



SELF-INSURANCE INSTITUTE OF AMERICA, INC.

2023 EXHIBIT SPACE CONTRACT

EXHIBITOR INFORMATION (Please print or type)

All confirmation letters, invoices, exhibitor manual, and other information will be sent to the Exhibit Coordinator.

Exhibit Coordinator _____
 Company Name (For signage and conference program) _____
 Street Address (No P.O. Boxes) _____
 City _____ State _____ ZIP _____
 Telephone _____ Fax _____
 Email _____ Website _____

FEE SCHEDULE

All booth sizes are 10'W X 8'D – Except for Islands, which are 20'W X 16'D.

Please read the Exhibitor Agreement on the reverse side.

Booth Choice	ONSITE – March 1, 2023		AFTER to March 1, 2023	
	Member	Non-Member	Member	Non-Member
Corner	\$4,080	\$5,575	\$4,280	\$5,775
In Line	\$3,790	\$5,285	\$3,990	\$5,485
Island	\$14,995	\$16,490	\$16,495	\$18,285

AGREEMENT

We have enclosed a \$500 non-refundable deposit for each exhibit space (\$2,000 required for islands). We agree to pay the balance of the total cost of space reserved on or before March 1, 2023. We understand and agree space reservations will not be held and shall be subject to resale if balance is not received by the March 1, 2023, deadline. If reserving exhibit space after March 1, 2023, full payment is required. Membership status must be achieved prior to payment in full in order to receive member exhibit rates. Furthermore, we agree to maintain membership status through conclusion of the 2023 conference. We understand and agree we will be subject to nonmember exhibit fees, should membership status not be maintained through conclusion of the 2023 conference.

Additional Booth(s) (limit two)

Corner	\$3,680	\$5,175	\$3,880	\$5,375
In Line	\$3,390	\$4,885	\$3,590	\$5,085

Booth of Choice (in order of preference):

1. _____ 2. _____ 3. _____

PAYMENT INFORMATION

Amount Paid \$ _____

Enclosed is my check made payable to SIIA (in US funds only)

Please charge the following: VISA MC AMEX Discover

Credit Card Number _____

Card in the Name of _____

Billing Address _____

City _____ State _____ Zip _____

VAL Code _____ (MC/VISA/Discover - 3 digits on card back – AMEX - 4digits on card front)

Signature _____

Expiration Date _____

Note: SIIA membership is based on a 12-month period.

Cancellation -- If written notice of cancellation is received prior to May 19, 2023, SIIA will refund 40% of exhibit fees excluding the \$500 (\$2000 island) non-refundable deposit. No refunds will be made after May 19, 2023. Exhibit reservations subject to terms and conditions on reverse side.

FOR SIIA USE ONLY

Date Paid _____

Amount \$ _____

Form of Payment _____

Balance Due by 3/1/23 \$ _____

Booth Assignment _____

Authorized Representative

Requires signature here for processing. By signing below, we acknowledge we have read and agree to the terms above and on reverse side.

Name _____ Title _____

Signature _____ Date _____

Return Completed Contract and Payment To:
 SIIA, P.O. Box 1237, Simpsonville, SC 29681 or Email to sbyars@sii.org
 Telephone (800) 851-7789 • Fax (864) 962-2483



We are hereby applying for exhibit space(s) at the Self-Insurance Institute of America, Inc. (SIIA) Conference and Expo. We have read the terms and conditions as outlined in the contract and agree to abide by such terms and conditions. Further, we understand our application and booth assignment is subject to the acceptance of SIIA 2022-2023 management and written confirmation will be sent upon acceptance of this application/contract.

**EXHIBITOR AGREEMENT
SIIA 2023 CONFERENCE AND EXPO**

This Application/Agreement is made and entered into by and between SIIA and the entity and persons (hereinafter, Exhibitor) named in this application/contract printed on the reverse, on the date set forth. The undersigned agrees that this Application/Agreement is effective only upon its acceptance by SIIA.

