



# 2018 MBA & WBA Convention

## ***Exhibitor Benefits***

*June 28-30 • Coeur d'Alene Resort, Coeur d'Alene, ID*

The exhibit hall of the WBA Bankers Convention is seen as an integral part of the educational agenda. Without the exhibit hall, the attendees would not be able to easily learn about new products and technologies or meet with current and potential vendors in a relaxed, collegial environment. WBA leadership and staff understand the importance and significance the exhibit hall holds, especially when it comes to the support it provides to not only the event but to the association as a whole. Because the exhibit hall is held in such high esteem, we make great efforts to promote both the availability of the exhibit hall as well as our individual exhibitors to the attendees.

### **Promotion of Exhibit Hall Before and After the Event**

- The list of current exhibitors is included as part of the Convention webpage and is kept up-to-date in real time. This listing allows, if provided by the exhibitor, a link to their website.
- The exhibit hall and exhibitor listing are promoted routinely in email broadcasts, usually with a link to view the list of exhibiting companies.
- A list of exhibitors is provided in the printed agenda/on-site packet provided to all attendees upon check-in at Convention.
- Attendees are provided with a copy of the company profiles, which includes contact information and a description of each exhibiting company.
- A thank you to all exhibitors is included in an issue of WBA's magazine, Issues & Answers.

### **During the event**

- Each day of the Trade Show, the WBA has a game or signature card to encourage attendees to visit the exhibit booths.
- Exhibit company prize drawings are held inside the exhibit hall and attendees must be present to win. This is done to encourage the attendees to not only visit the booths to put business cards in a bowl but to also remain inside the exhibit hall.
- Heavy hors d'oeuvres and drinks are served during the Thursday opening reception to provide a casual beginning to the event as well as to enable networking and mingling among the attendees and exhibitors.
- Breakfast, coffee breaks, and lunch are held within the exhibit hall on Friday.
- The exhibit hall is promoted verbally during the educational sessions reminding attendees to visit the exhibit hall.

WBA appreciates the support and participation of all our exhibitors. If you have any questions or have suggestions on new ways we can promote or drive traffic into the exhibit hall, please contact me below.

Duncan Taylor  
Washington Bankers Association  
206.344.3492  
duncan@wabankers.com

# EXHIBIT DETAILS

## Show Hours

- Booth Set Up: June 28, 12:00 – 4:00 pm
- Tradeshow & Reception: June 28, 5:30 - 8:00 pm
- Tradeshow & Exhibitor Luncheon: June 29, 12:00 - 1:15
- Booth Tear Down: June 29, 4:00 pm

## Booth Cost and Policies

All exhibitors must register for the convention. The booth fee includes one registration which allows the exhibitor to attend all sessions and meals on Thursday to Friday afternoon. Friday evening and Saturday events are charged separately. Additional exhibitors must register in order to staff the booth. Additional registrations include all meals on Thursday to Friday afternoon. Registrations may not be shared. To register more than one additional exhibitor, please photocopy the registration form.

## Booth Set Up

The following is provided for your booth at no additional charge:

- One booth space
- One six-foot skirted table
- An 8' back draping and 3' side draping
- Two side chairs

## Expo Services Company

Electrical, telephone, booth decorations, labor, signs and other orders are handled through our expo services company, Design Events. Please see attachment for order form.

## Booth Assignments

All booths will be assigned to paid exhibitors on June 21 and exhibitors will be notified of their booth number shortly thereafter (note: space is assigned only after full payment is received). We attempt to honor booth location requests. Preference is given to WBA Special Members, convention sponsors, and WBA PROS vendors.

## Prize Giveaways

Giveaways are one of the best-attended events during convention. Gain maximum exposure to bankers by personally giving away your prize. You may notify us of your giveaway prior to the event or make arrangements on-site.

## Wi-Fi Accessibility

Wireless internet will be available in the Trade Show area at no charge to exhibitors.

## Accommodations

A special room rate has been arranged with the Coeur d'Alene Resort. Exhibitors are responsible for booking their hotel reservations. Call the hotel at 800.688.5253 and request the WBA room block to receive the special WBA Bankers Convention discount. The deadline for reservations is April 30.

