



Dear Exhibitor:

The Independent Insurance Agents and Brokers of South Carolina is pleased to have you exhibit at our 126th Annual Convention, scheduled for October 13-15 at The Westin Hilton Head Island Resort and Spa. The Annual Convention will draw attendees from IIABSC's diverse membership of 400 agency locations within South Carolina, as well as many other industry professionals within the state and surrounding areas. The Convention will provide you with valuable opportunities to make contacts with key decision makers from the insurance industry, with over 4 hours available for you to interact with attendees in the exhibit hall. \*Please note that an updated exhibit hall map and assignments can be found online.

**\* PLEASE READ all included in this packet.** Be sure all exhibitors at your booth are informed.

This Exhibitor Guide contains the following information:

- IIABSC 2024 Exhibitor Fact Sheet (page 2)
  - Includes Order info for: Electrical/AV/Internet, Shipments & other.
- Exhibition Rules and Regulations (page 3)
- Internet/Shipment/Ancillary Order Forms & Information (pages 4-6)
  - Includes PRX Shipping/Freight Service Information (link will be emailed to all exhibitors once booths are assigned); The Exhibitor Form from The Westin.
- Exhibitor Booth Prize Procedures & Forms (page 7)

## EXHIBITOR FACT SHEET

Conference Dates: October 13-15

Conference Location: The Westin Hilton Head Island Resort & Spa

Target Attendance: 375- 400

\*Exhibit Hall Location: Exhibits will be located in Savannah Foyer, Calibogue/Danner Rooms

Exhibit Hours:

### Sunday, Oct 13

Exhibitor Set-up: 1:00pm—3:30 pm

Exhibit Hall Open: 4:00pm—6:00 pm

### Monday, Oct 14

Exhibit Hall Open: 9:00 am – 9:45am

Exhibit Hall Open/ Lunch: 11:45 am – 1:15 pm

\*Exhibitor Breakdown\* 1:15pm—2:30pm

\*See rules and regulations regarding booth breakdown on page 3.

### Exhibitor Registration Fee Includes:

- Exhibit booth display area with pipe and drape (foyer booths are table tops only)
- One 6' or 8' skirted table (depending on booth type) and two chairs
- Food and beverages in exhibit hall -Entry to all sessions, meal functions and events
- Digital/Online vendor profile in Map Dynamics
- Listing on conference materials and the IIABSC website -List of attendees available on the IIABSC website two weeks prior to Convention & agent excel listing upon request up to 2 weeks prior to the event.

\***Additional Charges:** Electrical/AV, Internet, and Shipping are not included. See below for order info.

ANCILLARIES: Electricity, A/V and Internet requests for your booth must be made in advance through the hotel using the links below & on the IIABSC website. You must know your booth number to submit your order so please check the map for a final booth assignment (which can be viewed on the IIABSC website). Please follow the link below:

<https://www.iiabsc.com/Events/SiteAssets/Pages/AnnualConvention/Exhibitor%20%26%20Sponsor%20Information/IIABSC-Conv24-Westin-ExhibForm-fillable.pdf>

SHIPPING: IIABSC strongly encourages booth materials be shipped through PRX Exposition Services. Required information will be sent to exhibitors to make arrangements and PRX will handle the delivery of your materials to your assigned booth location as well as the return of your materials as specified. IIABSC is unable to track items sent direct to the hotel and the hotel will not accept responsibility for lost or perishable items.

**Exhibit Booth Drawings:** Exhibitors are encouraged to bring giveaways/promotional items and are permitted to hold prize drawings at their booth. Exhibitors must post prize winners on the board provided in the exhibit hall. Booth drawings are separate from any IIABSC drawings or prize giveaways. Exhibitors are responsible for their own drawings and making sure prizes are redeemed by the winner before exhibit hours end.

## **EXHIBITOR RULES & REGULATIONS**

**Payment Policy:** Payment is due in FULL **by cc** at the time your exhibitor registration is submitted, unless permission has been granted to pay by check. All checks must be received by IIABSC within 1 week of submitting your registration or exhibitors are subject to losing their booth to a paying/waiting exhibitor.

**Cancellation Policy:** Any requests for booth cancellation received after submitting an online registration and payment will receive a 50% refund. No refund will be issued for any cancellation requests received on or after September 25. Exceptions and partial refunds will be made at the discretion of IIABSC depending on the date the request is received and IF the booth can be fully re-sold.