1. **WHO MAY EXHIBIT/PARTICIPATE** - The exhibition is only for those entities offering products, equipment, and services which are related to the Insurance and Self-Insurance Industries. SIIA shall have the sole right to determine the eligibility of exhibits, including, but not limited to companies, products, systems, services, booth graphics, printed matter distributed at the conference, souvenirs, giveaways, costumes and booth personnel attire, and all other exposition features and activities.
2. **COST OF EXHIBIT SPACE** - The cost of the Exhibit Space is shown on the reverse side of this Application/Contract. Included in the cost of an exhibit space rental, in addition to the space itself, are a standard booth background, side draping, a booth sign showing the exhibitor's name and booth number, security service, an exhibitor listing in the SIIA 2023 program (subject to print deadlines), two (2) complimentary booth worker passes.
3. **SUBLEASING/SPACE SHARING** - Exhibitor (entity named on reverse side) shall not allow any other corporation, person, or other entity, whether co-owned or not, to use the space allotted to the Exhibitor, nor shall the Exhibitor display articles not manufactured, or normally sold by the Exhibitor (entity named on reverse side).
4. **REGISTRATION OF PERSONNEL** - All persons affiliated with Exhibitor and in attendance at the SIIA conference must be registered and have paid the appropriate registration fee (if applicable). Each exhibiting company will be granted two (2) complimentary booth worker passes for admission to the exhibit hall only and general sessions. All additional personnel must register and pay the applicable registration fee as advertised by SIIA. There shall be no exceptions to this policy.
5. **LOCATION/DESIGNATION OF EXHIBIT SPACE** - Exhibit space will be assigned to Exhibitors by SIIA on a "priority" or "first come, first served" basis, and as much in accord with the exhibitor's wishes as is reasonably and conveniently feasible. However, SIIA reserves the right to locate and/or relocate exhibitor's assigned exhibit space and reclassify booth designations.
6. **DRAWINGS** - Business card collection may only take place during exhibit hours and drawings will be under SIIA control and conducted at times specified by SIIA. No other drawings will be allowed.
7. **PAYMENT FOR EXHIBIT SPACE** - All applications must be accompanied by a check made payable to SIIA or credit card authorization in the appropriate amount. No application will be considered unless accompanied by payment.
8. **CANCELLATION** - An exhibitor may cancel or withdraw from the exhibit program subject to the following conditions:
 - a. The exhibitor shall file a written notice of intention to cancel or withdraw by May 19, 2023.
 - b. If written notice is received prior to May 19, 2023, SIIA will refund 40% of the exhibit booth fee excluding the \$500.00 (\$2,000.00 Island) non-refundable deposit.
 - c. In the event Exhibitor cancels their participation, the exhibit space shall be returned to SIIA for resale. The Exhibitor may not resell the space and shall forfeit any and all rights of said space and any monies paid upon notice of cancellation. Should an Exhibitor, after notifying SIIA of their desire to cancel, subsequently decide to rescind such notice, a new contract and application must be submitted with all appropriate fees. No reinstatement shall be permitted, and space will be provided on the basis of availability, if any. **No refunds will be made after May 19, 2023.**

9. **USE OF MUSIC** - Due to ASCAP and BMI regulations, any Exhibitor who uses copyrighted music as part or in conjunction with any function connected with the SIIA National Educational Conference and Expo, must pay a music license fee directly to the BMI and ASCAP, where applicable.
10. **EXHIBIT HOURS** - SIIA agrees to designate exhibit hours by May 19, 2023, and to so inform Exhibitors. It is agreed that no Exhibitor will break down or move out his exhibit prior to the official close of the exhibits, as designated by SIIA. Exhibit booths must be staffed at all times during posted exhibit hours. No exhibit or portion thereof may be removed from the exhibit hall during the conference without written consent of SIIA. Any infraction may result in Exhibitor being prohibited from exhibiting at future expositions.
11. **CONFLICTING EVENTS** - In the interest of the success of the entire conference and exposition, the Exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of attendees or exhibitors from the conference or exhibit hall during the official dates and scheduled functions of the conference and exposition.
12. **HOSPITALITY SUITES** - All hospitality suites must be approved and arranged through SIIA in advance.
13. **EXHIBITOR SERVICE KIT** - Each Exhibitor shall receive a Service Kit approximately 45 days before the show dates detailing show rules.
14. **SERVICE CONTRACTOR** - All costs of shipping, cartage, and handling are to be borne by the Exhibitor. The service contractor selected by SIIA will handle all the drayage from the drayage warehouse to the Exhibitor's booth; remove crates and empty cartons; return them at the end of the show; deliver packed goods to the loading dock of the hotel; and load the items onto transport vehicles for a fee.
All additional services required by Exhibitors, e.g. furniture, carpeting, labor, etc., should be ordered direct from the service contractor. Electrical and phone service is ordered from the facility directly. Each Exhibitor will receive an exhibitor service kit containing the appropriate order forms. These additional services are not part of this agreement and must be ordered separately.
If an Exhibitor uses a contractor other than the official decorator, the other company must furnish a certificate of insurance to the official decorator.
15. **SHIPPING** - The Exhibitor agrees to ship, at his own risk and expense, all articles to be exhibited and agrees to conform to the rules for shipping as contained in the exhibitor brochure and/or service kit. The exhibit facility has no facilities for receiving and storing materials prior to the opening of the exposition. **DO NOT** ship equipment or displays to the facility or to the hotel in which exhibit personnel are housed. Detailed shipping instructions will be included in the Exhibitor Service Kit which will be provided approximately 45 days prior to the exposition.
16. **ARRANGEMENT OF EXHIBITS** - Exhibitor's exhibit(s) shall be arranged so as to avoid obstructing the general view of the other exhibits in the Exhibition area. If an Exhibitor plans any special display(s), the Exhibitor shall submit drawings for such display(s) in advance of the Exhibition to SIIA for its approval. Side rails separating booths may not exceed thirty-six inches (36"). Maximum height permitted is 8 feet (8') for inline and corner spaces and 10 feet (10') for island spaces. Backwall of exhibit display may extend from the back of the booth to one half (1/2) of the booth depth or four feet (4').

