CINCO DE MAYO

CONVENTION 2018

MAY 3 - 6, 2018

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CINCO DE MAYO CONVENTION 2018

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A LETTER FROM OUR PRESIDENT

Once again, it's time to mark your calendar! BIG Independent Group Convention for independent insurance agents and brokers is coming May 3rd through May 6th at the Renaissance Indian Wells Resort and Spa. Whether your business is large or small, exhibiting at The BIG Convention is a prime business opportunity to enhance your company profile and increase your visibility among the leaders in the insurance industry.

The BIG Independent Group Convention also provides you with several excellent networking opportunities with your clients and prospects, including a Charity Golf Tournament to be held on May 3rd and our Industry Awards Ceremony on May 5th. We at BIG Independent Group realize that you have many options and are looking for the best return on your convention investment. This is why we remind you that BIG can maximize your advertising dollars and prepare your business for the future.

BIG Independent Group should be your one-stop shop for all your convention goals. We ask that you to take advantage of our opportunities in our Sponsorship Package. We look forward to your partnership with BIG Independent Group.

Sincerely,

Jon M. Spaugy

Founder and President BIG Independent Group

jspaugy@biginsusa.com

JOIN BIG INDEPENDENT GROUP EVENT SPONSORSHIP PROGRAM

BIG Independent Group is dedicated to maximizing our sponsors ROI and name recognition among convention participants through exceptional, unique advertising and marketing opportunities.

HOW CAN WE BEST ACCOMPLISH THIS?

- Over 1,500+ insurance industry professionals
- 100+ exhibitor booth spaces
- Exhibitors: Insurance Companies, MGA's, Vendors, and Service Suppliers
- Audience: Agency Owners, Independent Insurance Agents and Brokers
- Over 30 hours of lectures, skill building workshops, and round-tables
- The premier networking and product showcase opportunity
- Now one of the industry's largest annual gathering of insurance professionals in California
- Education Day, Tradeshow, Hospitality Party Friday, May 4th,
- Convention and Tradeshow, Industry Awards and the BIG 80's Party on Saturday May 5th.

Do not miss this opportunity to play an integral part among this powerful audience of insurance industry professionals through targeted or traditional sponsorships! This is an opportunity to secure a spotlight on your company's products and services. Your support at the convention will generate goodwill for your company, while providing the chance to expand your customer base.

TENTATIVE CONVENTION SCHEDULE:

Thursday May 3rd
Charity Golf Tournament, 11 am until 5 pm

Friday, May 4th
Education Day, 9 am - 4 pm • Trade show will be open from 12 pm until 5 pm

Saturday, May 5th
Key Note Speaker 10:30 am-12:00 pm
Convention / Trade show 12:00 pm to 5:00 pm
The BIGGIE Awards and the Cinco de Mayo Celebration. This is only available if you register prior to April 1st. 6:30 pm until Late.

Sunday May 6th
Legal Update and technology meeting you can't miss. 9:30 am. The event on Sunday will take place at the Renaissance in Indian Wells.
Legal update and Industry update. 9:30 am until 11:30 am.

VENUE:

Renaissance Indian Wells Resort and Spa
44400 Indian Wells Lane
Indian Wells, CA 92210

ONE VOICE UNITED
CINCO DE MAYO CONVENTION 2018
WWW.BIGINSUSA.COM

EVENT OFFICIAL HOST

$50,000 | EXCLUSIVE SPONSORSHIP

Must Confirm Sponsorship Prior to March 1st, 2018

CHOOSE THREE FROM THE FOLLOWING FIVE OPTIONS:

- Exhibit Booth Sign
- Meeting Space – Opportunity to schedule private meeting space at the Convention Center or Hotel location free of room rental use fee. Confirmation based on final scheduling by BIG Independent Group
- Special Event: BIG's Events Team to help coordinate Sponsor's Special Event. All event costs are exclusive of this sponsorship agreement.
- (1) Additional Booth Space
- One VIP Hotel Room stay for (2) nights

PRE-EVENT BENEFITS:

- Your organization will be featured in the Attendee Brochure
- Logo recognition on the official event website, including a hyperlink to your company website from our sponsor page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included !
- Logo Recognition and opportunity to include a marketing message in the official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 2 major directional/indoor welcome banners
- Logo recognition on 2 exhibition hall entrance marquees
- Logo recognition on 2 registration counter front panels
- Logo recognition on 1 exhibition hall aisle sign
- Logo recognition on 1 column wrap, centrally located
- All BIG Official Host staff receives a Sponsor Ribbon for their show badges
- Exposition Attendee Badges: Registration is required by the pre-show cut-off date for all
- 200 complimentary registrations tickets Trade Show Badges; Up to 20 staff