**REGULATIONS/ FINES:** All booths should be fully set up at least 30 minutes before the opening of the exhibit hall. Do not remove or disassemble display materials prior to the official breakdown time. EXHIBITORS who "no show" with no notice of cancellation/or late arrival will be fined \$750. All booths must be broken down no later than 2:15pm on Monday, October 14. Breakdown earlier than specified breakdown times is strictly prohibited. Those in violation of this regulation without receiving approval will incur a \$500 non-refundable fee for early breakdown approval. Exhibitors in violation of regulations will not be permitted to exhibit at future events until fines have been paid in full.

### **OTHER:**

- All display items should be firmly supported or securely fastened.
- Exhibitors are expected to be respectful and observe the rights of all other exhibitors. Excessively noisy or visually distracting displays will be adjusted to acceptable levels by show management. Displays must not block the walkway or prevent easy access to other exhibitors.
- Exhibitors are responsible for choosing their own booth location preferences and booths are assigned on a first come first reserve basis, based on availability. Please note that it is a possibility that other and/or adjacent exhibitors may offer competing products.
- [Priority selection of exhibit booths and sponsorships is given to our annual Palmetto Partner sponsors who's booths will be highlighted with a different color drape than all others. To learn more about becoming a Palmetto Partner sponsor, see the pledge form and outline of benefits provided on our website.](#)
- **Please note:** The exhibit hall diagram is a close representation of the exhibit hall but is not drawn exactly to scale. IIABSC reserves the right to make any logistical changes necessary or as required by the hotel or fire marshal.
- **Security:** The exhibit hall will be locked and secure (standard hotel "lock-down") outside of the specified exhibit hall hours of operation. **Please note:** Any exhibit tables in the foyer are outside of the exhibit hall and security will not be posted in this area. Exhibitors are encouraged to remove any items that are of value when not at your (foyer/prefunction) booth. The exhibit area is off-limits to non-conference attendees; however, IIABSC will not be held responsible for any lost or stolen items.
- Exhibitors are NOT permitted to make any announcements from the main stage microphone. Microphones in the Exhibit Hall are for the use of IIABSC and designated event staff/committee only.

- Exhibitors are encouraged to bring giveaways/promotional items and are permitted to hold prize drawings at their booth. Exhibitors must post prize winners on the board provided in the exhibit hall. Prize forms are provided on page 5 (please make additional copies if needed). Booth drawings are separate from any IIABSC drawings or prize giveaways. Exhibitors are responsible for their own drawings and making sure prizes are redeemed by the winner before exhibit hours end.

**\*\*Any information provided in this guide may be amended solely by IIABSC with due consideration being given to all Convention attendees.**



**Solutions • Services • Success**

**IIABSC Preferred Vendor**

**IIABSC STRONGLY ENCOURAGES EXHIBITORS TO SHIP ALL FREIGHT THROUGH PRX.**

**About PRX:**

*Founded in 1968. PRX, formerly Displays Unlimited, is now the largest local tradeshow and convention services company in South Carolina, serving over 400 shows and events each year. Partnering with our special events rental parent company, Party Reflections, provides a comprehensive offering of event products and services to better serve our clients by combining tradeshow, exposition and convention capabilities with tenting, specialty linen, tables, chairs and tabletop expertise.*

**IIABSC Partnership:**

PRX partners with industry-leading associations and are committed to the success of their events and expositions. IIABSC encourages our vendors to use PRX for their exhibition services and shipment needs.

**\*\*IMPORTANT\*\*** *Once booth registration closes and/or all booths have been assigned for the 2023 Annual Convention, IIABSC will send a list of all primary booth contacts to PRX. PRX will contact each vendor directly with information to order for this show. Please do not contact PRX directly as this is an organized process to ensure the best service.*

**Logistics/ SHIPMENT OF BOOTH MATERIALS**

PRX manages all of the logistical details from rigging, carpet, install, dismantle, shipping, storing and anything in between.

# Exhibitor Booth Drawing

## PRIZE WINNER FORM

Post on cork board near registration by 12:30 on Monday, October 14th.

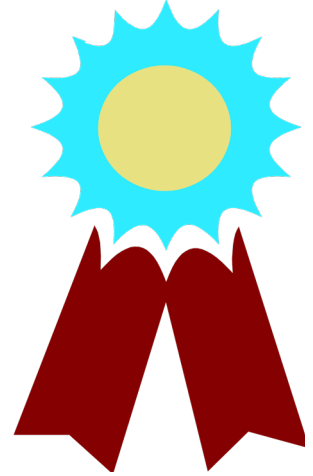
*(Exhibitors are responsible for their own drawings and making sure prizes are picked up by the winners; no announcements may be made from the microphone.)*

The Winner is: \_\_\_\_\_

The Prize: \_\_\_\_\_

Exhibiting Company Name/Booth #:

\_\_\_\_\_



# Exhibitor Booth Drawing

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The Winner is: \_\_\_\_\_

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\_\_\_\_\_

