

# Exhibitor Information

**Space Availability** - Due to the high demand for vendor space, verbal commitments will not be taken. A completed form and payment are required to guarantee a vendor booth. Booth space is limited to 32.

**Location** - Hotel at Oldtown, 830 East First, Wichita, Kansas, 67202.

**Show Days / Hours** - Thursday, July 20- 6:00 p.m. - 7:30 p.m.      Friday, July 21 – 7:30 a.m. - 3:30 p.m.

**Move In and Set Up** - The Ballroom will be open for set up on Thursday, July 20, from 3:00 to 6:00 p.m. All booths must be completely set up by 6:00 p.m.

**Move Out** - No merchandise or equipment may be removed from the floor prior to Friday, July 21 at 2:30 p.m. All equipment must be removed no later than 4:00 p.m. to allow for breakdown of the exhibit area.

**Booth Rental** - Exhibit booth rental rates are:    KSIA members - \$360                      Non-members - \$460

**Complimentary Conference Registration - Booth Personnel** - Each exhibit booth will receive **one** complimentary full Conference registration. **All booth personnel are required to be registered and pay.**

**Conference Materials** - Exhibitors returning their contract by July 3, 2017 will be included in the Conference materials.

**Decorator - Work Order** - The official decorator is Henry Helgerson Co., 601 N. Athenian, Wichita, KS 67203, phone 316.943.1851. Included in the booth cost are a booth space with 8' frontage and 8' depth, a 6' draped table, a signature sign, and two chairs. A charge will be made by the decorator for other services such as additional tables, chairs, carpeting, etc. Extra services should be requested at least 15 days in advance of the show. Contact KSIA for Rental Order Form.

**Drawings** - All drawings for exhibitors' prizes will be done Friday, July 21 at the final break. If your exhibit will have a prize giveaway, please indicate as such on the booth contract. Names will be drawn from business cards collected at your booth. Anyone whose name is drawn must be present to win.

**Electrical / AV Needs** - Electricity is provided at no charge, however, the hotel only has 110 volt outlets. If you have other electrical needs, will be needing any audiovisual equipment, or a phone line at your booth, please contact the Hotel at Oldtown, 316.267.4800. They will be happy to make the necessary arrangements and discuss fees with you.

**Exhibitor Shipments** - Materials can be shipped directly to the Hotel at Oldtown, 830 East First, Wichita, KS 67202. Preference is for materials to arrive no more than 3 days prior to the Conference. Any materials received before that time will be charged \$25 per box for storage. Please mark the box clearly "Kansas Self-Insurers Association Conference."

**Fire Code Information** - All items in your display must meet fire code requirements and be able to pass fire marshal inspection.

**Hotel Accommodations** - Accommodations for the Conference are available at the Hotel at Oldtown. The room rate is \$129/single queen or \$139/single king. For reservations, call the hotel at 316.267.4800. Be sure to mention that you are with KSIA to secure the special Conference rate. The reservation deadline is June 28, 2017. After June 28, reservations will be accepted according to space and rate availability.

**Security** - The Ballroom will be secured overnight, Thursday, July 20. Please make sure, however, to keep loose items for your exhibit in your room overnight.

## INVITE A NEW MEMBER AT NO CHARGE!

The KSIA Board of Directors is pleased to continue a valuable opportunity for associate members. Exhibitors will receive one free registration to give away to a client. This free registration will come with your exhibit booth at no additional charge. This is a great opportunity for KSIA to get its message out to potential members, and a great opportunity for you to provide value to your clients at no extra charge.

There are two requirements for this free registration:

1. The registrant cannot already be a member of KSIA, and they must qualify as a regular member.
2. A completed registration form must accompany your vendor booth registration in order to process.

# 2017 KSIA Annual Conference Exhibit Booth Contract

We, the undersigned, hereby subscribe for exhibit space comprising \_\_\_\_ booth(s).

Each standard-size booth is to have 8' frontage, with an 8' depth, and be equipped with a 6' draped table, two chairs, and a signature sign. Special needs beyond what is supplied can be met by the show decorator or by the hotel.

**Exhibit booth rental rates are as follows: KSIA member - \$360 Non-members - \$460**

**\*PLATINUM SPONSORSHIP OPPORTUNITIES INCLUDE PRIME BOOTH LOCATION\***

**If you are not a member of KSIA, but join before the Conference, \$100 of rental charges will be credited towards membership dues.**

The undersigned agrees to pay the sum of \$\_\_\_\_\_ for the total number of booths desired.

**It is further understood and agreed that exhibit booth space(s) will be assigned to exhibitors on a first-come, first-serve basis as signed contracts accompanied by payment are received. The show manager has the right to reassign space as needed.**

**\*Cancellation policy: There will be no refund on cancellations after July 3.**

The undersigned agrees to abide by the rules and regulations of the show and other rules which affect the rights of other exhibitors. The Kansas Self-Insurers Association is not responsible for the loss of merchandise or equipment of exhibitors by fire, theft, or other hazards.

