



Idaho Athletic Administrators Association

January 28, 2022

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 2022 Idaho Athletic Administrators Conference in Boise, which takes place April 3rd-5th. **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.

REGISTER FOR CONFERENCE @: <https://iaaa.finalforms-amp.com/>

PLACE:	The Riverside Hotel Boise, Idaho
EXHIBITOR DATES:	April 4th & 5th, 2022
EXHIBITOR FEE:	\$250.00
ANTICIPATED ATTENDANCE:	125 – 145 Athletic/Activity Directors and Principals from throughout Idaho

Monday, April 4

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

Tuesday, April 5

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 online registration through Family ID and send your payment to them as 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 payment through AMP for \$250.00 per booth space. <https://iaaa.finalforms-amp.com/> Sponsors will be contact by Tracy Leinen for payment.**
4. March 1, 2022 is the deadline for receipt of the exhibitor registration form and your payment 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 4th. 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 5th.
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 register online 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 Jennifer Mackay. The telephone number is 208-343-1871. **Room reservations:** Ask for the Idaho Athletic Administrators Association group rate (\$116.00 single/double). Last day to make a room reservation at the group rate is Friday, March 4th.
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 at 1:30 pm, April 3rd at Shadow Valley Golf Course – your participation and or prizes will be greatly appreciated. Please sign up on line @ <https://iaaa.finalforms-amp.com/> or contact Tracy Leinen (208-850-5694) if you have any questions.

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

Sincerely,

Tracy Leinen

Tracy Leinen, CMAA
P.O. Box 45554
Boise, ID 83711
Ph. 208-850-5694
tracy.leinen@boiseschools.org

Idaho Athletic Administrators Association

“Promoting the Professional Growth of Idaho Interscholastic Athletic Administrators”