

# 2015 IIABSC Spring Conference

## EXHIBITOR GUIDE



**Independent Insurance Agents  
& Brokers of South Carolina**

# EXHIBITOR FACT SHEET

## 2015 Spring Conference

**Conference Dates:** March 11-12, 2015  
**Conference Location:** Embassy Suites, 200 Stoneridge Drive, Columbia, SC 29210  
**Target Attendance:** **Total:** 350-400 **Agents:** 150-200  
**\*Exhibit Hall Location:** Exhibits will be located in Ambassador Ballrooms and foyer  
**Exhibit Hours:** Wednesday, March 11

<b>Exhibitor Set-up:</b>	8:00 am—10:45 am
<b>Exhibit Hall Open/ Lunch with Exhibitors:</b>	11:00 am—1:00 pm
<b>Break in Exhibit Hall:</b>	3:00 pm— 3:30 pm.
<b>Exhibitor Appreciation Reception—</b>	5:15 pm- 6:30 pm
<b>*Exhibitor Breakdown—</b>	6:30 pm

**Exhibit Hall Diagram:** Click to [VIEW BOOTH ASSIGNMENTS](#)

**Exhibit Hall Drawings:** **Agent Drawing:** Agents must visit each exhibitor and have them initial their “Agent Drawing” form to be eligible for the \$500 cash prize drawing, which will be held Wednesday evening.  
**Exhibitor Booth Drawings/Forms:** Exhibitors holding booth drawings will be provided with forms to post the winners. Post forms with winner’s names on the CORKBOARD in the BACK of the exhibit hall by 6:00pm, Wednesday.

**Directions to Load/Unload:** Exhibitors who are bringing their own exhibit booth set-up can enter through the main or side entrance doors from hotel parking lot.

**Upon Arrival:** **ALL PRE-REGISTERED EXHIBITORS: name badges, programs, and event materials will be at your booth. There is no need to check-in at the registration desk unless assistance is needed.**

- Any additional materials needed (extra handouts, lanyards, ribbons, etc. ) can be found at the Information Table in the lobby.
- Any **UN-registered additional exhibitors** will need to locate the ONSITE registration desk to complete a registration form in order to receive a name badge and event materials.

**Exhibitor Registration Fee Includes:**

- Exhibit booth display area with pipe & drape, two chairs and one 6’ or 8’ skirted table
- Complimentary food & beverages in exhibit hall/Entry to all CE Sessions
- Listing on conference signage, materials and the IIABSC website
- Mailing list of attendees available on the IIABSC website two weeks prior to convention

**\*Additional Charges:** **Electrical and Shipping are not included. See below for order forms.**

ELECTRICITY: Exhibitors must make arrangements for booth electricity in advance, by selecting the **BOOTH ELECTRICITY** option when registering online. Booth Electricity includes one power strip and is \$15.00 per booth should you choose this option.

SHIPPING: Booth materials **MUST** be shipped through **Displays Unlimited** using the order forms on the next 2 pages. Return completed forms directly to Displays Unlimited. *The hotel will NOT accept any deliveries shipped directly to them.*

# EXHIBITOR RULES & REGULATIONS

## 2015 Spring Conference

- **Payment Policy:** Payment is due in FULL at the time your exhibitor registration is submitted, unless paying by check. All checks must be received by IIABSC at least 3 weeks prior to the event or your booth assignment will be released. **No exhibitor will be allowed to set up a display booth unless paid in full.**
- **Cancellation Policy:** For cancellations received within 30 days of the event, 50% of the total registration fee is refundable. There will be no refunds for cancellations received within 10 days of the event.
- All booths should be fully set up at least 30 minutes before the opening of the exhibit hall. Do not remove or disassemble display materials prior to the official breakdown time.
- All booths must be broken down no sooner than 6:30pm on March 11, 2015. **Exhibit booth Breakdown outside of specified breakdown times is strictly prohibited.** Those in violation of this regulation will incur a penalty fine of \$500. IIABSC assumes all exhibitors agree to these terms unless special requests or permission is indicated in writing prior to event.
- All display items should be firmly supported or securely fastened.
- **Exhibitors are expected to be respectful and observe the rights of all other exhibitors. Excessively noisy or visually distracting displays will be adjusted to acceptable levels by show management. Displays must not block the walkway or prevent easy access to other exhibitors.**
- Exhibitors are responsible for choosing their own booth location preferences and booths are assigned on a first come first reserve basis, based on availability. Please note that it is a possibility that other and/or adjacent exhibitors may offer competing products.
- **Priority selection of exhibit booths and sponsorships is given to our annual Palmetto Partner Sponsors who's booths will be highlighted with red pipe and drape. To learn more about becoming a Palmetto Partner, visit our website.**
- **Please note:** The exhibit hall diagram is a close representation of the exhibit hall but is not drawn exactly to scale. IIABSC reserves the right to make any logistical changes necessary or as required by the hotel or fire marshal.
- **Security:** The exhibit hall will not require security lock down since this is a single day trade show. However, we encourage all exhibitors to keep close watch over any personal items at your booth. **Please note:** Any exhibit tables in the foyer are outside of the exhibit hall and visible to other hotel guests.

