



Idaho Athletic Administrators Association

January 23, 2019

Dear Exhibitor:

My name is **Tracy Leinen**, I am the Exhibitor Director of the Idaho Athletic Administrators Association. I would like to invite you and your company to participate in the 2019 Idaho Athletic Administrators Conference in Boise, which takes place March 31st and April 1st-2nd. **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.

PLACE:	The Riverside Hotel Boise, Idaho
EXHIBITOR DATES:	April 1st & 2nd, 2019
EXHIBITOR FEE:	\$250.00
ANTICIPATED ATTENDANCE:	115 – 135 Athletic/Activity Directors and Principals from throughout Idaho

Monday, April 1

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

Tuesday, April 2

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 on my cell phone at 208-850-5694. **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 (please bring an extension cord and power strip with you so you do not get charged a fee from the hotel).

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, 2019 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 1st. 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 2nd.
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, March 31st at Shadow Valley Golf Course – your participation and or prizes will be greatly appreciated. Please contact Tracy Leinen (208-850-5694) to enter the tournament.

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

Sincerely,

Tracy Leinen

Tracy Leinen, CMAA
9629 W. Edna St.
Boise, ID 83704
Ph. 208-850-5694
tracy.leinen@boiseschools.org

**** PLEASE EMAIL 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 1-2, 2019

Registration is on a first-come, first-served basis. Deadline for returning the forms and payment check is March 15, 2019.

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

Mail or Email To:
Tracy Leinen
9629 W. Edna St.
Boise, Idaho 83704
Phone: 208-850-5694
tracy.leinen@boiseschools.org

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 1st 10:00am - 5:00pm
Tuesday, April 2nd 8:00am - 11:00am

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.