POST-EVENT BENEFITS:

- Acknowledgment as the BIG Official Host in a post event article
- BIG Partner Logo: Use of official BIG Partner Logo until the end of the event year
- Logo Recognition as the BIG Official Host on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

EXPOSITION DIAMOND SPONSOR

$30,000 | EXCLUSIVE SPONSORSHIP

Must Confirm Sponsorship Prior to March 1st, 2018

CHOOSE TWO FROM THE FOLLOWING FIVE OPTIONS:

- Exhibit Booth Sign
- BIG organized pre-conference Online Marketing to attendees
- An Exclusive Sponsor Indoor Hallway Banner
- Special Event: BIG Events Team to help coordinate Sponsor's Special Event. All event costs are exclusive of this sponsorship agreement
- (1) Additional Booth Space

PRE-EVENT BENEFITS:

- Your organization will be featured in the Attendee Brochure
- Logo recognition on the official event website, including a hot link (direct link) to your company website from our sponsor page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included !
- Logo Recognition and opportunity to include a marketing message in the official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 2 exhibition hall entrance marquees
- Logo recognition on 1 registration counter front panel
- Logo recognition on 1 exhibition hall aisle sign
- All Official Diamond Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as the Official Diamond Sponsor in a post event article
- BIG Partner Logo: Use of official BIG Partner Logo until the end of the event year
- Logo Recognition as the Official Diamond Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event date

EXPOSITION PLATINUM SPONSOR

$20,000 | EXCLUSIVE DINNER SPONSORSHIP

Must Confirm Sponsorship Prior to March 1st, 2018

CHOOSE THREE FROM THE FOLLOWING FOUR OPTIONS:

- Exhibit Booth Sign
- Option to provide video message on event website
- An Exclusive Sponsor Indoor Hallway Banner
- (100) Additional Complimentary Exposition Badges

PRE-EVENT BENEFITS:

- Logo recognition and acknowledgment as a Platinum Sponsor in the Attendee Brochure
- Logo recognition on the BIG official Event website, including a hot link (direct link) to your company website from our sponsor page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included !
- Official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 1 exhibition hall entrance marquees
- Logo recognition on 1 registration counter front panels
- Logo recognition on 1 exhibition hall aisle sign
- Logo recognition on 1 exhibition hall entrance marquees
- Logo recognition on 1 registration counter front panels
- Logo recognition on 1 exhibition hall aisle sign

POST-EVENT BENEFITS:

- Acknowledgment as the Official Platinum Dinner Sponsor in a post event article
- BIG Partner Logo: Use of official BIG Partner Logo until the end of the event year
- Logo Recognition as the Official Platinum Dinner Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event date

PRODUCER LUNCHEON

$20,000 | EXCLUSIVE SPONSORSHIP

Must Confirm Sponsorship Prior to March 1st, 2018

When you sponsor our luncheon you have access to the ultimate captive audience. This is an exceptional opportunity for your company to reach the industry's most influential market. The Sponsorship Package includes availability for your signage at the event (you provide), plus your logo on all related promotional materials. Plus you'll have a perfect opportunity to distribute corporate materials directly into the hands of your prospects! You or your company representative will have preferred seating and will be invited to make a brief presentation prior to the meeting.

AT-EVENT BENEFITS:

- Recognized as luncheon sponsor
- Prominent recognition in e-newsletter, e-invitations and BIG Exposition Guide, distributed free on site to each attendee
- Prominent signage on the stage at the luncheon
- Exposition Attendee Badges: Registration is required by the pre-show cut-off date for all complimentary registrations. 100 Complimentary Trade Show Badges
- Your brochures, flyers, or other promotional material can be placed on attendee seats during event.
- Official Luncheon Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as a Luncheon Sponsor in a post event article
- Logo Recognition as a Luncheon Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

EXPOSITION GOLD SPONSOR

$15,000 | THREE AVAILABLE

Must Confirm Sponsorship Prior to March 1st, 2018

CHOOSE TWO FROM THE FOLLOWING FOUR OPTIONS:

