

COMPANY/VENDOR REGISTRATION FORM
UAIIA'S 91st ANNUAL CONVENTION & TRADE SHOW
HILTON GARDEN INN – ST. GEORGE, UTAH April 18th–21st, 2010

TRADE SHOW EXHIBIT BOOTH

Come and be seen at the Utah Association of Independent Insurance Agents annual convention held at the Hilton Garden Inn and the Dixie Center in St. George, Utah April 18th – 21st, 2010. Our **trade show** this year will be held in the **Ballroom at Dixie Center from 11:00 am until 4:30 pm on Tuesday, April 20th**. This day will be known during the convention as **FREE DAY!** and we will be offering free CE along with the trade show to get even more agents and their staff to attend. For the tradeshow and CE (lunch is FREE too!) no convention registration is required to attend!

COST PER BOOTH AND SET UP

This year's cost will be \$700.00 Early Bird - that includes a full convention registration for one person and a quarter page ad in the convention brochure. Set up time will be immediately prior to the trade show from 8:30 am to 10:30 am on Tuesday morning. **Specific location requests will be taken with the paid registration on a first come, first served basis.** The tables provided are 6-foot tables that are skirted. (Booth size is 10 x 10 and includes 8' back drape, 2 3' side drapes, 2 chairs, wastebasket.) An insert listing all exhibitors will be put into our convention brochure. Booths must be torn down and removed immediately following the trade show. Extra cost to vendors will include electricity, high speed internet, audio visual, additional furniture, ID signs, etc.

Each person registered for the convention will receive a card for the Trade Show. In order for participants to be eligible for our grand prize drawing every vendor must mark their card. Vendors giving away prizes can do so at the close of the Trade Show Tuesday afternoon.

CONVENTION BROCHURE ADS

Please include camera ready ads or email in pdf or jpg format to UAIIA at cherylyman@uaiia.org. **Copy deadline is March 12th, 2010.**

4 ¼ inches wide x 5 ½ inches tall	\$150
8 ½ inches wide x 5 ½ inches tall	\$200
8 ½ inches wide x 11 inches tall	\$250
See sponsorship opportunities form to earn a free ad	

PLEASE SEE THE ACCOMPANYING FLIERS FOR SPONSORSHIP OPPORTUNITIES, AND A FULL LAYOUT OF THE TRADESHOW SETUP.

Company Name _____
 Address _____
 City / State / Zip _____
 Primary Contact _____
 Phone _____ Extension _____
 Email _____ Fax _____

	<i>Early Bird</i>	<i>After April 2nd</i>
Vendor Registration	\$700	\$750
Company Member Registration no booth	\$200	\$250
Company Non-Member Registration no booth	\$350	\$400
Golf & Box Lunch/Monday at Coral Canyon	\$100	\$100
Golf & Box Lunch/Non-Registered for Convention	\$100	\$100
Dinner only / Tuesday night awards banquet	\$55	\$55

Registration Fee \$ _____ Golf Handicap _____
 Sponsorship \$ _____ *****See Sponsorship Flyer*****
 Advertising \$ _____
 Total \$ _____

If paying by credit card please provide the following:

Credit Card # _____ Expiration _____
 Name as it appears on the card _____
 Address for credit card _____
 Signature of cardholder _____

Exhibit guidelines - Crowd drawing devices such as games of chance, booth entertainment, souvenir giveaways, etc. are allowed as long as they are not disruptive to the trade show and theme in general. Distribution by exhibitors of any printed matter, souvenirs or other articles shall be restricted to the space occupied by their booth only

Shipping & Receiving -

SHIPPING AND RECEIVING – DIXIE CENTER WHERE TRADESHOW WILL BE HELD

See two page shipping requirements from Dixie Center.

SHIPPING AND RECEIVING – HILTON GARDEN INN

If it is necessary for you to ship materials to the hotel, it is imperative that you observe the following instructions to ensure proper handling of your meeting materials. The Sales Office must approve shipments at least one week prior to shipping to ensure proper handling and adequate space for storage. An appropriate delivery fee will be assessed as follows;

Boxes: 1-5 boxes @ No Charge
5 and above @ \$1.00 per box
Freight: \$50.00 per 100 lbs. Or fraction thereof.

Please note – the tradeshow will be held at the Dixie Center and it will be your responsibility to get your materials there if you have them shipped to the Hilton Garden Inn.

It is agreed that the Utah Association of Independent Insurance Agents and Hilton Garden Inn and the Dixie Center shall not be liable to any exhibitor for the following: any loss, damage to or destruction of an exhibit or property of an exhibitor or for injuries to his person or persons from any cause. The exhibitor, hereby expressly waives all claims for any such loss, damage or injury.