## Questions

Duncan Taylor  
Washington Bankers Association  
206.344.3492  
duncan@wabankers.com



# 2018 MBA & WBA Convention Exhibitor Registration Form

*\*\*Please duplicate this form when registering additional staff from your organization. Booth fees cover one exhibitor.\*\**

Exhibitor Name 1: \_\_\_\_\_ Title: \_\_\_\_\_

Exhibitor Name 2: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Expo Contact: \_\_\_\_\_ Email: \_\_\_\_\_

*Submission of this signed contract to the Washington Bankers Association shall constitute your agreement to the accompanying Exhibit Terms Contract, all of which are incorporated herein by reference.*

## Registration Fees

- WBA/MBA Member Exhibitor Booth ..... \$1,200
- Member 8x10 Corner Exhibitor Booth ..... \$1,600
- Non-Member 8x8 Exhibitor Booth ..... \$1,600
- Non-Member 8x10 Corner Exhibitor Booth ..... \$2,100
- WBA/MBA Member Additional Exhibitor ..... \$375
- Non-Member Additional Exhibitor ..... \$575
- Spouse/Adult Guest (18 and over) ..... \$200

## Optional Events *(select all that apply)*

- Golf Tournament ..... \$235  
Handicap: \_\_\_\_\_ Last 18 score: \_\_\_\_\_
- Golf Shirt ..... \$50
- Saturday Dinner ..... \$100

**Total Fees** *(registration + optional events):* \_\_\_\_\_

## Method of Payment

*Registration fees must accompany your registration form.*

- Check payable to Washington Bankers Association       Visa       Mastercard

Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Billing Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_

Billing Contact \_\_\_\_\_ Phone \_\_\_\_\_

Billing Email \_\_\_\_\_

### Questions?

Contact Duncan Taylor at (206) 344-3492 or at [duncan@wabankers.com](mailto:duncan@wabankers.com)

# 2018 MBA/WBA Bankers Convention

Coeur d'Alene Resort • June 28-30, 2018

## EXHIBIT TERMS

**Agreement to Conditions** -- Each exhibitor, for itself and its employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the Washington Bankers Association (hereinafter called WBA).

**Assignment of Space** -- Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements. The Washington Bankers Association's decision as to space allocation shall be final.

**Cancellation by Exhibitor** -- Should the exhibitor be unable to occupy and use the exhibit space contracted for, and should they notify the Association in writing 45 days prior to the opening of the convention, all sums paid by the exhibitor, less 50% of the booth price, will be refunded per booth space. No refund will be made if notice of cancellation is received less than 45 days prior to the opening of the convention unless the space has been resold, in which case the exhibitor will be entitled to a refund, less 25% of the booth price.

**Liability** -- The WBA undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, its officials, agents or employees, or its representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by the Association shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold the WBA harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of its representatives or from the property of the exhibitor.

The WBA shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by the Association for advertising, administration, etc.

**Insurance** -- In all cases, exhibitors wishing to insure their goods must do so at their own expense.

**Protection of the Exhibit Facility** -- Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, or convention hall manager or their assistants.

**Booths** -- Standard booth equipment (8x 8 or 8x10, back and sidewall draping, one 6 foot table, two chairs) will be provided by the WBA without cost to the exhibitor if ordered in advance. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths.

No display may exceed a height of eight feet on the back wall nor be higher than the sidewall specifications, except with specific permission of the Exhibits Manager.

**Installation and Dismantling** -- The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein.

**Default Occupancy** -- Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and the WBA shall have the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such booth space is not occupied one hour before the official show opening.

**Use of Space** -- Exhibits shall be shown only in the official exhibit area as established by the Exhibits Office of the WBA. No exhibitor shall use its exhibit in any manner to interfere with the operation of any other exhibit. The WBA shall be the arbiters of all disputes and their decision shall be final.

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them. **Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission** of the Washington Bankers Association only, and shall be subject to an additional charge of \$375 member (\$575 non-member) per additional participant for the run of the convention.

**Conflicting Meetings & Social Activities** -- In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit area during the official hours of the convention or exposition.

**No exhibitor may start to disassemble their display prior to 4:00 pm on Friday, June 29, 2018. All exhibits must be removed from the building on Friday, June 29.** Failure to have exhibits out of the building by the designated time will result in additional rental charges as established by the management of the Coeur d'Alene Resort.

This agreement may be rescinded at any time without cause at the discretion of the WBA upon repayment of any fees advanced, less any expenses which may have been incurred by the Association.

Washington Bankers Association  
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