- Exhibit Booth Sign
- Option to provide video message on event website
- Additional Event Signage
- 75 Additional Complimentary Exposition Badges

PRE-EVENT BENEFITS:

- Logo recognition on the BIG official Event website on the Sponsor Recognition Page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included!
- Logo Recognition in the Official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 1 exhibition hall entrance panel
- Logo recognition on 1 exhibition hall aisle sign
- Logo recognition on sponsored Event Signage
- Exposition Attendee Badges: Registration is required by the pre-show cut-off date for all complimentary registrations. 75 Complimentary Trade Show Badges; Up to six (6) additional Discounted Trade Show Badges
- All Gold Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as the Official Gold Sponsor in a post event article
- BIG Partner Logo: Use of official BIG Partner Logo until the end of the event year
- Logo Recognition as the Official Gold Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event date

RECEPTION SPONSOR

$12,500 | EXCLUSIVE SPONSORSHIP

Must Confirm Sponsorship Prior to March 1st, 2018

CHOOSE TWO FROM THE FOLLOWING FIVE OPTIONS:

- Option to provide video message on event website
- Additional Event Signage
- 60 Additional Complimentary Exposition Badges

PRE-EVENT BENEFITS:

- Logo recognition on the BIG official Event website on the Sponsor Recognition Page

AT-EVENT BENEFITS:

- Logo on all marketing materials promoting reception
- Logo Recognition in the official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition around food areas
- Logo on napkins
- Logo recognition on sponsored Event Signage
- All Reception Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as a Reception Sponsor in a post event article
- Logo Recognition as a Reception Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

EXPOSITION SILVER SPONSOR

$7,500 | THREE AVAILABLE

Must Confirm Sponsorship Prior to March 1st, 2018

SILVER SPONSORSHIP INCLUDES:

- Option to provide video message on event website
- 50 Additional Complimentary Exposition Badges

PRE-EVENT BENEFITS:

- Attendee Brochure acknowledgment as a Silver Sponsor
- Logo recognition on the BIG official Event website on the Sponsor Recognition Page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included !
- Acknowledgment in the Official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 1 exhibition hall entrance panel
- Logo recognition on 1 exhibition hall aisle sign
- Logo recognition on sponsored Event Signage
- Conference Attendee Badges: Registration is required by the pre-show cut-off date for all complimentary

registrations. 50 Complimentary Trade Show Badges; Up to four (4) additional Discounted Trade Show
Badges for staff

- All Silver Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as a Silver Sponsor in a post event article
- Logo Recognition as a Silver Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

EXPOSITION BRONZE SPONSOR

$3,750 | THREE AVAILABLE

Must Confirm Sponsorship Prior to March 1st, 2018

BRONZE SPONSORSHIP INCLUDES:

- Option to provide video message on event website
- 30 Complimentary Exposition Badges

PRE-EVENT BENEFITS:

- Acknowledgment as a Bronze Sponsor
- Logo recognition on the BIG official Event website on the Sponsor Recognition Page

AT-EVENT BENEFITS:

- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical Included!
- Acknowledgment in the Official BIG Exposition Guide, distributed free on site to each attendee
- Exposition Signage:
- Logo recognition on 1 exhibition hall entrance panel
- Logo recognition on 1 exhibition hall aisle sign
- Logo recognition on sponsored Event Signage
- All Bronze Sponsor staff receives a Sponsor Ribbon for their show badges

POST-EVENT BENEFITS:

- Acknowledgment as a Bronze Sponsor in a post event article
- Logo Recognition as a Bronze Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

INDIVIDUAL PRODUCT SPONSORSHIPS

SPECIAL EVENT - PRICING VARIES

Hire the BIG Events Team to help coordinate your corporate special event, hosted in the event city during the week of exposition. With our key hotel and venue accounts and preferred discounting, we guarantee to deliver a top notch, professional event to impress your guests. Details of coordination and pricing to be determined.

REGISTRATION PACKET - *$600* (BEST VALUE):

Get your company message across to over 1,500+ insurance professionals by including a company brochure or flyer* in each individual registration packet. This is an incredible opportunity to provide additional exposure to your product and brand. (* Design and print services are available for and extra charge.)

AWARDS DINNER - *$600*:

In conjunction with our 2018 Trade Show, BIG will be conducting an Awards Dinner. We are offering a limited number of sponsorships to BIG Exhibitors.

