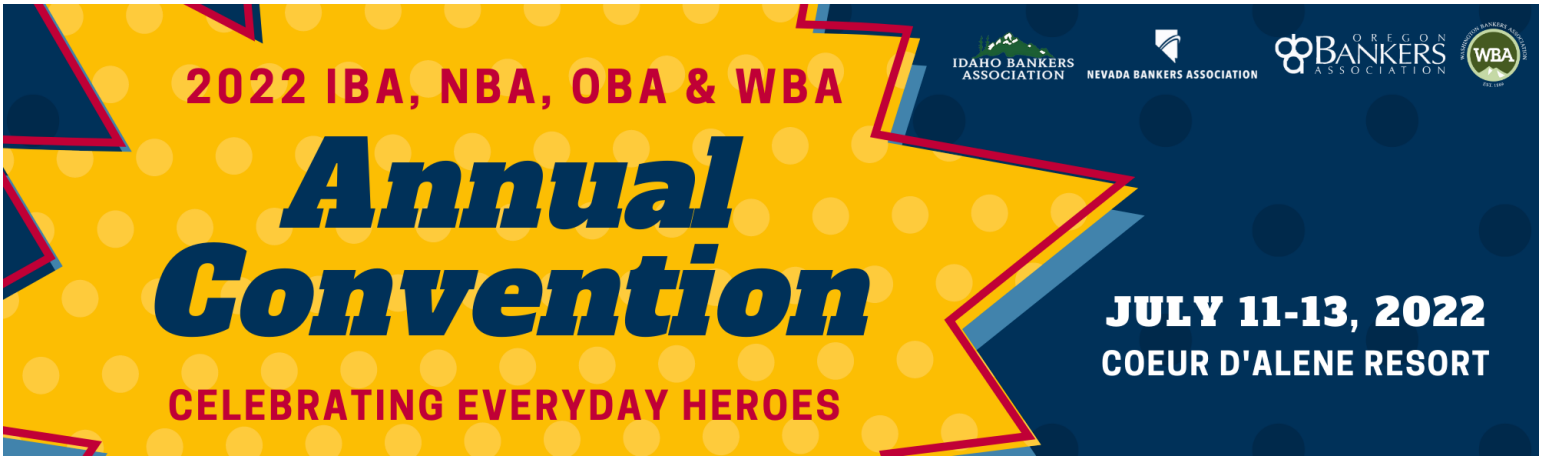

2022 EXHIBITOR RESERVATION FORM

Questions? Contact Jeni Hall at jhall@idahobankers.org or (208) 506-7046

The Hold Harmless Agreement (page two) must be completed in order to exhibit at the convention. Reserve your booth early, as space is limited. **Payment is required at time of reservation in order to secure a space.** A $100 processing fee will be charged for all cancellations. **Booth Fee is non-refundable after June 10th, 2022.**

Company:_____

Person Using Complimentary Registration: _____ Nickname: _____

Title: _____

Phone: _____ Fax: _____ E-Mail: _____

Mailing Address: _____

Additional Exhibitor Registrants ($695 each) ☐yes ☐no If yes, please provide the following information for each:

Full Name: _____ Nickname: _____

Title: _____

Phone: _____ Fax: _____ 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 Monday evening and concluding Wednesday evening). Optional activities, such as golf, are not included.

☐ We will be presenting an exhibitor prize during the Exhibitor Prize Giveaway.

Fees & Payment Information:

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

8'x 10' Corner Exhibit Booth Registration Fee – limited availability (**$2,000** Members | **$2,500** Non-Members) ..... $ _____

Cable Internet Connection (**$150)** Note: wireless connection is complimentary ..... $ _____

Additional Exhibitor Registrations (**$695** each as indicated above) ..... _____ @ **$695** each = $ _____

Total Exhibitor Registration Fees Enclosed ..... **$** _____

Any other requests? _____

Send completed Exhibitor Reservation Form to:
IBA/NBA/OBA/WBA Convention
816 W Bannock Street, 5th Floor
Boise, ID 83702
Or
Email: **jhall@idahobankers.org**

☐ Check Enclosed – Payable to IBA/NBA/OBA/WBA Convention

-OR-

☐ Please Send Me the Link to Pay by Credit Card

2022 Exhibitor Information, Rules & Hold Harmless Agreement

FEE: **8'x 8' Booth Space (includes pipe and drape)**
Idaho, Nevada, Oregon, and Washington Bankers Association **Members - $1,600 | Non-Members - $2,100** per booth space
OR
8'x 10' Corner Booth – Additional $400 **(only 4 available)**

INCLUDED IN FEE:
- Skirted 6' table, two chairs and a trash can
- One full convention delegate registration (optional activities not included)
- Exhibitors may purchase additional delegate registrations at a discounted price of $695 each

Payment is required with reservation form.

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 July 6th to the person utilizing the complimentary registration.**

DRAWINGS: To encourage delegates to visit every booth, a drawing for a grand prize is scheduled to take place Wednesday morning during the last general session. Exhibitors who wish to award additional prizes at the same time must coordinate the details with Jeni Hall at (208) 506-7046 or jhall@idahobankers.org.

MOVE-IN: **Monday, July 11 from 12:00- 4:00 pm**. Exhibitors are responsible for the freight arrangements of their exhibits. Exhibit materials for the convention should be sent to Design Events and may not arrive more than 3 weeks before the Convention. A Freight Handling Services packet will be sent to all exhibitors with their exhibitor confirmation e-mail. **Send displays to: Guest Name (who is going to be on-site requesting the package) IBA/NBA/OBA/WBA Convention Exhibitor, Design Events, 5039 Duncan Drive, Coeur d'Alene, ID 83815. Please note your arrival date and cell number for contact.**

MOVE-OUT: **Tuesday, July 12 from 2:00pm- 4:00pm**.

ACCOMMODATIONS: Make your lodging reservations by May 30, 2022, to take advantage of discounted room rates. Contact Coeur d'Alene Resort directly at (888) 965-6542 and reference **Block Code #IDBANK22** when making your reservation.

SCHEDULE: Exhibitors are invited to all regular convention events and meals (beginning Monday evening and concluding with the closing reception on Wednesday night).

The preliminary exhibitor schedule is as follows:
Monday, July 11: Setup from 12:00 - 4:00 pm; Exhibit Hall Reception from 5:00 - 7:00 pm
Tuesday, July 12: Breakfast & Lunch will be served in the Exhibit Hall
Tuesday, July 12: Exhibitor Move-Out from 2:00- 4:00pm **be sure to join the group Tuesday for dinner**

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 Monday, Tuesday, and Wednesday. **Exhibitors are asked to avoid hosting any separate events during regular convention functions.**

NAME BADGES: Convention name badges are required in the exhibitor area and at all convention functions. All individuals staffing an exhibit booth must be registered for the conference to receive a name badge.

HOLD HARMLESS AGREEMENT

FROM: Company Name _____

Street Address _____

Contact Person _____ Phone _____

The undersigned is an exhibitor at the Idaho, Nevada, Oregon, and Washington Bankers Associations Convention at Coeur d'Alene Resort, Coeur d'Alene, ID from July 11-12, 2022. By this letter, the undersigned agrees to hold harmless the Idaho, Nevada, Oregon, and Washington Bankers Associations and Coeur d'Alene Resort 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 July 12, 2022, at 4:00pm 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