

2019 IIABSC Annual Convention



EXHIBITOR GUIDE

Dear Exhibitor:

The **Independent Insurance Agents and Brokers of South Carolina** is pleased to have you exhibit at our **121st Annual Convention**, scheduled for October 13- 15 at The Westin Golf Resort & Spa at Savannah Harbor in Savannah, GA. The Annual Convention will draw attendees from IIABSC's diverse membership of 400 agency locations within South Carolina, as well as many other industry professionals within the state and surrounding areas. The convention will provide you with valuable opportunities to make contacts with key decision makers from the insurance industry, with over 4 hours available for you to interact with attendees in the exhibit hall. *Please note that an updated exhibit hall map and assignments can be found online.*

PLEASE READ all information included in this packet. Be sure all exhibitors at your booth are informed.

This Exhibitor Guide contains the following information:

- IIABSC 2019 Exhibitor Fact Sheet (page 2)
- Exhibition Rules and Regulations (page 3)
- Electrical/AV/Internet Order Form (page 4-5)
- Exhibitor Booth Prize Forms (print for onsite– page 6)

For PRX Shipping/Freight Service Information see page 2 under shipping

EXHIBITOR FACT SHEET

Conference Dates:	October 13— October 15	
Conference Location:	The Westin Golf Resort and Spa at Savannah Harbor One Resort Drive— Savannah, GA 31421	
Target Attendance:	375- 400	
*Exhibit Hall Location:	Exhibits will be located in <u>Grand Ballrooms C-F</u>	
Exhibit Hours:	<u>Sunday, October 13</u>	Exhibitor Set-up: 1:00pm—3:30 pm
	<u>Sunday, October 13</u>	Exhibit Hall Open: 4:00pm—6:00 pm
	<u>Monday, October 14</u>	Exhibit Hall Open: 9:00 am – 9:45am
		Exhibit Hall Open/ Lunch: 11:45 am – 1:15 pm
		Exhibitor Breakdown 1:15pm—2:30pm
		<i>*See rules and regulations regarding booth breakdown on page 3.</i>
Upon Arrival:	Exhibitors should unload from the front of the Westin using a Bellman cart or Bellman assistance when checking in. All exhibitors name badges, event tickets and additional information will already be at your booth. Exhibitors only need to pick up their attendee gift. Any <u>UN-registered</u> 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:	<ul style="list-style-type: none">-Exhibit booth display area with pipe and drape (5 designated foyer booths are table tops only)-One 6' or 8' skirted table (depending on booth type) and two chairs-Complimentary food and beverages in exhibit hall-Entry to all sessions, meal functions and events-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/AV, Internet, and Shipping are <u>not included</u> . See below for order forms.	
<u>ANCILLARIES:</u>	Electricity, A/V and Internet requests for your booth must be made in advance through PSAV Presentation Services at the Westin using the form on page 4. You must know your booth number to submit your order so please check the map for a final booth assignment (which can be viewed on the IIABSC website). Return completed forms & payment directly to PSAV/Westin Savannah Harbor.	
<u>SHIPPING:</u>	Booth materials MUST be shipped through PRX Exposition Services. Required information will be sent to exhibitors to make arrangements and PRX will handle the delivery of your materials to your assigned booth location and well as the return of your materials as specified. <i>The Westin is not prepared to accept or store any deliveries shipped directly to them. and hotel fees will apply.</i>	
Exhibit Booth Drawings:	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 board provided in the exhibit hall. Booth drawings are separate from any IIABSC drawings or prize giveaways. Exhibitors are responsible for their own drawings and making sure prizes are redeemed by the winner before exhibit hours end.	