CINCO DE MAYO AFTER PARTY SPONSORSHIP *$600* (FIVE AVAILABLE):

Don't miss the opportunity to sponsor the party that will surely have the greatest number of attendees. Your name and logo displayed for all who attend to see.

AWARDS DINNER RECEPTION SPONSOR (FIVE AVAILABLE) BENEFITS INCLUDE:

- Company logo on signage

NOTEPADS & PENS - *$800* (EXCLUSIVE SPONSORSHIP):

With note pads and pens in every CE course, seminar and training class your name will definitely get around. Sponsor supplies notepads and pens.

REGISTRATION ENVELOPES/FOLDERS - *$1,000*

Be first on everyone mind with registration envelopes. Your company logo and/or message will go out to all who attend along with free company inserts.

PASSPORT PRIZES (THREE AVAILABLE) - *$1,000*

Your logo on exhibit hall "passport" used to enter prize drawings by attendees.

VOLUNTEER T-SHIRT - *$3,000*

The sponsorship keeps on giving. Once the conference is over, volunteers will continue to sport your company logo any time they wear their shirt.

REGISTRATION KIOSKS - $3,500

Be recognized with your company logo prominently placed on the main screen of each registration self check-in kiosk. Sponsorship benefits include:

- Exclusive sponsorship of the registration kiosks
- Company logo displayed on the main screen of each registration self check-in kiosk

BEVERAGE STATIONS - *$3,500*

Everyone gets thirsty so why not be on their mind by sponsoring the beverages. Includes three (3) beverage stations along with signage and company logo on napkins.

LANYARDS FOR BADGES - *$12,500*

More than just a neck piece, it's great way to promote your brand by being around the necks of 1,500+ insurance professionals.

TOTE BAGS- *$12,500*

These tote bags will help promote your business long after the trade show is over. Many trade show attendees will continue to use their tote bags, which adds additional value to this sponsorship. This is one of the best ways to directly market to your target audience. This will not last long.

PREMIER BOOTH SPACE

$2,099 | NON-MEMBERS
$1,499 | MEMBERS

MUST CONFIRM SPONSORSHIP PRIOR TO MARCH 1ST, 2017
$100 OFF IF REGISTERED PRIOR TO DECEMBER 31ST, 2016

PRE-EVENT BENEFITS:
- Acknowledgment as a Trade Show Exhibitor
- Logo recognition on the BIG official Event website

AT-EVENT BENEFITS:
- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can & Electrical included upon request
- (2) Exposition Badges
- Acknowledgment in the Official BIG Exposition Guide, distributed free on site to each attendee

POST-EVENT BENEFITS:
- Acknowledgment as a Silver Sponsor in a post event article
- Logo Recognition as a Silver Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

Members receive (2) two additional trade show badges for this package. Please list additional guests on registration page

STANDARD BOOTH SPACE

$1,899 | NON-MEMBERS
$1,299 | MEMBERS

MUST CONFIRM SPONSORSHIP PRIOR TO MARCH 1ST, 2018
$100 OFF IF REGISTERED PRIOR TO DECEMBER 31ST, 2017

PRE-EVENT BENEFITS:
- Acknowledgment as a Trade Show Exhibitor
- Logo recognition on the BIG official Event website

AT-EVENT BENEFITS:
- Pipe & Drape
- (1) 8' Draped Table
- 2 Chairs
- Trash Can
- (2) Exposition Badges
- Acknowledgment in the Official BIG Exposition Guide, distributed free on site to each attendee

POST-EVENT BENEFITS:
- Acknowledgment as a Silver Sponsor in a post event article
- Logo Recognition as a Silver Sponsor on the Sponsors' Recognition Page
- Website Direct Link: Inclusion on the BIG official event website for up to 90 days after the event

Electrical NOT included. Available upon request for an additional $85.00 power fee.

OFFICIAL EXPOSITION GUIDE ADVERTISING

PREMIERE ADS

Full edge to edge 8.5 x 11 color print ad in one of three premiere locations:
- Back Cover ($999)
- Front Inside Cover ($799)
- Back Inside Cover ($799)

Your company name and contact information printed in the event's Business Referral.

CENTER SPREAD:

Choice of full 17 x 11 two page color spread or two 8.5 x 11 single color ads ($999). Your company name and contact information printed in the event's Business Referral.

STANDARD ADS:

Full page 7.25 x 10 color ads. Please notate if you have a preferred placement for your ad. Prime locations are on a first come first serve basis. Your company name and contact information printed in the event's Business Referral.