**All Exhibitors are encouraged to remove any items that are of value when not at your booth.** The exhibit area is off-limits to non-conference attendees; however, IIABSC will not be held responsible for any lost or stolen items.
- Exhibitors are NOT permitted to make any announcements from the main stage microphone. Microphones in the Exhibit Hall are for the use of IIABSC and designated event staff/committee only.
- Exhibitors are encouraged to bring giveaways/promotional items and are permitted to hold prize drawings at their booth. Exhibitors must post prize winners on the cork board in the BACK of the exhibit hall using the forms provided in your exhibitor packet (and attached to your email). Booth drawings are separate from any IIABSC drawings or prize giveaways. Exhibitors are responsible for their own drawings.

**\*\*Any information provided in this guide may be amended solely by IIABSC with due consideration being given to all conference attendees.**

# DISPLAYS UNLIMITED LLC

P O BOX 4297

WEST COLUMBIA SC 29171

OFC#803-926-5300 FAX#803-926-5500

## SHIPPING ADDRESS

1141 SILSTAR RD

WESTCOLUMBIA SC 29170

EMAIL:du@displaysunlimited.net

## CREDIT CARD FORM

Please complete the form if you are using our services. This will protect your exhibiting representative from being responsible for personally covering any additional charge that may be incurred at the event. Credit will be issued only if form is returned prior to show. No services can be provided without advance payment in full or completion of this credit card form. Credit card information is required for any freight, additional services or rentals ordered at show site or freight service after show. At conclusion of show a receipt will be sent to you reflecting all charges and payments.

### Please circle the card being used:

MASTERCARD

VISA

AMERICAN EXPRESS

DISCOVER

Name on card: \_\_\_\_\_ (Please print)

Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

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

Show: **IIABSC SPRING CONFERENCE**

Show Date: **MARCH 11-11, 2015** Booth # \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax # \_\_\_\_\_

Ordered by: \_\_\_\_\_

### **OFFICE USE ONLY**

Services

Sub Total: \$ \_\_\_\_\_

\_\_\_\_\_

7% Sales Tax: \_\_\_\_\_

\_\_\_\_\_

3% cc fee: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_:

Total: \_\_\_\_\_

**DISPLAYS UNLIMITED LLC**

P O BOX 4297  
WEST COLUMBIA SC 29171  
OFC# 803-926-5300 FAX# 803-926-5500

**SHIPPING ADDRESS:**

1141 SILSTAR RD  
WEST COLUMBIA SC 29170

EMAIL ADDRESS: du@displaysunlimited.net

**FREIGHT SERVICE FORM**

PLEASE RETURN THIS FORM TO DISPLAYS UNLIMITED WITH PAYMENT

EVENT: **IIABSC SPRING CONFERENCE** DATE: **MARCH 11-12, 2015**

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ PHONE#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

FREIGHT CARRIER: \_\_\_\_\_

# OF PCS: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ DATE SHIPPED: \_\_\_\_\_

TOTAL PAYMENT: \_\_\_\_\_ (MINIMUM \$140.00)

**SHIP TO:** **DISPLAYS UNLIMITED LLC**  
**1141 SILSTAR RD**  
**WEST COLUMBIA SC 29170**

EVENT NAME: \_\_\_\_\_  
BOOTH#: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_

**OFFICE USE:**  
DATE PAID: \_\_\_\_\_  
AMOUNT PAID: \_\_\_\_\_  
TYPE PAYMENT: \_\_\_\_\_

1. SHIPMENTS CAN BE RECEIVED AT WAREHOUSE TWO WEEKS PRIOR TO SHOW. THIS SERVICE INCLUDES RECEIVING AT OUR WAREHOUSE UNLOADING FROM MOTOR CARRIER, STORAGE AT WAREHOUSE, DELIVERY FROM OUR WAREHOUSE TO CONVENTION SITE, EMPTY CRATE STORAGE, DELIVERY OF CRATES AFTER SHOW TO BOOTH AND DELIVERY FROM BOOTH TO DESIGNATED VEHICLE FOR OUTBOUND.
2. LOOSE MATERIAL AND UNCRATED SHIPMENTS WILL NOT BE ACCEPTED AT WAREHOUSE.
3. BILL OF LADING FOR OUTBOUND WILL BE AVAILABLE AT END OF SHOW.
4. IT IS EXHIBITORS SOLE RESPONSIBILITY TO LABEL EACH PIECE OF OUTBOUND SHIPMENT AND SUBMIT TO DISPLAYS UNLIMITED A COMPLETED BILL OF LADING COVERING EACH OUTBOUND SHIPMENT.
5. DISPLAYS UNLIMITED WILL NOT BE RESPONSIBLE FOR CONCEALED DAMAGE, MATERIAL INADEQUATELY PACKED OR FOR DAMAGE TO UNCRATED, UNSKIDDED OR LOOSE MATERIALS, DAMAGE OR LOSS FROM ANY CAUSE AT ANY TIME AFTER DELIVERY TO BOOTH.
6. ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR FROM THE TIME IT LEAVES HIS FIRM UNTIL IT IS RETURNED FROM SHOW.
7. **SHIPMENTS BY WHATEVER MEANS OF TRANSPORTATION MUST BE PREPAID.**
8. **PAYMENT FOR FREIGHT HANDLING MUST BE PAID IN ADVANCE OF SHOW.**
9. **NO COLLECT SHIPMENTS WILL BE ACCEPTED**
10. **FREIGHT DELIVERED TO WAREHOUSE AFTER MARCH 8, 2015 WILL BE REFUSED.**

**RATES:**  
**\$70.00 PER 100 LBS CWT**  
**\$140.00 MINIMUM CHARGE**

**ADDITIONAL CHARGES: \$10.00 EA**  
**TAPING - STRAPPING**  
**SHRINK WRAPPING - LABELING**