:30 p.m.
- Tear Down Times: 6:30 p.m. – 7:15 p.m.

Attendee Incentive Prizes/Booth Prizes:

- **Exhibitor Punch Cards:** In an effort to encourage traffic to all booths in the Trade Fair, we have prepared punch cards, which conference attendees must get punched by **all exhibitors** to be eligible to win one of five \$100 cash prizes! We have provided a paper punch for your use. Please leave it on the table following the close of the trade fair on Wednesday evening; our staff will collect them.
- Exhibitors are encouraged but not required to hold drawings at their individual booths. Exhibitor prizes will be awarded at approximately 6:15 pm on Thursday, October 11 prior to the close of the Trade Fair. Winners will be announced and posted on the "Prize Board". **Exhibitors are responsible for distributing their booth prizes.**
- **Exhibitor Spirit Award:** Voted on by the attendees, the Spirit Award is presented each year to the exhibitor whose booth best exemplifies the theme of the convention. This year's theme is Big Red Homecoming to honor the return of Scott Frost to the Nebraska Cornhuskers. The prize is complimentary booth registration to the 2019 Annual Convention.

Booth Assignments (READ CAREFULLY):

- Indicate your 1st, 2nd, and 3rd choice for booth space upon registering. Please refer to the online exhibitor map for available booth space. **Your location will be determined by your registration date and confirmed upon receiving payment.** You will be formally notified prior to convention of your assigned booth space. IIAN reserves the right to assign booth space, and re-number booths, if necessary.

Freight/Storage/Security:

- Exhibitors needing to ship displays and/or materials in advance should arrange for delivery to the Embassy Suites no more than one week prior to the convention. (Items arriving prior to this will be charged a fee. **See the document "Embassy Shipping Information" for the shipping address and policy.**