The ad's resolution must be at least 300 DPI. Premier and center spread ads require a .125" bleed on all sizes for edge to edge printing. No bleed is needed for standard ads.

When submitted, the ad must be print-ready.· The acceptable file formats are:
- jpeg (.jpg)
- tiff (.tif)
- Acrobat (.pdf)
- Postscript (.eps)
- Photoshop (.psd)
- Illustrator (.ai)
- Please convert all text to lines when sending .eps or .ai files
- We cannot accept ads created in Word, Publisher, or Powerpoint.
- Professional design services are available at an additional charge.

Submit artwork to contact@mybigins.com. Files less than 5 MB may be submitted via e-mail. Larger files should be sent via Dropbox, Hightail, or similar service

The finished size of the Exposition Guide is 8.5" wide x 11" tall.

MUST CONFIRM SPONSORSHIP PRIOR TO MARCH 1ST, 2018

TESTIMONIALS

"I went to the Ethics for Insurance class, which was an interactive and informative experience moderated by none other than Jon Spaugy. Everyone had questions, and we were taught how to resolve issues that could get us into E & O problems. We all want to be trusted agents and this experience helped me to be a better insurance professional."

- Richard Granados, First Way Insurance & Financial, Inc.

"I came to the BIG convention for networking and to see vendors that I know will be here. I have already had a great one-on-one about a possible business opportunity. I love meeting with colleagues I don't otherwise see throughout the year."

- Sherrie Des Georges, Apollo Insurance Services

"I've been coming to BIG conventions for a long time and it's the turnout that keeps me coming back. I know there will always be something new to find out and someone new to meet."

- Melissa Ng, Tapco

"Our company has been coming to the BIG convention for years, but this was my first time. I love it. The trade show is bussling, the quality of leads is solid, and people have a genuine interest."

- Franky Ibarra, Reata Holdings

"For new agents, this (the BIG convention) is an opportunity to learn. For industry veterans, it's a great way to see old friends and get some CE credits. When reps come to your office, it is usually because something needs to be done. You are talking primarily about your agency. But at the convention, the discussion is more about new products and upcoming changes. It is a much more informal environment."

- John Wright, Pricewright Insurance Services

"We come to the convention in part because of Jon Spaugy's leadership and the pairing of our support for independent agents. We feel lucky he thinks about us and are glad to support the BIG convention, as well as the association throughout the year."

- Dan Faggiano, Drive Insurance

"We come to the BIG convention every year because we know the quality of producer attending is exactly who we want for our service: A self-starter who doesn't wait for business opportunities, they go out and find them."

- Andre Urena, Latin American Immigration Association

REGISTRATION FORM

To sponsor and/or reserve a trade show space for the BIG Convention Trade Show & Conference, the following contract MUST be completed in full. This contract must be signed and returned with full payment to BIG to be considered valid. If the contract is not returned as specified, it is not valid.

Please fax, email or mail registration form back to us for processing.
Fax: (909) 781-2427
Email: EVENTS@BIGINSUSA.COM
Mailing Address: P.O. Box 1464 | Rancho Cucamonga, CA 91729

All exhibitor personnel, including comps, must register to attend trade Show & Conference. (Use separate forms.)

Company Name (Exhibitor):_____

Address:_____

City: State: Zip:_____

Contact Name:_____

Telephone:_____Fax:_____

E-mail:_____
Web address (As you would like the URL to appear in the trade show promotional literature, i.e. no "www" or full path, "https://..."; etc.)_____

Trade Show Coordinator:_____

Telephone: E-mail:_____
Responsible for show materials, registration forms, and hotel reservations

Deadline: We will gratefully accept your sponsorship contribution at any time; however, to be listed in the printed program and to place items in conference packets, please mail your contribution by **March 1, 2018**

SELECTION & METHOD OF PAYMENT

If your package comes with additional choices please list them here:
Checks: Please make checks payable to the BIG Independent Group, LLC. All fees must be paid in U.S. currency and drawn on a U.S. bank.

