



2024 ANNUAL CONVENTION

SKAMANIA LODGE, WA
JUNE 26-28, 2024

2024 EXHIBITOR RESERVATION FORM

Email completed form to Jeni Hall at Jhall@idahobankers.org

Exhibitor Reservation form must be filled out completely with the Hold Harmless Agreement (page two) signed in order to exhibit at the convention. **Booth is not confirmed until full payment has been received.** A \$100 processing fee will be charged for all cancellations. **Booth Fee is non-refundable after June 1st, 2024.**

PLEASE NOTE: The information below will be used for registration- confirmation of registration will be sent to the email address given below

Company: _____

Person Using Complimentary Registration: _____

Title: _____

Phone: _____ E-Mail: _____

Mailing Address: _____

Additional Exhibitor Registrants (\$895 each) ☐ yes ☐ no **If yes, please provide the following information for each:**

Full Name: _____

Title: _____

Phone: _____ E-Mail: _____

Mailing Address: _____

IMPORTANT INFORMATION:

Please note that anyone staffing a booth must be registered for the convention. Registrations include all regular convention events and meals (beginning Wednesday evening and concluding Friday evening). Optional activities, such as golf, are not included.

FEES & PAYMENT INFORMATION:

8'x 8' Exhibit Booth Registration Fee (\$1,600 Members | \$2,100 Non-Members) \$ _____

8' (deep) x 10' (wide) Exhibit Booth Registration Fee — limited availability (~~\$2,000~~ Members | ~~\$2,500~~ Non-Members) - **SOLD OUT**

Additional Exhibitor Registrations (\$895 each as indicated above)..... @ \$895 each = \$ _____

Total Exhibitor Registration Fees Enclosed \$ _____

NOTE: Complimentary 1G Wi-Fi will be provided. Please include a high-resolution logo with completed form

Additional requests (do you need power?) : _____

PAYMENT OPTIONS

_____ Please Email Invoice to: _____

_____ Booth is Complimentary due to Sponsorship (\$5,000 or more)

2024 Exhibitor Information, Rules & Hold Harmless Agreement

- FEE:** 8'x 8' Booth Space: Idaho, Nevada, Oregon, and Washington Bankers Association **Members - \$1,600 | Non-Members - \$2,100**
OR 8' (deep) x 10' (wide) Booth – **Additional \$400 (only 4 available)**
- INCLUDED IN FEE:** 8'x 8' Booth Space (includes pipe and drape)
-5' table with two chairs (*table is 5' x 24"*)
-Access to power (*see rental sheet for extension cord rental pricing*)
-Wi-Fi (1G upload/download speed)
-One full convention delegate registration (optional activities not included)
- BOOTH PLACEMENT:** IBA, NBA, OBA & WBA will assign booth spaces, making every effort to avoid placement next to a direct competitor. Presenting, Diamond & Platinum sponsors receive first priority of booth reservation. **Booth assignments will be emailed no later than 1 week prior to the event start date and will go to the person utilizing the complimentary registration.**
- MOVE-IN:** **Wednesday, June 26 from 1:00- 5:00 pm.** Exhibitors are responsible for the freight arrangements of their exhibits. Exhibit materials for the convention should be sent to Skamania Lodge and **may not arrive more than 3 days** before the Convention. **SHIPPING INSTRUCTIONS will be sent with booth confirmation**- questions should be directed to Skamania.
- MOVE-OUT:** **Friday, June 28 from 6:00am- 9:00am**
- FREIGHT:** Exhibitors are responsible for **ALL freight arrangements and storage of booth containers during the event (if booth materials are shipped in boxes/containers) please see last page for details.**
- ACCOMMODATIONS:** Contact Skamania Lodge directly at **(844) 432-4748, select Option 1 and reference Group # 1YH2YV.** The group discount will apply through May 25th or until the block is full.
- SCHEDULE:** Exhibitors are invited to all regular convention events and meals (beginning Wednesday evening and concluding with the closing reception on Friday night).
The preliminary exhibitor schedule is as follows:
Wednesday, June 26: Setup from 1:00- 5:00 pm
Exhibit Hall Reception from 5:00- 6:30pm
Thursday, June 27: Breakfast will be served in the Exhibit Hall from 7:00- 8:00am
Exhibit Hall Reception from 5:00- 6:30pm
Friday, June 28: Exhibitor Breakdown from 7:00am- 9:00am
NOTE: Our valued exhibitors are encouraged to take advantage of the many other opportunities to network with participants, such as the general sessions, optional activities, and meal functions Wednesday, Thursday & Friday. **Exhibitors are asked to avoid hosting any separate events during regular convention functions.**

HOLD HARMLESS AGREEMENT

FROM: Company Name _____
Street Address _____ Email _____
Contact Person _____ Phone _____

The undersigned is an exhibitor at the Idaho, Nevada, Oregon, and Washington Bankers Associations Convention at Skamania Lodge, WA, from June 26-28, 2024. By this letter, the undersigned agrees to hold harmless the Idaho, Nevada, Oregon, and Washington Bankers Associations and Skamania Lodge and its customers, owners and employees for any injury or claim resulting from the operation, installation, or occupation of an assigned exhibitor space in connection with the exhibit or performances hereunder contemplated.

The undersigned exhibitor further agrees that no later than June 28, 2024, at 9:00am he/she will relinquish the assigned exhibit space referred to herein in the same condition as it was when received, normal wear excepted, and assumes full responsibility for any and all damages which may occur to the space and/or facilities covered by this agreement as a result of the undersigned exhibitor's use or occupancy.

Exhibitor's Representative – Please Print

Representative's Signature

Date

Questions? Contact Jeni Hall at jhall@idahobankers.org or 208.506.7046