

# IAAO 2019 EXHIBIT APPLICATION

Please fill out the following forms and send them to the contact address indicated. Note that all activities associated with the annual conference, including signage, are subject to the approval of IAAO.

## STEP ONE: Contact Information

Corporate Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please type all information below for use in the conference Program book.**

Company Name (For Program and Signage): \_\_\_\_\_

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

\_\_\_\_\_

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

Country/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Company Website Address: \_\_\_\_\_

## STEP TWO: Exhibit Space Selection (Due by June 14)

IAAO will make its best effort to accommodate your wishes.

Single     Double     Island    Exhibitor Booth Space Fee: \$ \_\_\_\_\_

Premium (\$100 per corner): \$ \_\_\_\_\_

List any potential exhibitors you DO NOT wish to be near: \_\_\_\_\_

\_\_\_\_\_

List any potential exhibitors you wish to be near: \_\_\_\_\_

\_\_\_\_\_

Amount \$ \_\_\_\_\_

## STEP THREE: Exhibitor Staff Registration

**Due by: August 2, 2019**

(Please use the Exhibitor Booth Staff Registration form to enter complimentary staff registration names, based on booth size and Sponsorship Benefit tier (Premier, Diamond, Gold, Silver, Bronze, Standard Additional registrations can be purchased at \$400 each (See paid Exhibitor Booth Staff Registration form).

## STEP FOUR: Total Fees

Payment is due for the above plus Exhibitor Booth Staff Registration if applicable, or submits the latter separately.

**TOTAL PAYMENT DUE** \$ \_\_\_\_\_

## STEP FIVE: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. IAAO does not accept purchase orders or in-voice for services.

Check made payable to IAAO – check # \_\_\_\_\_

Do not email credit card information. Please call Rachel Mense at 816-701-8109 with Credit Card information.

## STEP SIX: Submitting your Application

Please send a copy of application along with check to: IAAO  
PO Box 29900 — Dept. 929  
Phoenix, AZ 85038-0900

To pay by wire transfer, please contact Allyson Weber at IAAO (816-701-8100, [weber@iaao.org](mailto:weber@iaao.org)).

## ACCEPTING AS BINDING CONTRACT

I acknowledge receipt and certify that I have read the Business Partner Conference Prospectus. I fully understand, accept, and agree to abide by all the requirements, restrictions, and obligations in the entire document including the terms and conditions. Acceptance of this application and payment form by IAAO constitutes a contract.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CANCELATION & REFUND POLICY

In the event an exhibitor cancels its request for exhibit space, the rental fee paid will be refunded less a \$150 processing fee if the notice of cancellation is received by IAAO in writing by June 21, 2019. If an exhibitor cancels its space in writing between June 21, and July 22, 2019, IAAO is entitled to retain 50% of the exhibitor's total contract obligation. No refunds will be given for exhibitor cancellations after July 22, 2019. After July 22, a \$50 processing fee will be applied to all exhibitor attendee transfers. Should the exhibitor be unable to occupy and use the exhibit space contracted, IAAO has the right to use such space as it sees fit to eliminate empty space in the exhibit hall. Send your cancellation notice to Rachel Mense at [mense@iaao.org](mailto:mense@iaao.org), or mail to: IAAO, Meetings Dept., 314 W. 10<sup>th</sup> St., Kansas City, MO 64105, or fax to 816-701-8149.

**Questions: For answers to exhibit questions, please contact Rachel Mense at [mense@iaao.org](mailto:mense@iaao.org) or 816-701-8109.**