EXHIBITOR RULES & REGULATIONS

- **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 within 1 week of submitting your registration or exhibitors are subject to losing their booth. No exhibitor will be allowed to set up unless paid in full.
- **Cancellation Policy:** For cancellations received on or after September 13, 2019, 50% of the total registration fee is refundable. There will be no refunds for cancellations received after September 20, 2019.
- 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. No Show exhibitors will be charged a \$750 fee if no notice of cancellation in writing was received by IIABSC within 3 days prior to event.
- All booths must be broken down no later than 2:30pm on Monday, October 14. **Exhibit booth Breakdown outside of specified breakdown times is strictly prohibited.** Those in violation of this regulation will incur a penalty fine of \$750 and will not be permitted to register to exhibit at future events until the fine has been paid in full. Early Breakdown requests must be submitted in writing and will still incur a \$500 non-refundable fee for early breakdown approval.
- 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 distractive 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 2020 Palmetto Partner sponsor, see the pledge form and outline of benefits provided on 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 (Atlantic 5-8) will be locked and secure (standard hotel "lock-down") outside of the specified exhibit hall hours of operation. **Please note:** Any exhibit tables in the foyer are outside of the exhibit hall and security will not be posted in this area. Exhibitors are encouraged to remove any items that are of value when not at your (foyer/prefunction) 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 board provided in the exhibit hall. Prize forms are provided on page 5 (please make additional copies if needed). Booth drawings are separate from any IIABSC drawings or prize giveaways. Exhibitors are responsible for their own drawings and making sure prizes are redeemed by the winner before exhibit hours end.

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



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

THE WESTIN
SAVANNAH HARBOR
GOLF RESORT & SPA

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: The Westin Savannah Harbor Resort, 1 Resort Dr., Savannah, GA 31421
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: jcbennett@psav.com.

MONITORS

	PRICE	QTY	TOTAL
■ 32" LCD monitor	\$ _____	_____	\$ _____
□ Dual-post stand □ Table stand □ Speakers			
■ 42" LCD monitor	\$ _____	_____	\$ _____
□ Dual-post stand □ Table stand □ Speakers			
■ 55" LCD monitor	\$ _____	_____	\$ _____
□ Dual-post stand □ Table stand □ Speakers			

AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
■ Wired microphone	\$ _____	_____	\$ _____
□ Handheld □ Lavalier			
■ Wireless microphone	\$ _____	_____	\$ _____
□ Handheld □ Lavalier			
■ Powered speaker	\$ _____	_____	\$ _____
Up to five people			
■ 4-channel mixer	\$ _____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	TOTAL
■ Laptop	\$ _____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	\$ _____

PROJECTION

	PRICE	QTY	TOTAL
■ LCD projector	\$ _____	_____	\$ _____
■ 42"- 54" Rolling cart	\$ _____	_____	\$ _____
■ Tripod screen	\$ _____	_____	\$ _____
□ 5' □ 6' □ 7' □ 8'			

INTERNET

	PRICE	QTY	TOTAL
■ Wired internet connection	\$ _____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	\$ _____
■ Dedicated bandwidth			

Please contact PSAV for quote

LIGHTING

	PRICE	QTY	TOTAL
■ Up-light	\$ _____	_____	\$ _____

POWER

	PRICE	QTY	TOTAL
■ 25' AC cable	\$ _____	_____	\$ _____
■ Power strip	\$ _____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	TOTAL
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

Jonathan Bennett

Director, Event Technology - PSAV®

The Westin Savannah Harbor Resort

1 Resort Dr., Savannah, GA 31421

■ office: 912.414.0463 ■ email: jcbennett@psav.com





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent
Booth
No. _____

Adjacent
Booth
No. _____

Adjacent Booth No. _____

Jonathan Bennett
Director, Event Technology - PSAV®
The Westin Savannah Harbor Resort
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■ office: 912.414.0463 ■ email: jcbennett@psav.com



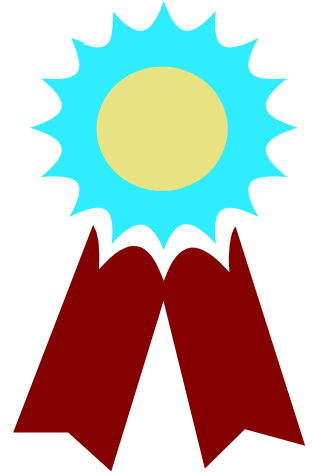
Exhibitor Booth Drawing PRIZE WINNER FORM

Post on corkboard outside exhibit hall entrance by 12:30 pm on Monday, October 14.
(Exhibitors are responsible for their own drawings and making sure prizes are picked up by the winners;
no announcements may be made from the microphone.)

The Winner is: _____

The Prize: _____

Exhibiting Company Name/Booth #:



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