Name on Card:_____

❑Visa ❑MC ❑AMEX 3-digit security code:_____

Card#_____ Exp. Date:_____

Authorized Amt. Charged $_____ Billing Zip Code:_____

On behalf of this company, I agree to abide by the "Conditions of Exhibitor's Rental Agreement" as set forth in this contract and attached. I understand that my display space will be confirmed by receipt of a signed contract after the display space has been assigned. I agree that no person or company shall exhibit or be permitted to display or advertise in this space other than the company signing this contract. packets, please mail your contribution by March 1, 2017

Authorized_____Signature Date_____

DESCRIPTION	QUANTITY	BASE PRICE	LINE TOTAL
		SUBTOTAL	
		PAID	
		TOTAL DUE	

EXHIBITOR GUEST BADGE LIST

ADDITIONAL TRADE SHOW BADGES | EARLY BIRD SPECIAL EXPIRES 2/1/18

Member: $80 each

Non Member: $100 each

Sponsorship or Booth Type:_____

FIRST NAME	LAST NAME	COMPANY	EMAIL ADDRESS

CONDITIONS OF EXHIBITOR'S RENTAL AGREEMENT

1. Assignment of Display Space. Space will be assigned by BIG Independent Group (BIG). BIG reserves the right to relocate display areas for the benefit of the exhibitor, or for the betterment of the exposition. No exhibit space application shall be valid until accepted by BIG.

2. Payment of Display Space. Full payment is due at the time display space is requested. If full payment and signed contract are not received, space cannot be reserved. Display space cannot be reserved over the telephone.

3. Cancellation. Exhibitors' space contracts may not be canceled and fees will not be refunded.

4. Use of Display Space. (a) In the event that the exhibitor fails to pay the space rental at the time of application, install his display within the time limit set for the opening of the exhibition, or comply with any provisions concerning his use of display space, BIG shall have the right to take possession of said space and resell same, or any part thereof. (b) All instructional demonstrations and/or activities as well as distribution of information material must be confined to the limits of the exhibitor's space. (c) Exhibits which include the operation of musical instruments, radios, sound motion picture equipment, public ad-dress systems, or noise-making machines must be operated so that the noise resulting from them will not annoy or disturb adjacent exhibitors and their patrons, and must be approved, at least two weeks before the show opens, by BIG (d) No exhibitor shall assign, sublet, or share the space assigned. (e) Exhibitor shall also comply with all reasonable requests of the officials of the Exhibit Hall and BIG with respect to the installation, conduct and disassembly of its exhibit.

5. Height Restrictions. (a) A booth exhibitor shall not install a sign, or descriptive placard above the eight-foot high back wall without advance approval. (b) The above and any other special or unusual exhibit construction or installation must be approved, in advance, by BIG.

