



# IAHU Health Symposium General Information



## Thursday, April 20, 2023

### THEME

This year's theme is "Southwestern." Please join in the fun by wearing your favorite Southwestern style attire. We look forward to seeing you there!

### LOCATION

Galaxy Event Center—400 West Overland Road, Meridian, ID 83642

### APPLICATION

The terms and conditions set forth on the application contain important information regarding the relationship between IAHU and your company. Please read this information carefully before completing the application form. **This application must be completed and signed by your company's official representative in order to be processed.**

### RULES AND REGULATIONS

Exhibitor regulations are outlined and included with your exhibitor application packet. Please read the terms of agreement carefully. It is important that your on-site company representatives are fully aware of exhibit conditions and general information that affects the operation of exhibits.

### EXHIBIT SPACE SELECTION AND ASSIGNMENT

Exhibit booths are reserved and assigned on the basis of the date IAHU receives payment. IAHU makes every effort to accommodate your booth choices. For optimal space selection, send your exhibitor contract or sponsorship agreement with payment in full by 4/01/23.

### VENDOR DRAWING

Vendors are invited to contribute a prize for attendees and collect entries at their booth. Winners are drawn at the conclusion of the Symposium. Only attendees still present are eligible to win.

### IAHU CONTACTS

**Ernie Kroll**—IAHU President-Elect and Conference Chairperson  
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### HOTEL INFORMATION

Courtyard Marriott—1789 S Eagle Road, Meridian, ID 83642  
Group rate of \$149 - (*Must book by Sunday, March 19, 2023 for discount*)

**Book your group rate using the link below:**

<https://www.marriott.com/events/start.mi?id=1673459388183&key=GRP>

**Once your application and payment have been received, you will be notified via email. You will also receive a second notification in April regarding booth assignments, set up instructions and exhibitor move in & move out times.**



# EXHIBITOR RULES AND REGULATIONS

Companies participating in the 2023 Idaho Association of Health Underwriters (IAHU) Health Symposium and Exhibition at Galaxy Event Center hereby agree to conform to the following rules and regulations:

**EXHIBIT MOVE-IN AND MOVE-OUT-** Move in and move out instructions will be sent to all exhibitors prior to the event.

**ELIGIBILITY-** Companies whose proposed exhibit of products or services conforms with the purposes of the IAHU Symposium will be eligible to apply for booth space. IAHU reserves the right to reject or dismiss any exhibit deemed undesirable.

**PROTECTION OF THE EXHIBIT FACILITY-** Nothing shall be tacked, posted on, nailed or otherwise attached to walls, floors or other parts of the exhibit hall or furniture. Any damage caused to the facility or furnishings will be billed to the exhibitor. Packing, unpacking and assembly of materials may be done only in designated areas and in conformity with the directions of Galaxy Event Center.

**DEFAULT OCCUPANCY-** All exhibitors must set up by 8:00am on Thursday, April 20th. Any exhibitor failing to occupy the space by the appointed hour is not relieved of the obligation to pay for such space at the full rental price; IAHU has the right to utilize such spaces to eliminate blank space in the exhibit hall.

**SECURITY, LIABILITY AND INSURANCE-** The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of Galaxy Event Center and shall indemnify and hold harmless Galaxy Event Center, IAHU, and their agents, employees and servants from any and all such losses, damages and claims. Small and easily portable articles should be properly secured or removed after exhibition hours. Security provided by IAHU and Galaxy Event Center shall be deemed purely gratuitous on their part and shall in no way be construed to make IAHU and Galaxy Event Center liable for any loss or inconvenience suffered by the exhibitor. IAHU shall not be liable for any failure to deliver space to any exhibitor who has contracted for exhibit space under the terms of this agreement if non-delivery is due to any of the following causes: destruction of or damage to the building or the exhibit areas by fire or act of God; terrorist acts; strikes; the authority of law; or any cause beyond its control. IAHU will, however, in the event it is not able to hold an exhibit for any of the above named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by IAHU for advertising, administration and similar related costs.

**STAFFING OF BOOTHS-** As a courtesy to attendees, and as an added security measure, we require that each booth be occupied by a member of the exhibiting company at all times when the exhibition is open.

**CARE AND USE OF SPACE-** The exhibitor must, at his/her expense, maintain in good order the space for which the exhibitor has contracted. Material shall be shown only in the official area designated by IAHU. Neither exhibitors nor non-exhibiting companies will be allowed to show films or display products or services in suites or other areas during the IAHU Symposium in competition with exhibitors in the exhibit hall. Products or literature may be distributed ONLY from within the rented space. Exhibit booths may not be sublet or shared without written permission of IAHU.

**CONFLICTING MEETING AND SOCIAL FUNCTIONS-** To ensure maximum participation in all IAHU activities, exhibiting companies may not schedule meetings or social functions that would encourage the absence of attendees from the official functions.

**FIRE REGULATIONS-** In accordance with regulations of the local fire department, explosives or combustible materials are not to be displayed. This includes gas, paint, propane, alcohol, turpentine, chemicals, etc. All materials in the construction of booths must be non-flammable. No open flames are allowed. All aisles and exits must be kept clear, clean and free from obstructions to comply with fire regulations.

**SIZE, HEIGHT LIMITATIONS-** Each booth will be 6' wide.

**CANCELLATION-** Booth cancellations will be honored until Friday, April 7, 2023, with a partial refund. A \$100.00 service charge will be deducted from the refund for each booth. Refunds or cancellations after April 7, 2023 will be made only if IAHU's exhibit space is sold out and the canceled space can be resold. The \$100.00 service charge will apply. Any space not claimed or occupied for which special arrangements have not been made by 8:00 a.m. Friday, April 7, 2023 will not be refunded.

These regulations are imposed to ensure maximum success and safety of the Symposium, for IAHU, and all exhibiting companies. Any exhibitor violating the regulations may be asked to remove their exhibit immediately with no refund of rental fee.

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Authorized by (Please Print)

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Authorized Signature

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Date