



"The Association for Ideas, Involvement & Innovation Systems"

Exhibitor & Sponsor Form

75th Annual IdeasAmerica Training Summit

Tempe, Arizona

September 12 – 14, 2017

Exhibit General Information

The Idea Center features the latest products and services in the industry and provides the perfect opportunity for you to meet Summit attendees and establish qualified prospects. Don't miss this chance to show and discuss your products and services with a prime audience of employee involvement specialists. The Idea Center will be located in the same space where the breaks and lunches are served, near the meeting space and conveniently located for maximum traffic and exposure.

Fees

Table top display unit: **\$50**

Included in your exhibit fee

- One 6' x 8' draped table and two chairs
- List of all pre-registered attendees and post-Summit list

Electric, internet and telephone connections are provided by the hotel at an extra cost to the exhibitor.

Registration

Each exhibitor attending the summit sessions will be responsible for their Summit registration fee. The registration fee includes the reception and all meal tickets. The second attendee must be a bona fide employee of your company.

Schedule

Move in:	Tuesday, September 12, 1:30 pm – 8:00 pm
Show hours:	Wednesday, September 13, 8:00 am – 5:00 pm Thursday, September 14, 8:00 am – 4:00 pm
Move out:	Thursday, September 14, after 4:00 pm

Exhibit Registration Deadline

To be certain your company is included in the on-site program, we must receive your completed forms and payment by **1 August 2017**.

Hotel

Reservations must be made no later than 21 August 2017 in order to receive the Summit rate of \$159.00 plus tax.

Shipping

Boxes shipped by exhibitors will not be accepted by the hotel if they arrive more than three (3) days prior to the meeting. Boxes must be marked as follows:

- Hold for arrival: guest name & organization name
- Complete return address
- Attn: Paula Davis, IA Executive Director
- Number of boxes
- Addressed to Embassy Suites, 4400 S Rural Rd, Tempe, AZ 85282
- Phone: (480) 897-7444

IA Sponsorship Opportunities

IA offers numerous sponsorship opportunities during our Annual Summit and throughout the year for educational programs and materials. Below are the sponsorship opportunities for the Annual Summit:

- **Underwriting an Educational Session:** Underwriting provides necessary funding to cover speaker expenses and audiovisual equipment rental. Your company sponsorship will be recognized by signage, identification in the printed program, identification in IA newsletter and announcements during the meeting as appropriate.
- **Registration Materials:** Sponsoring registration materials puts your name in the hand of every symposium participant. All of the registration items can be personalized with your company's message.
- **Social Event Sponsorship:** Networking is an important part of our annual Summit. Your company sponsorship will be recognized by signage, identification in the printed program, identification in IA newsletter and announcements during the meeting as appropriate.

EDUCATIONAL SESSION UNDERWRITING	COST
General Session	\$3,000
REGISTRATION MATERIALS	
Carry-all	\$2,500
On-site Program	\$1,500
Signage	\$2,500
SOCIAL EVENT SPONSORSHIP	
Continental Breakfast	\$1,000
Lunch	\$2,500
Refreshment Breaks	\$1,000
Reception	\$1,500

SPONSORSHIP CATEGORIES AND BENEFITS

Bronze - \$500 level

- signage at your event
- recognition in printed Summit material

Silver - \$1,000 level

- All Bronze level benefits, *plus*
- appropriate collateral material (i.e., napkins at reception or break)

Gold - \$2,000 level

- All Silver level benefits, plus
- listing on the IA web site (with a link to your site)

Platinum - \$3,000 level

- All Gold level benefits, *plus*
- Presentation at the annual awards banquet
- Banner displayed at your sponsored event
- Complimentary Registration

IA Program Advertising

Discounted rates in our on-site program allow you to make a larger impression. With the program being an on-site tool for attendees, your ad is guaranteed to be in the hands of your intended audience for several days! **Absolute deadline for copy: August 1, 2017.**

Ad size	Member rate	Non-member rate
Business Card ad	\$70	\$110
1/4- page ad	\$ 90	\$155
1/2- page ad	\$120	\$185
1- page ad	\$200	\$300
Inside Back Cover	\$250	\$325
Outside Back Cover	\$350	\$490

Materials/Specifications: Advertising rates are for space costs only and are based upon timely receipt of camera- ready materials. Alterations or additional typesetting, stripping, etc will incur an appropriate production charge. Electronic files accepted: Acrobat format preferred.

EXHIBIT RULES AND REGULATIONS

IA 2017 Annual Summit

1. Show Sponsorship and Management: This summit is produced by and is the property of the IdeasAmerica (IA). IA will provide all show management functions and establish all show policies. Each prospective exhibitor is required to sign the Application and Contract for space. By doing so, exhibitor subscribes to the Rules and Regulations, which are a part of the Application and Contract.

2. Space Allowance and Selection Procedure: Space will be assigned on a first come basis, based on when the payment or purchase order is received. If all choices requested by the exhibitor have already been assigned, IA will allocate space from that which is available and the exhibitor agrees to accept such assignment.

3. Cancellation or Withdrawal: An exhibitor may cancel or withdraw from the show(s) subject to the following conditions: (a) The exhibitor shall give IA notice in writing of their intention to cancel or withdraw from the show. (b) Refund schedule: cancellation received 90 days prior to show - fee refunded in full. Cancellation received between 90 days and 30 days - 50% of fee is refunded. Cancellation received 29 days or less prior to show - fee is not refunded. In the event of cancellation, IA shall have the right to use said space for its own convenience including selling the space to another exhibitor, without any rebate or allowance to the canceled exhibitor. IA assumes no responsibility for having included the name of the canceled exhibitor or description of their products in programs, news releases, or other materials.

