



**2017 Exhibit Space Contract**  
 Friday, October 27, 2017  
 Embassy Suites, 1001 East McCarty Lane, San Marcos, TX



Company Name: \_\_\_\_\_  
*Booth Sign will list company name as written above*

Contact Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>BOOTH RATES – Circle choice below</b>	
Includes Friday lunch for two people	
Booth Fee for FIWT Industry Members	\$650
Prime Booth Space/Corner Booths- <b>SOLD OUT</b> Available for FIWT Industry Members only	\$700
Booth Fee for Companies (any company not a FIWT Industry member)	\$850
Total Registration	\$

<b>BOOTH PREFERENCE</b>		
Booths are assigned by first come, first served.		
List Booth Number below:		
<b>1<sup>st</sup> Choice:</b>	<b>2<sup>nd</sup> Choice:</b>	<b>3<sup>rd</sup> Choice:</b>
If there are any companies that you prefer not to be placed by please list them below:		

<b>COMPANY REPRESENTATIVE</b>	
Please list names of people working the booth. Two lunch tickets for Friday are included with the booth fee. Additional meal tickets can be purchased for Friday lunch at \$45 each and Friday dinner at \$50 each. Meal tickets must be purchased in advance.	
Lunch Included	1.
Lunch Included	2.
Namebadge only	3.
Namebadge only	4.

<b>PAY BY CHECK</b>	<b>PAY BY CREDIT CARD</b>
Mail payment with registration to FIWT 2616 Portland Avenue College Station, TX 77845	To pay by credit card send an email request with registration form to <a href="mailto:fiwt@msn.com">fiwt@msn.com</a> . An invoice will be emailed from Square.com, our online credit card processing system.

**FIWT Trade Show:**  
 The ballroom has carpet.  
 Friday, October 27, 2017  
**Set-up booths:**  
 Thursday, 3:00 pm – 5:00 pm  
 Friday, 8:00 am – 9:30 am  
**Exhibit Hours:** 9:30 am – 12:30 pm  
**Lunch:** 12:30 pm – 1:30 pm  
*Exhibitors will give out their booth prizes during the buffet lunch.*  
*Two lunch tickets are included in booth price.*  
**Breakdown:** 1:30 pm – 3:30 pm

Subject to the Rules and Regulations specified in the Exhibit Guide which is part of this contract, we hereby lease from Federation of Insurance Women of Texas the exhibit space at the Embassy Suites.

When completed application and payment is received, a confirmation will be sent by email.

The exhibitor packet from the exhibit decorating service will be available six weeks prior to event at [www.FIWT.com](http://www.FIWT.com).

**Rules:** Exhibit hall is reserved for companies that purchase booths. Anyone soliciting without booth purchase will be asked to leave.

Payment must accompany registration form.

Registration fees are non-refundable after September 1.

**FIWT Room Block**  
 Room Rate of \$141  
 Embassy Suites – 512-392-6450

**Questions:**  
 Contact Kristie Gray  
 Phone: 1-800-856-6677  
 Email: [fiwt@msn.com](mailto:fiwt@msn.com)

## Exhibit Guide and Information Packet

**Embassy Suites – Ballroom E and F**  
**Exhibit Date: Friday, October 27, 2017**  
**The ballroom has carpet.**

**Theme: Classy but Sassy**  
**Exhibit Hours: 9:30 am – 12:30 pm**  
**Drape Colors: Red and White**

**Trade Show Exclusive for Exhibitors:** The trade show area is for distribution of materials by registered Exhibitors only. Distribution of marketing materials by anyone other than a registered Exhibitor is prohibited and will be considered trespassing.

**Request for Exhibit Space:** All requests for exhibit space should be made on the contract. It is understood that the spaces will be filled on a first-come, first-served basis. All requests must be in writing and accompanied by full payment.

**Exhibit Booth Fee:** \$650 for current FIWT Industry Members, \$700 for a prime booth for FIWT Industry members and \$850 for a Non Member booth. All booths will be 8 x 10 and will be decorated in accordance with our annual theme, separated by 3' side draped dividers. In addition, a booth sign displaying the exhibitors name and booth number, a fold draped table and 2 chairs are included in your fee. **Extra items, including electricity, are available through our decorator, Lone Star Decorating, Lubbock, TX, 806-762-4112. Information will be available on our website 60 days prior to the event.**

**Exhibitor Awards:** A secret panel will choose a winner of the best booth within the theme. The winning booth will receive \$100 cash.

**Subletting of Space:** Exhibitors may not assign or sublet any space allotted to them, and may not advertise or display goods other than those sold by them in the regular course of their business. The space assigned to the exhibitors is for their own exclusive use. Booth fees not paid in full prior to the show are subjected to a surcharge.

**Floor Plan:** The convention floor plan is available for viewing on our website at [www.fiwt.com](http://www.fiwt.com) and a copy is included in this packet. The floor plan will be updated periodically on the website and the exhibitors list is also shown at this site.

**Exhibit Installation and Dismantling:** Booths may be set up Thursday, October 26 from 3:00 pm – 5:00 pm or Friday morning from 8:00 am to 9:30 am. Exhibit hours will be on Friday 9:30 am to 12:30 pm. Lunch will immediate follow in adjacent ballroom. Dismantle of booths will immediate follow lunch.

**Hotel Reservations:** RESERVE YOUR ROOMS EARLY! The Embassy Suites has a FIWT room block with a rate of \$141 and includes breakfast and an afternoon happy hour Please contact the hotel directly for reservations at 512-392-6450.

**YOUR BOOTH REGISTRATION INCLUDES TWO FRIDAY LUNCH MEAL TICKETS.** We encourage you to register yourself and/or any of your booth representatives to attend the seminars and meal functions. These are prime opportunities to have one on one contact with attendees and learn more about them, their agencies and the problems they are facing in today's insurance marketplace. Individual meal and function tickets can be purchased using the official convention registration form (not the exhibit booth form) and should be sent in early as on-site registration will be limited. Keep in mind that our luncheons and installation dinner often sell out so we suggest you purchase early.

**Non-Registered Representatives:** We will need the names of the company representatives who will be staffing your booth but who will not be registered for the convention. There is no extra charge for badges, but advance information on your booth representatives is imperative. You cannot register people in your booth who do not work for your company unless it is a spouse.

**Publicity:** The official convention program will include a list of all exhibitors and booth location. To be included in this publication your check must be received before August 1st. Each exhibitor will be listed in The Forum E-zine, and on our website. They will also be recognized several times during the convention.

**Smoking Policy:** All FIWT functions will be non-smoking. You will need to make your own arrangements through the hotel for smoking rooms. All public areas of the hotel are non-smoking except for a designated area in the bar.

**Rights of Trade Show Management:** FIWT reserves the right to remove an exhibit, in whole or part, which in the judgment of the exhibit manager is misleading or deceptive, in poor taste, or not in keeping with the general character of the exhibit.

**Cancellation Policy:** Full refunds will be honored prior to September 1st. **No refunds after September 1, 2017 – no exceptions.**

