

IAAO 2020 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 Package Selection (Due by July 31)

Level One

Level Three

Level Two

Level Four

Amount \$ _____

STEP THREE: Exhibitor Staff Registration

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 \$300 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).

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 **virtual** 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 July 31, 2020. If an exhibitor cancels its space in writing between July 31, and August 15, 2020, IAAO is entitled to retain 50% of the exhibitor's total contract obligation. No refunds will be given for exhibitor cancellations after August 15, 2020. Any downsize in exhibit space, will be treated the same as a cancellation and will be refunded accordingly. Send your cancellation notice to Rachel Mense at mense@iaao.org, or mail to: IAAO, Meetings Dept., 314 W. 10th 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 or 816-701-8109.