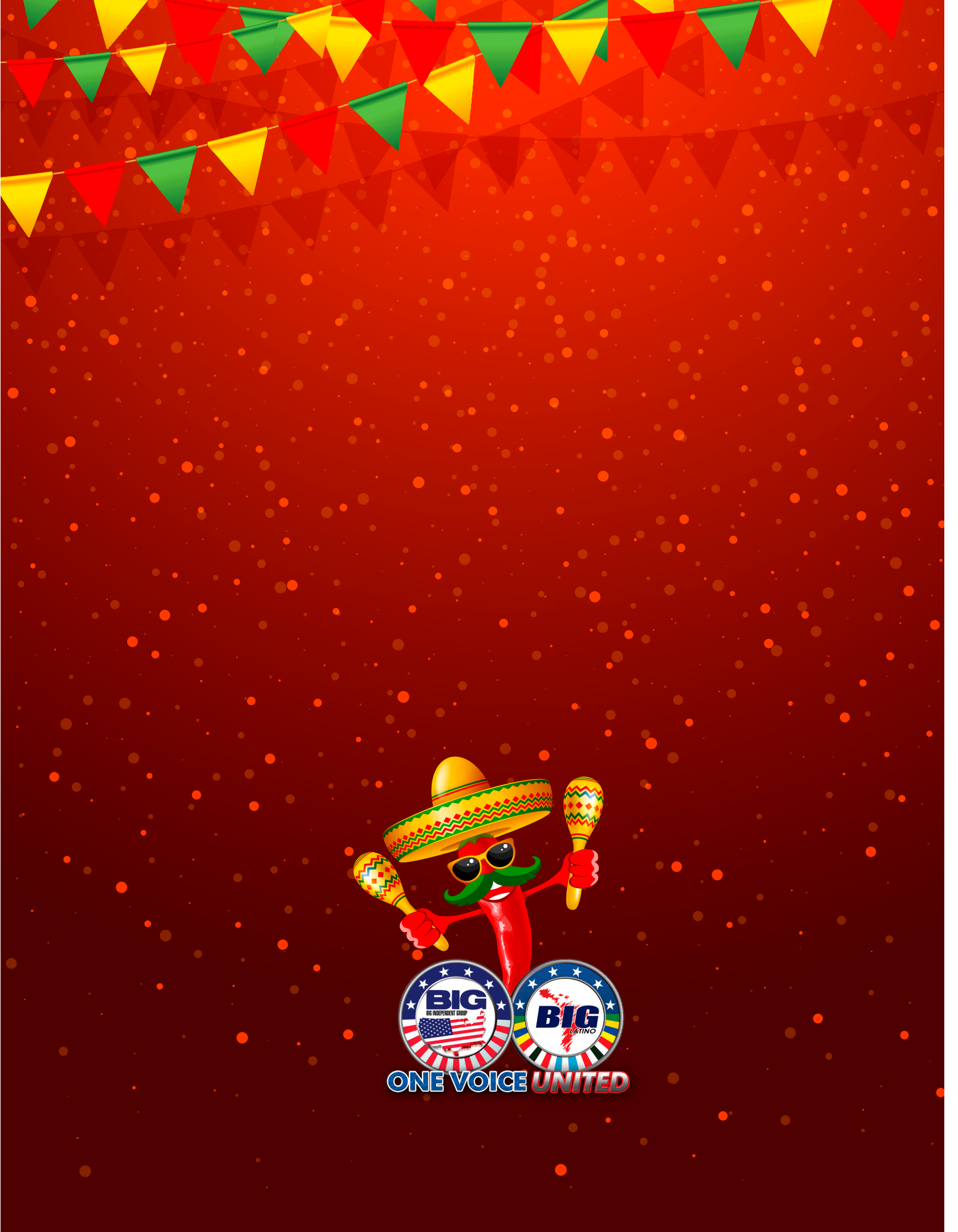
6. Installation and Removal of Displays. (a) All displays must be completely arranged by the time and date officially specified by BIG. (b) Noisy or unsightly work in any exhibitor's display space after the above deadline is prohibited during the exhibit hours. (c) Goods received after the opening of the show must be delivered to the space and arranged at times other than official hours. (d) The deadline for clearance of all materials will be enforced. It is the sole responsibility of each exhibitor to have materials packed, identified, and cleared for shipment by such time. (e) BIG reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, dispose of, store, and clear from the premises any display material, goods, property, or merchandise of an exhibitor who has failed to comply with the above requirements or to order such to be done at the sole expense of the exhibitor.

7. Operating Restrictions. (a) No firm, organization, or trade, regardless of its product, will be permitted to engage in selling, displaying, or order taking in the exhibit hall, except for contracted exhibiting companies. (b) BIG reserves the right to restrict displays or remove any exhibitor or his or her representatives for violating this contract because of noise, method of operation, materials, or any other reason; and to prohibit or remove any displays which, in the opinion of BIG detracts from the general character or appearance of the exposition or for any other reason. (c) The serving or distribution of alcoholic beverages by the exhibitors in the exhibit hall is forbidden unless otherwise approved by BIG. (d) The use of live models, performers, etc., shall be subject to the approval of BIG and are required to be registered to enter the exhibit hall.

8. Storage of Packing and Crates. Exhibitors will not be permitted to store packing crates and boxes in their display space, including behind the booth drape or under a vehicle, but these, when properly marked, may be stored and returned by the service contractors.
Storage and marking of crates are the responsibility of the exhibitors. Crates not properly marked or identified may be destroyed.

9. Care of Building and Equipment. Exhibitors and their agents shall not injure or deface the walls, floors, or any part of the exhibit building, or booth materials and equipment of another exhibitor. When such damage appears, the exhibitor causing such damage is liable to the owner of the property so damaged.

10. Public Policy. (a) Each exhibitor is charged with knowledge of and compliance with all laws, 2014 BIG Convention 22 ordinances, and regulations pertaining to health, fire prevention, and public safety. (b) All booth decorations must be flameproof and all hangings must clear the floor. Electrical wiring must conform with the National Electrical Code Safety Rules. If inspection indicates neglect in complying with these regulations, or other-wise presents a fire hazard or danger, BIG may cancel all or such part of a display as may be irregular, and effect the removal of same at the exhibitor's expense.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