*Please type or print legibly.*

Company name as it should appear on all signage: \_\_\_\_\_

Vendor Booth Contact (ALL ATTENDEES MUST BE REGISTERED ON BACK PAGE): \_\_\_\_\_

Company address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized signature \_\_\_\_\_ Date: \_\_\_\_\_

Will you have a prize giveaway?  Yes  No

What product or service do you sell (this information will be used in Conference materials)? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We will be bringing a non-member to take advantage of the complimentary registration outlined on page 3. Please complete the complimentary registration form on next page, the registration is not valid without the completed form. (please see rules and restrictions)

Name of non-member: \_\_\_\_\_

Non-member company: \_\_\_\_\_

**Please return completed form (front and back) and payment by July 3 to:**

KSIA, 825 S. Kansas Avenue, Suite 500, Topeka, KS 66612

Phone: 785.234.8773 Fax: 785.233.2206

alison@ksia.org

(OVER)

# 2017 Exhibit Booth Contract Continued

Company \_\_\_\_\_

## BOOTH RENTAL

Member \$360    Non-Member \$460    Free with Platinum Sponsorship (prime booth placement)

## BOOTH PERSONNEL

Please list names of **ALL** booth personnel below and check the appropriate fee, one registration is included in booth fees, but you must list all attendees, **including the complimentary exhibitor**. All exhibitors and exhibit attendees **must** be registered. Each registration allows you to attend all food functions, meetings and receive Conference materials. The golf tournament is optional and not included in the full registration.

Complimentary Exhibitor .....  Optional Golf \$80

Name \_\_\_\_\_ Email \_\_\_\_\_

### Additional Booth Personnel

Member \$50    Non-Member \$100 .....  Optional Golf \$80

Name \_\_\_\_\_ Email \_\_\_\_\_

Member \$50    Non-Member \$100 .....  Optional Golf \$80

Name \_\_\_\_\_ Email \_\_\_\_\_

Member \$50    Non-Member \$100 .....  Optional Golf \$80

Name \_\_\_\_\_ Email \_\_\_\_\_

**Golf Team** (Please supply KSIA with your team or KSIA will assign you to a team)

\_\_\_\_\_  
\_\_\_\_\_

**Reception Attendees ONLY (must list names below)** ..... # \_\_\_\_\_ @\$25 each

\_\_\_\_\_  
\_\_\_\_\_

## PAYMENT INFORMATION

Total Due \$ \_\_\_\_\_

Check Enclosed (payable to KSIA)    Visa    MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please return completed form (front and back) and payment by July 3 to:**

KSIA, 825 S. Kansas Avenue, Suite 500, Topeka, KS 66612

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# Complimentary Non-Member Registration Form

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Exhibit Company that invited you to attend \_\_\_\_\_

**Conference Registration** - Includes food functions, sessions and conference notebook, but not optional golf.

Are there any special accommodations you require to more fully participate in the Conference? \_\_\_\_\_

**Optional Golf is NOT included in comp registration** - You are invited to play in the annual four-person scramble golf tournament on Thursday, July 20, at Auburn Hills Golf Course. Shotgun start will be at 8:00 a.m. There is limited space available for the tournament, registrations will be processed in the order received. If you know your foursome, please indicate below or KSIA will place you on a team. Additional information, such as map and directions, will be sent to those who register for golf at a later date.

Your name: \_\_\_\_\_

Your Team: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Optional Golf \$80 x \_\_\_\_\_ = \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Payment Information:** (for golf fees)

Check Enclosed (payable to KSIA)  Visa  Mastercard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Return form no later than June 19 to:**

KSIA  
825 S. Kansas Avenue, Suite 500  
Topeka, KS 66612  
Fax to 785.233.2206

**Cancellation policy:**

No cancellations after July 3 due to hotel guarantee deadlines.

# 2017 KSIA Annual Conference Sponsor Information

KSIA is accepting sponsors for the Eighteenth Annual Conference to be held July 20-21, 2017 at the Hotel at Oldtown in Wichita.

Company \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City, St Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Golf:

All Golf Sponsors will be recognized during the Golf Tournament and at the President's Reception

- Golf Hole Sponsor (\$125)
- Golf Beverages (\$250)
- Hole In One Contest (\$250)
- Golf Sack Lunch and Drink (\$400)
- Golf Giveaways for Tournament Participants \_\_\_\_\_  
*Items such as golf balls, golf hats, golf shirts, umbrellas, etc. Please indicate item(s).  
Items will be distributed to all participants (approximately 80).*
- Hole Prize - Please list item(s) \_\_\_\_\_
- Team Prizes - Please list item(s) \_\_\_\_\_

## Conference:

- PLATINUM LEVEL \$1000**
  - Free Vendor Booth with Prime Placement (Please complete vendor booth contract)
  - Recognition (signage, conference materials)
  - Special recognition at President's Reception and Luncheon
  - Website advertisement for one full year (KSIA Members Only)
  - Newsletter advertisement for one full year-4 issues (KSIA Members Only)
- GOLD LEVEL \$500**
  - Recognition (signage, conference materials)
  - Special recognition at President's Reception and Luncheon
  - Newsletter advertisement for one full year-4 issues (KSIA Members Only)
- SILVER LEVEL \$250**
  - Recognition (signage, conference materials)
  - Newsletter advertisement for one issue (KSIA Members Only)

## **PAYMENT INFORMATION**

Total Due \$ \_\_\_\_\_

Check Enclosed (payable to KSIA)     Visa     MasterCard

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

**Please return completed form (front and back) and payment by July 3 to:**

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