Authorized signature _____ Date _____

UAIIA, 4885 SOUTH 900 EAST, SUITE 302, SALT LAKE CITY, UTAH 84117
Phone 801-269-1200 Fax 801-269-1265

All attendees must make their own room reservations with Hilton Garden Inn at 1-877-STAY-HGI or 435-634-4100 and give code number UAIIA. Or, ask for the Utah Association of Independent Insurance Agents group rate. [http://hiltongardeninn.hilton.com/en/gi/groups/personalized/\\$GUGIGI-UAIIA-20100418/index.jhtml](http://hiltongardeninn.hilton.com/en/gi/groups/personalized/$GUGIGI-UAIIA-20100418/index.jhtml) is the link for online reservations. Friday, March 26th, 2010 is the last day the Hilton will be holding rooms for this event.



MATERIAL HANDLING SERVICE & RATES

All incoming packages are assessed handling fees.

(No taxes are assessed on handling fees; No discounts on handling fees)

Rates include all labor and equipment required to unload shipment from the carrier, store items on site for up to 14 days in advance of show date, deliver items to booth, handle empty containers to and from storage area, and remove items from booth for reloading onto outbound carriers. **This charge is in addition to the shipping charge determined by the carrier.**

PACKAGE RATE			
Description	Price	Qty	Package Amount
Small Package under 50lbs.	\$10.00 each		
Large Package 50lbs. & over	\$20.00 each		
Pallet Drop	\$100.00 each		
FORKLIFT PACKAGE RATE			
Requiring the use of a fork lift-delivered to & picked up from booth			
Package Rate + \$55.00			

OUTBOUND SHIPPING

Each exhibitor will be expected to label his exhibit materials and furnish shipping information labels and bills of lading. Extra shipping labels and bills of lading are available at the Service Booth. Previous shipping labels must be removed or obliterated. **Dixie Center Decorating Services accepts no responsibility for misdirected shipments as a result of old shipping labels that remain on containers.**

Unless arrangements have been made with Dixie Center Staff, Exhibits and materials that have not been removed from the exhibit area on removal day, will incur a storage fee after five working days. A minimum charge of \$4.00 per day or \$40.00 minimum per month will be charged. A fee will be charged for any shipments the Dixie Center staff is required to handle. **Items left for more than one month will be considered the property of the Dixie Center.**

TOTAL PACKAGE RATE \$ _____

FORK LIFT, SIZZORLIFT & PALLET JACK RATES

(Discounts do not apply to these services.)

FORK LIFT, SIZZORLIFT & PALLET JACK RATES		
Description	Price	Amount
Forklift with operator – 4,000 Lb Capacity	\$30.00/ ½ hour	
SIZZORLIFT with operator	\$30.00/ ½ hour	
Pallet Jack	\$10.00/hour	

TOTAL FORKLIFT, SIZZORLIFT & PALLET JACK RATES \$ _____

Please describe work to be done:

I will require a _____ on _____ (Time and date)

Description of work: _____

TOTAL PAGE 9 \$ _____

Ship Freight To:

**DIXIE CENTER
(Name of Show and Company)
1835 Convention Center Drive
St. George, UT 84790**

COMPANY NAME	EVENT	DATE
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LIMITATION OF LIABILITY AND RESPONSIBILITY FOR MATERIAL HANDLING SERVICES

1. Dixie Center Decorating Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Dixie Center Decorating Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. Dixie Center Decorating Services shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of lading covering outgoing shipments, which are furnished by Dixie Center Decorating Services to exhibitors, will be checked at time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Dixie Center Decorating Services shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any cause beyond its control.
5. Dixie Center Decorating Services Liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Dixie Center Decorating Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Dixie Center Decorating Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss of damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. Claims for loss or damage must be submitted to Dixie Center Decorating Services prior to the close of the show. No suit or action shall be brought against Dixie Center Decorating Services. More than one year after the accrual of the cause of action.
8. **INSURANCE** – It is understood that Dixie Center Decorating Services is not an insurer, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the Show.
9. The consignment or delivery of a shipment to Dixie Center Decorating Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.
10. Empty container labels will be available at the Dixie Center Decorating Services Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Dixie Center Decorating Services assumes no responsibility for:
 - * Error to above procedures.
 - * Removal of containers with old empty labels and with Dixie Center Decanting labels.
 - * Improper information on empty labels.
 - * Materials stored in containers with empty label

BR.FLR
Entire Ballroom all opened.