4. Default of Occupancy: Any exhibitor failing to occupy by 8:00 a.m., the day of the show(s), space contracted for but not canceled is obligated to pay the full cost of such space. In that event, IA shall have the right to use said space for its own convenience, including selling the space to another exhibitor, without any rebate or allowance to the defaulting exhibitor. IA assumes no responsibility for having included the name of the defaulting exhibitor or descriptions of his products in the show program, brochures, news releases, or other material.

5. Building Occupancy: In case the premises of the Embassy Suites Tempe shall be destroyed or damaged, or if the show does not take place as scheduled or is interrupted and/or discontinued or access to the premises is prevented or interfered with by reasons of strike, lockout, injunction, act of war, act of God, emergency declared by any governmental agency or by IA, or for any other reason, this contract may be terminated by IA. In the event of such termination, the exhibitor waives any and all damages and claims for damages and agrees that the sole liability of IA shall be to return to each exhibitor their space payment less his pro rata share of all costs and expenses incurred and committed by IA.

6. Service Organizations: The Embassy Suites Tempe will provide the table top display units. Exhibitor services will be provided through the hotel upon request. In no instance shall IA be responsible for the conduct of any contractors, sub-contractors or their employees acquired by an exhibitor. IA assumes no responsibility for failure to perform by contractors.

7. Booth Arrangement: All exhibitors shall arrange their displays so they utilize only the booth area contracted for and in such manner as to recognize the right of other exhibitors and show visitors and to conform to the overall pattern developed by IA. **Appearance:** Exhibitors are responsible for keeping their display in order. Exhibitors must arrange to remove excessive amounts of trash or waste materials during show hours. **Fire Regulations:** All materials shall be fire-resistant. **Storage:** Exhibitors shall provide storage within their display space. IA will not be responsible for storage of Exhibitor materials or equipment.

8. Music Licensing: IA will not be responsible for acquiring

music licensing agreements on behalf of exhibitors. If any part of the exhibit or display includes the use of live or recorded music, a licensing fee is required. For additional information, please call the following toll-free numbers: American Society of Authors and Composers at 1.800.627.9805 or Broadcast Music Inc. at 1.800.669.4264.

9. Delivery and Removal: Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show without permission first being secured in writing from IA.

10. Drayage: There is no drayage service for this meeting.

11. Safety, Fire and Health: The exhibitor must comply with safety, fire and health ordinances regarding installation and operation of equipment. All displays, exhibit materials, and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents.

12. Care of Building: No exhibitor may allow an article to be brought into nor permit any act to be done in which will increase the premiums or void policies of insurance held by IA. No exhibitor may permit any act by its employees by which the premises shall in any manner be marred or defaced. Exhibitor must surrender the space occupied by him in the same condition as at the commencement of occupancy. Any damages done to the premises by the exhibitor shall be made good to IA or to the Embassy Suites Tempe as their interest may appear.

13. Security: IA and the exhibit facilities will take precautions to safeguard exhibitor's property by means of regular perimeter guard service. However, IA will not be liable for damage or loss to exhibitor's property through theft, fire, accident, or any other cause. Exhibitor should insure their own exhibit and display materials. IA will not assume liability for any injury that may occur to show visitors, exhibitors, or other agents or employees of exhibitors.

14. Exhibitor Badges: Exhibitor Personnel must register and appropriate fees must be paid in order to receive Summit name badges.

15. Liability: In the event that IA shall be held liable for any situation which might result from a particular exhibitor's action or failure to act in any manner whatsoever, such exhibitor shall reimburse IA and hold IA harmless from liability resulting there from.

16. General: All matters and questions not covered by the Contract, Rules and Regulations are subject to the decisions of the IA Exhibit Manager. The Contract, Rules and Regulations may be amended at any time by the IA, and all amendments or additions that may be so made shall be equally binding on all parties affected as the original Contract, Rules and Regulations.

17. Hospitality Suites and Meetings: Exhibitors' Hospitality Suites and Meetings shall not conflict with any scheduled Summit event. Exhibitor Hospitality Suites must be approved in advance by IA. ***IA must provide approval to the hotel for Hospitality Suites to be released; this approval will not be granted for companies that are not approved IA exhibitors.***

18. Right of Refusal: IA has the right to refuse exhibit space to any applicant for any reason whatsoever.



"The Association for Ideas, Involvement & Innovation Systems"

75th Annual Training Summit
IdeasAmerica
Tempe, Arizona
September 12 – 14, 2017

Please update and/or complete the contact information below. This person will receive all exhibitor correspondence.

Company Name: _____
Contact Person: _____
Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____
Additional persons attending*: _____

*Additional exhibit personnel must register and pay the full Summit fee

PAYMENT INFORMATION

Sponsor: *please indicate the sponsorship level* _____ \$ _____
PLEASE SPECIFY THE EVENT /ITEM YOU WISH TO SPONSOR _____
Exhibit Table @ \$50* \$ _____
Program Advertising *please indicate the size* _____ \$ _____

TOTAL \$ _____

* Additional fees will apply for electric, internet connections and telephone lines

Method of payment: Check Enclosed (*Make checks payable to IdeasAmerica*)
 Purchase Order number or attach copy _____
 Please charge my credit card: ___ MasterCard ___ AMEX ___ VISA

Card #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Exp /

Billing Zip Code _____ 3 or 4 digit Security Code _____

We agree to comply with all the Rules and Regulations as provided in this prospectus and to the conditions under which displays in the Embassy Suites Tempe may be held. We understand that space is available on a first-come, paid-in-full basis.

Authorized Signature _____ Date _____

RETURN COMPLETED CONTRACT TO: IdeasAmerica, 162 S. Vista, Auburn Hills, MI. 48326-1447
Phone: 248-961-2674