



Idaho Athletic Administrators Association

January 20, 2017

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 2017 Idaho Athletic Administrators Conference in Boise, April 3-4. **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 3rd & 4th, 2017
EXHIBITOR FEE:	\$225.00
ANTICIPATED ATTENDANCE:	115 – 125 Athletic/Activity Directors and Principals from throughout Idaho

Monday, April 3

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

Tuesday, April 4

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 - 8' 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 \$225.00 per booth space.**

4. March 15, 2017 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 3rd. 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 4th.
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 2nd at Shadow Valley Golf Course – your participation and or prizes will be greatly appreciated. Please contact Mike Federico (208-404-6780) 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. _____
Confirmation _____
Booth No. _____
Exhibitor Pkt. _____

EXHIBITORS'S REGISTRATION FORM
Idaho Athletic Administrators Conference
The Riverside Hotel
Boise, Idaho
April 3-4, 2017

Registration is on a first-come, first-served basis. Deadline for returning the forms and payment check is March 15, 2017.

Make Checks Payable to:
Idaho Athletic Administrators Conference

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 borne by the exhibitor.

EXHIBIT: Monday, April 3rd 10:00am - 5:00pm
Tuesday, April 4th 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 \$225.00 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.