



# Idaho Athletic Administrators Association

January 22, 2018

Dear Exhibitor:

My name is **Tracy Leinen** from Boise High School in Boise, Idaho. I would like to invite you and your company to participate in the 2018 Idaho Athletic Administrators Conference in Boise, April 9-10. **We are extremely pleased to be going back to The Riverside Hotel** in Boise, Idaho this year. We will be utilizing part of the convention center as the vendor exhibit area. As always we will conduct all refreshment breaks and drawings in the vendor area to maximize foot traffic. In addition we are opening the exhibits during registration to maximize your contacts with our athletic administrators.

<b>PLACE:</b>	The Riverside Hotel Boise, Idaho
<b>EXHIBITOR DATES:</b>	April 9th & 10th, 2018
<b>EXHIBITOR FEE:</b>	\$250.00
<b>ANTICIPATED ATTENDANCE:</b>	115 – 135 Athletic/Activity Directors and Principals from throughout Idaho

## **Monday, April 9**

7:00 a.m.	Exhibitors Setup
10:00 a.m.	Exhibits Open
5:00 p.m.	Exhibits Close

## **Tuesday, April 10**

8:00 a.m.	Exhibits Open
11:00 a.m.	Exhibits Close

**Door Prize drawings will be held during breaks each day in the vendor area. Attendees must be present to win!**

1. Exhibitor space in the Convention Center has increased our capacity but is still limited. Please complete the enclosed exhibitor registration form and return it with your check soon as possible. If you have any questions, please call me, at Boise High School, 208-854-4329. **First Come, First Served!**
2. Booths – we will not have commercial booths so it is important that you plan accordingly. 6' Tables and chairs will be available. Electricity can be provided.
3. **Space will be assigned on a first-come, first-served basis upon receipt of the completed registration form and a check for \$250.00 per booth space.**

4. March 15, 2018 is the deadline for receipt of the exhibitor registration form and your check to confirm reservations for the booth space. Please register as soon as possible.
5. Exhibitors may begin to move into booth spaces at 7:00am on Monday, April 9th. Exhibits should be ready for viewing at 10:00am.
6. The exhibit area should be cleared no later than 12:00 p.m. on April 10th.
7. Exhibitors are invited to participate in our meal program. Tickets may be purchased for the luncheon and/or the Monday Athletic Director of the Year Banquet/Hall of Fame Banquet. Please see me if you are interested in purchasing tickets.
8. Exhibitors are encouraged to provide booth prizes to go along with our “break” drawings. Exhibitor prizes will be distributed from the vendor booth area during the assigned times for breakouts. Exhibitors wishing to sponsor a conference activity, such as a luncheon should express interest as soon as possible.
9. The Riverside Hotel is located at 2900 Chinden Blvd. Your contact person at the Riverside Hotel is Lisa Becker. The telephone number is 208-331-4914.
10. Flights arrive and depart daily from the following airlines: United, Southwest, Delta, Alaska, Horizon, Frontier and Northwest.
11. A golf tournament is planned for Sunday afternoon, April 8th at Indian Lakes Golf Course – your participation and or prizes will be greatly appreciated. Please contact Tracy Leinen (208-854-4329) to enter the tournament.

We are looking forward to another outstanding conference and welcome your participation.

Sincerely,

*Tracy Leinen*  
Tracy Leinen, CMAA  
Boise High School  
1010 W. Washington St.  
Boise, ID 83702  
Ph. 208-854-4329

**\*\* PLEASE FAX OR SEND THE REGISTRATION FORM ASAP\*\***

***Idaho Athletic Administrators Association***

***“Promoting the Professional Growth of Idaho Interscholastic Athletic Administrators”***

Date Rec't \_\_\_\_\_

Check No. \_\_\_\_\_

# EXHIBITORS'S REGISTRATION FORM

## Idaho Athletic Administrator's Conference

The Riverside Hotel

Boise, Idaho

April 9-10, 2018

Registration is on a first-come, first-served basis. Deadline for returning the forms and payment check is March 15, 2018.

**Make Checks Payable to:**  
**Idaho Athletic Administrators Conference**  
(sorry we cannot accept credit cards)

**Mail or Fax To:**  
**Tracy Leinen**  
**Boise High School**  
**1010 W. Washington St.**  
**Boise, Idaho 83702**  
**Phone: 208-854-4329**  
**Fax: 208-854-4368**

**SHIPMENT OF EXHIBIT MATERIAL:** All shipments must be full prepaid.  
All costs of shipping, cartage and handling are to be paid by the exhibitor.

**EXHIBIT:** Monday, April 9th 10:00am - 5:00pm  
Tuesday, April 10th 8:00am - 11:00am

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Name of Company: \_\_\_\_\_ Telephone \_\_\_\_\_

Attending Representative(s) \_\_\_\_\_

Address: \_\_\_\_\_

(Street No. or P.O. Box)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

1. Total number of booths requested at \$250.00 each: \_\_\_\_\_

2. Principal product to be displayed: \_\_\_\_\_

3. **LIABILITY:** Neither the I.A.A.A. Association, the exhibit manager, the employees thereof, nor the representative nor any members of the Conference Committees or conference meetings will be responsible for any injury, loss, or damage that may occur to the exhibitor or the employees or his property from any cause whatsoever prior to, during, or subsequent to the period covered by the exhibit contract. The exhibitor agrees to indemnify the I.A.A.A., the exhibit manager against any claims for such loss, damage, injury. This also includes the period of storage prior to and following the conference. The exhibitor, on signing the contract, expressly releases the foregoing institute, individuals and committees from any and all claims of loss, damage, injury. Small or easily portable Spring Conference articles of value should be properly secured or removed from the opening hours of the exhibit and placed in safekeeping.