If the premises are defaced or damaged by any act of negligence by any Exhibitor, its agents, or guests, the Exhibitor will pay for any and all expenses incurred by damages to physical property, caused by Exhibitors, riggers, haulers, or other contractors engaged for the purpose of moving exhibits and equipment into and out of the building.

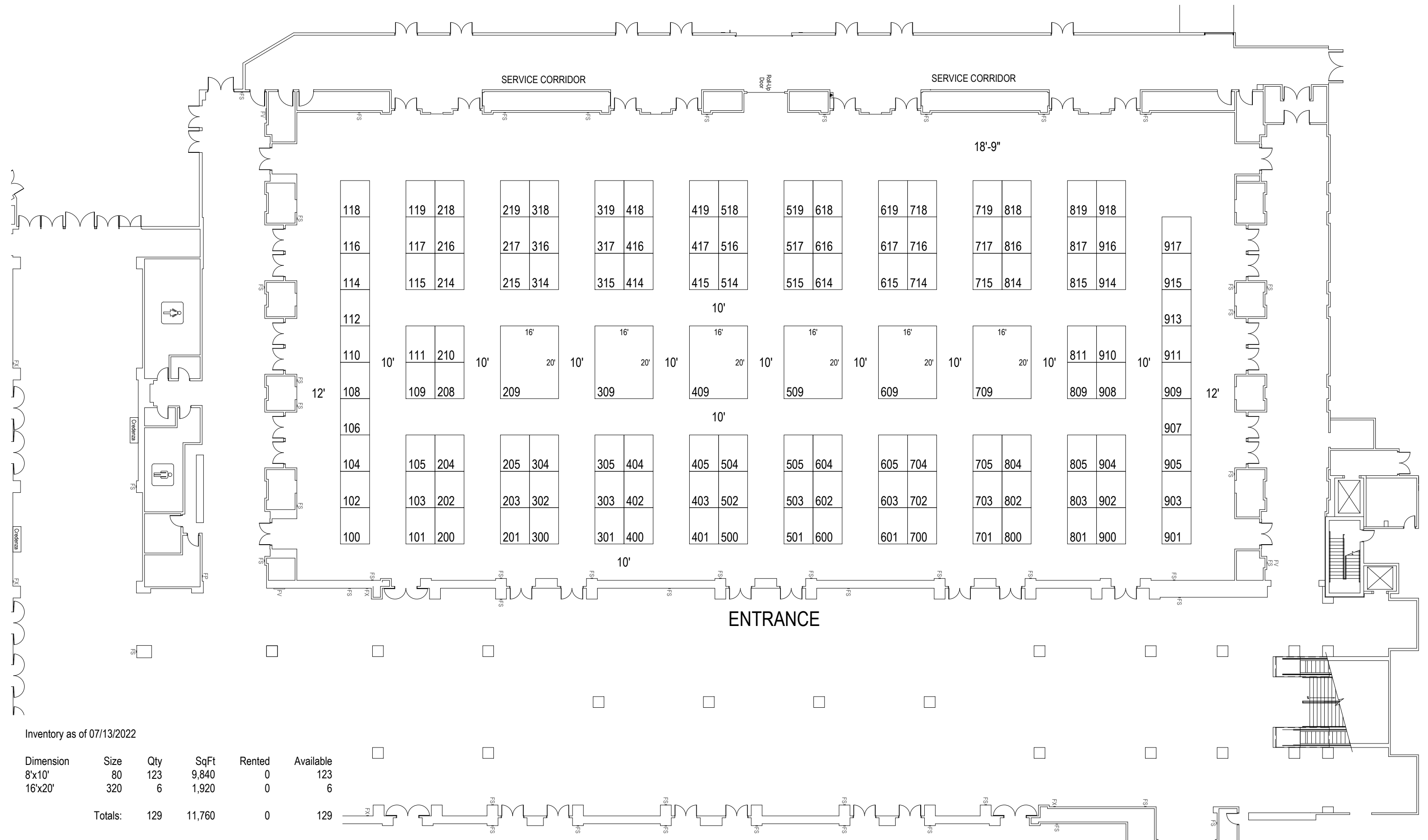
- Display material exposing any unfinished surface to neighboring booths is strictly prohibited. Nothing shall be posted on, tacked, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture, and anything in connection therewith, necessary for the protection of the building, equipment or furniture, will be at the expense of the Exhibitor. Exhibitor shall not do, nor permit to be done, anything which may interfere with the effectiveness or accessibility of utility, heating, ventilating or air-conditioning systems or portions thereof, or to the public areas adjacent thereto, or to the street or sidewalks adjoining. If any disputes of location or arrangement arise, SIIA will resolve same at its sole and exclusive discretion. All exhibit booths are 8'(d) x 10'(w) - unless otherwise noted.
17. **SAFETY, FIRE AND HEALTH REGULATIONS** - Exhibitors shall assume and bear full responsibility for the compliance with any and all local, city and state safety, fire and health laws, ordinances and regulations regarding the installation and operation of the exhibit.
 18. **LIABILITY** - SIIA does not guarantee exhibitors against loss, damage, or theft of any kind. Exhibitors shall indemnify and hold harmless SIIA, Calmetto Management Group, Inc., the Hotel, and the service contractor from any cause or claim whatsoever, made by or against any person, including but not limited to claims by or against employees, agents, or assigns, or by or against third persons.
 19. **ADA** - The exhibitor accepts responsibility for ensuring access to its exhibits by the disabled and is solely liable to the disabled under the ADA, and any other applicable disability law, for any failure to provide the disabled access to the exhibitor's exhibits.
