



NIBA

2009 Conference Booth **PROGRAM**





NIBA Manufacturer and Affiliate Members:

Confer with the decision makers at your distributors; provide them with an in-depth look at your products and services; establish new relationships. These are just three of the many reasons to reserve a conference booth at the 2009 NIBA Convention.

Conference booth rules allow manufacturer participants to include signs and displays of product, much more like a trade show. This will give members the opportunity to show distributor attendees a better view of your capabilities and product offerings. New rules allow graphic back-drops and booths with lighting and displays to highlight your presentation.

As in the past, only NIBA Manufacturer and Affiliate members may reserve booths, but in a departure from past practice, you may be able to reserve an additional booth if space is available. All eligible members will be given an opportunity to reserve a booth, and then after the initial booth registration period, the remaining space will be made available to the members who would like to enlarge their display area for the conference. Additional space will be given strictly on a first-come, first-served basis, after the initial offering to all members is complete.

Please remember: Each booth participant must be registered for the NIBA Annual Convention and must have paid the full convention fee.

Consult the following Guidelines and Registration form for information on:

- Conference booth costs and cancellation policies.
- Booth assignments.
- Rules for booth displays, set-up, and removal.

Thank you for your continuing support of our Association. We wish you every success in your networking efforts.

Sincerely,

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Conference Booth Program

GUIDELINES

- All booth participants must be registered for the NIBA Annual Convention and have an official NIBA Convention badge. Badges are non-transferable.
- Guest manufacturers and non-members are not allowed to reserve a booth.
- Each base booth fee provides for an 8' deep by 10' wide piped and draped space. One 6' by 30" table and 2 chairs will be provided. Also included: standard hotel carpeting and a sign designating the company name.
- All displays, signs, and product samples must fit within the 8' by 10' booth perimeter, and nothing in the booth shall exceed 8 feet in height.
- Electrical power and additional booth materials may be ordered from Freeman, the designated exhibit services agent, for an additional charge. **Freeman will bill this charge to you directly.**
- Powered displays and computers may be used in your booth.
- Please be considerate of your neighbors. Turn down the sound on your displays and telephones.
- Souvenirs and promotional giveaways are allowed in your booth. Samples of products may also be handed out to attendees.
- Booth set-up will be available from 3 pm to 6 pm on Friday, September 25, and on Saturday, September 26, from 7 am until the show opens at 8 am.
- All displays and materials must be removed from the area by 2 pm on the day of the Conference Booth Program. You will only have one hour to dismantle and remove your exhibit.
- Shipping of large displays/materials to and from Austin will be done through Freeman. You will receive shipping information from them in August. The Hyatt Regency Lost Pines Resort and Spa Shipping Department does not have capacity/staff to handle large and/or heavy packages/ crates. **Do not ship any material directly to the hotel.**
- An additional booth may be available for participants who would like to have more space. If you would like an additional booth for the Conference Booth Program, please request the booth on your Booth Registration Form and **pay the additional fee.** Additional booths will not be made available until the end of the initial registration period. At that time, if booth space remains, it will be assigned to those requesting the additional space, in order of the receipt of their request for extra space. Only one additional booth is permitted. The additional booth will be situated next to the primary booth, unless it is requested to be separated. In the event that we are unable to fill all requests for additional space, the fee for the additional booth will be refunded.
- Booths will be assigned on a first-come, first-served basis. The Conference Booth Program Co-Chairs and the NIBA management staff decide the location of all booths. Every effort will be made to keep competitors as widely spaced as possible and draped dividers will be provided between each booth.
- **Booth Cancellation Policy:** You will receive a full refund, less a \$100 administrative fee, if you cancel in writing before August 31. After that date, refunds cannot be guaranteed.

Questions?

Contact Scott Phillips or Rodney Roalsen

