



# 2023 Exhibit Space Contract

Friday, September 29, 2023  
Waco Convention Center, 100 Washington Ave., Waco, TX 76701



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

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

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

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

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

BOOTH RATES – Circle choice below - Includes Friday lunch for two people	
Booth Fee for FIWT Industry Members	\$330
Exhibitor Spotlight <small>Available for FIWT Exhibitors Only</small>	\$100
Booth Fee for Companies <small>(any company not a FIWT Industry member)</small>	\$380
Total Registration	\$

**FIWT Trade Show:**

Friday, September 29, 2023

**Set-up Tabletops:**

Thursday, 3:00 pm – 6:00 pm

Friday, 7:30 am – 9:00 am

**Exhibit Hours:** 9:00 am – 11:00 pm

**Exhibitor Spotlight:** 11:00 am – 12:30

With 15 min sessions

**Lunch:** 12:45 pm – 2:00 pm

*Exhibitors will give out their prizes during the buffet lunch.*

*Two lunch tickets are included in booth price.*

**Breakdown:** 2:30 pm – 4:00 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 Embassy Suites.

Exhibitor Spotlight
15 Minute Session – Separate Room

COMPANY REPRESENTATIVE
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 \$30 each and Friday dinner at \$40 each. Meal tickets must be purchased in advance.
Lunch Included 1.
Lunch Included 2.
Name badge only 3.
Name badge only 4.

PAY BY CHECK	PAY BY CREDIT CARD
Mail payment with registration to <b>FIWT PO Box 270 Wichita Falls TX 76307</b>	To pay by credit card Please email us at <a href="mailto:fiwt@msn.com">fiwt@msn.com</a> and we will send an invoice to pay by square.

## Exhibit Guide and Information Packet

**Waco Convention Center –**  
**Exhibit Date: Friday, September 29, 2023**

**Theme: Team Up with FIWT – Sports Team**  
**Exhibit Hours: 9:00 am – 11:00 am**

**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:** \$330 for current FIWT Industry Members and \$380 for non-members. All booths will be black skirted tabletop, 2 chairs are included in your fee. **Extra items, including electricity, are available through Waco Convention Center.**

**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. Tabletop fees not paid in full prior to the show are subjected to a surcharge.

**Exhibit Installation and Dismantling:** Booths may be set up Thursday, September 28<sup>th</sup> from 3:00 pm – 6:00 pm or Friday morning from 7:30 am to 9:00 am. Exhibit hours will be on Friday 9:00 am to 11:00 am. Lunch will immediately follow. Dismantle of booths will immediately follow lunch.

**Hotel Reservations:** RESERVE YOUR ROOMS EARLY! Courtyard Waco by Marriott has a curtesy FIWT room block with a rate of \$169 (plus taxes). Please contact the hotel directly for reservations at 254-752-8686.

**YOUR TABLE TOP REGISTRATION INCLUDES TWO FRIDAY LUNCH MEAL TICKETS.** We encourage you to register yourself and/or any of your Tabletop 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 tabletop form) and should be sent in early as on-site registration will be limited. Keep in mind that our luncheons and installation dinner often sellout so we suggest you purchase early.

**Non-Registered Representatives:** We will need the names of the company representatives who will be staffing your table top but who will not be registered for the convention. There is no extra charge for badges, but

advance information on your tabletop representatives is imperative. You cannot register people in your tabletop who do not work for your company unless a spouse.

**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 August 15<sup>th</sup>. **No refunds after September 15, 2023 – no exceptions.**