 20. **CONDUCT AND RESTRICTIONS** -
 - a. SIIA reserves the right to restrict exhibits which, because of noise, odors, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the exposition as a whole. This reservation includes persons, things, conduct, or printed materials.
 - b. SIIA reserves the right to alter or close any exhibit, which does not conform to the provisions of this contract. No refund shall be due under such circumstances.
 - c. SIIA also reserves the right to exclude any non-conforming party from exhibiting at any future SIIA programs or to give lowest priority for future exhibit space. These actions do not constitute exclusive remedies; and SIIA may avail itself of any remedy in law or equity in addition to these actions.

Should any circumstances beyond the control of, and not the fault of SIIA, prevent the show from being held as scheduled, no fees shall be returned.

Individual insurance coverage shall be the responsibility of the individual Exhibitor.

DO NOT WRITE BELOW THIS LINE. FOR SIIA USE ONLY

This application/contract is accepted and exhibit space(s) number(s) _____ is/are hereby assigned this date _____ by _____, Exhibit Manager.
Order of Receipt: _____ Date Received: _____ Check # _____ Amount \$ _____



Inventory as of 07/13/2022

Dimension	Size	Qty	SqFt	Rented	Available
8'x10'	80	123	9,840	0	123
16'x20'	320	6	1,920	0	6
Totals:		129	11,760	0	129

EVERY EFFORT HAS BEEN MADE TO INSURE THE ACCURACY OF ALL INFORMATION CONTAINED ON THIS FLOOR PLAN. HOWEVER, NO WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE MADE WITH RESPECT TO THE FLOOR PLAN IF THE LOCATION OF BUILDING COLUMN, UTILITIES, OR OTHER ARCHITECTURAL COMPONENTS OF THE FACILITY IS A CONSIDERATION IN THE CONSTRUCTION OR USAGE OF AN EXHIBIT. IT IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR TO PHYSICALLY INSPECT THE FACILITY TO VERIFY ALL DIMENSIONS AND LOCATIONS.

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