



Exhibitor Agreement

Idaho's 2022 Local Transportation Convention

- 1. BOOTH RENTAL.** The Booth Rental Fee is \$1,000.00 and includes registration for one person (unless additional registrations are included in a sponsor package). Additional representatives will be billed at \$460.00. Each booth comes with a 6ft. table, linens and two chairs. Additional items may be purchased from the exhibit company. Registration must be made online at iahd.com/vendors and the invoice paid by October 14, 2022 to secure your space.
- 2. VENDOR BOOTH STAFFING.** Authorized representatives should staff Vendor booth(s) during all hours. Vendors are asked to be at the event for the three-day period when the Convention is open for the Convention attendees. If you cannot attend the entire event, please make arrangements prior to the Convention. A non-staffed booth is totally at the risk of the Vendor.
- 3. VENDOR SETUP AND TEAR DOWN POLICY.** The 2021 Convention's Vendor exhibits will be held at the Coeur d'Alene Resort, 115 S. 2nd St., Coeur d'Alene, Idaho. All Vendor booths must be dismantled by Wednesday, November 16, 2022 at 7:00 pm. Vendors may only move in or move out during the designated time periods. Vendors may not set up their booths after the convention has opened. Vendors may not pack their products or tear down their booth(s) before November 16, 2022 at 4:00 pm. Set up times will be assigned to each vendor for Monday, November 14, 2021 between 2:00 pm and 5:00 pm. If an early departure becomes necessary due to an emergency, please inform IAHD staff in advance prior to booth tear down and arrangements will be made to assist you.
- 4. VENDOR DISPLAY POLICY.** A booth consists of one six (6) foot table and two chairs. There will be a charge for additional items. Vendors may not exceed the booth area reserved by the Vendor. Vendors will not be permitted to put on demonstrations unless IAHD is notified in advance and sufficient aisle space exists to support an audience. Vendors are strictly prohibited from making any requests to the convention center staff. All Vendor requests will be made through the IAHD staff representative or exhibit contractor.
- 5. BOOTH DISPLAY INTERFERENCE.** No Vendor may interfere with or block a neighboring Vendor. Display material exceeding three feet in height above a table may not extend more than four feet from the back of the booth without permission from the neighboring Vendor. Vendors who have end or corner booths may not exceed the three-foot height limitation on the back or side rail without permission from the neighboring Vendor. Display materials at the back of the booth may not exceed the eight-foot height of the drape.



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6. SAFETY PROVISIONS. Vendor must provide the necessary shielding or safety items to protect attendees, vendors and all others from equipment that may cause bodily harm. Electrical wiring and equipment must meet the standard electrical codes. All costs for electrical equipment (cords, power strips, etc.) that are supplied by the exhibitor contractor will be borne by the Vendor.

7. PROMOTIONS AND LITERATURE DISTRIBUTION. Promotions and commercial literature distribution by a vendor are restricted to the confines of the Vendor's booth area. Vendors are not permitted to distribute materials at other locations on the convention premises.

8. HOSPITALITY SUITES AND OFFSITE EVENTS. Vendors may invite attendees to hospitality suites or offsite events as long as the events do not interfere with planned convention activities. Monday evening, November 14th offers vendors time to host offsite events or plan dinner with convention attendees. Wednesday evening, November 16th offers an opportunity for vendors to invite attendees to hospitality suites or hold offsite events.

9. INDEMNIFICATION. Vendor shall defend, indemnify and hold the IAHD/IACERS harmless from any claim or lawsuit arising from any act or omission on the part of the Vendor, its agents, employees or assigns that may cause harm to others. In the event IAHD/IACERS takes legal action to enforce this provision and prevails, Vendor shall be responsible for the payment of all costs, expenses and attorney fees incurred by IAHD/IACERS in pursuit of such enforcement.