



TUSCANY
SUITES & CASINO



Exhibit Booth

Registration

Nevada Independent Insurance Agents

9th Annual Tradeshow

February 2, 2017 Las Vegas, NV



Potential Exhibitors:

The NIIA Annual Tradeshow is the biggest insurance event of the year in Nevada, an event aggressively promoted to hundreds of agents and brokers. Top agency principals and agents alike, as well as customer service representatives, will be in attendance seeking products and services to boost their business potential and to promote to their clients.

What Does It Mean To You?

This is the ultimate showcase event that provides the insurance/financial services industry a powerful platform to showcase leading-edge products and services, learn about evolving industry trends and unmatched networking opportunities with industry leadership.

The Focal Point

The primary benefit for any Exhibitor is the exposure your company receives from the decision makers in an Insurance Agency. This includes agency principles, marketing staff and placement teams, as well as the "backroom" staff. Don't miss the opportunity for quality discourse with the distribution arm of the Independent Agency system.

If Your Product or Service is on This List...

Adjusters	Excess, Surplus & Specialty Lines	Rating Service
Advisory Rating Organizations	Glass Companies	Reinsurance
Agency Management and Sales	Health Insurance Products	Rental Car Services
Appraiser	Insurance Premium Financing	Restoration Services
Automation Software and Systems	Insurance Publications	Risk Management
Auto Body Shop Services	Internet Services	Sales Leads, BIRs, X-Date Service
Banking	Licensing Services	Technology
Computers	MGAs	Telecommunications
Consulting	Newsletters & Marketing Services	Telemarketing
Credit Services	Property & Casualty Carrier	Surety Bonds
Electronic Data Interchange		

YOU Should Be an Exhibitor!

The Top 6 Reasons YOU Should Exhibit Are:

- Be on the ground floor of the "Event of the Year" in the Insurance Industry in Nevada
- Quality Time with Decision Makers in Agencies as well as Large Brokers
- Face Time with the Front Lines of the Agency Community
- Attracting New Accounts
- Presenting Your Current Products and Services and Introducing New Ones
- Your Competition Is There
- Networking

The enclosed information should give you all the information necessary, but if you do have any questions, please contact Donna Stewart, NIIA Executive Director at donna@niiia.org or 775-499-5844.

To participate please complete: 1) Exhibit Space Reservations; 2) Contract/Application for Booth Space; 3) Hotel Exhibit Rules, Registration and Regulations Information. Mail/scan all three forms with check or credit card information to Membership Services at 491 Court Street, Reno, NV 89501 or scan to: donna@niiia.org

Please note, Booths will not be considered rented until all of the above steps are completed.

We look forward to seeing you in January!

Scott Schellin, NIIA Chairman
Nevada Insurance Agency
Company Reno, Nevada

Exhibit Space Reservation

DATE: February 2, 2017

PLACE: Tuscany Suites & Casino, Las Vegas Nevada

HOURS: 10:00 a.m. - 1:30 p.m. Set Up
12:00 p.m. - 1:30 p.m. Guest Speaker Luncheon - TBA
2:00 p.m. - 6:00 p.m. Tradeshow
6:00 p.m. - 8:00 p.m. Tear Down

COST: **\$1,250.00** Associate Members of NIIA will receive a \$350 discount on Exhibit Booth registration. **New membership registration form is enclosed with this packet.**

Fee includes: Pre-Tradeshow advertising, listing in Tradeshow Program, 6 Tradeshow drink tickets for attendees of your choice. (Extra drink tickets may be purchased at \$7.00 each.)

Equipment: 8' high draped back wall, 3' draped side rails, one 6' draped table, 2 chairs, 11" x 17" sign, wastebasket, Exhibitor Service kit.

SPACE: Space assignment will be made on first come, first served basis upon receipt of contract with payment.

BOOTH SELECTION (please choose 4 in order of preference) _____

FIRM NAME _____

FIRM SIGN NAME (if different than above) _____

Please indicate your companies industry segment or specialty: _____

CONTACT NAME (if different than below) _____

EXHIBIT REPRESENTATIVE _____

ADDRESS _____ CITY/ST/ZIP _____

PHONE _____ FAX _____ EMAIL _____

Credit Card: Master Card () VISA () American Express ()

Card Number _____ Exp. Date: _____ CVV#: _____

Payment Amount \$ _____
(\$1,250 Non-Members / \$950 Associate Members)

Print Name on Card _____ Signature _____

Card Billing Address _____

Please complete & return with Contract/Application and your payment to NIIA, 491 Court Street, Reno, NV 89501. Phone 775-499-5844, SCAN TO: donna@niiia.org. For questions, contact Donna Stewart, NIIA Executive Director at donna@niiia.org or 775-499-5844.

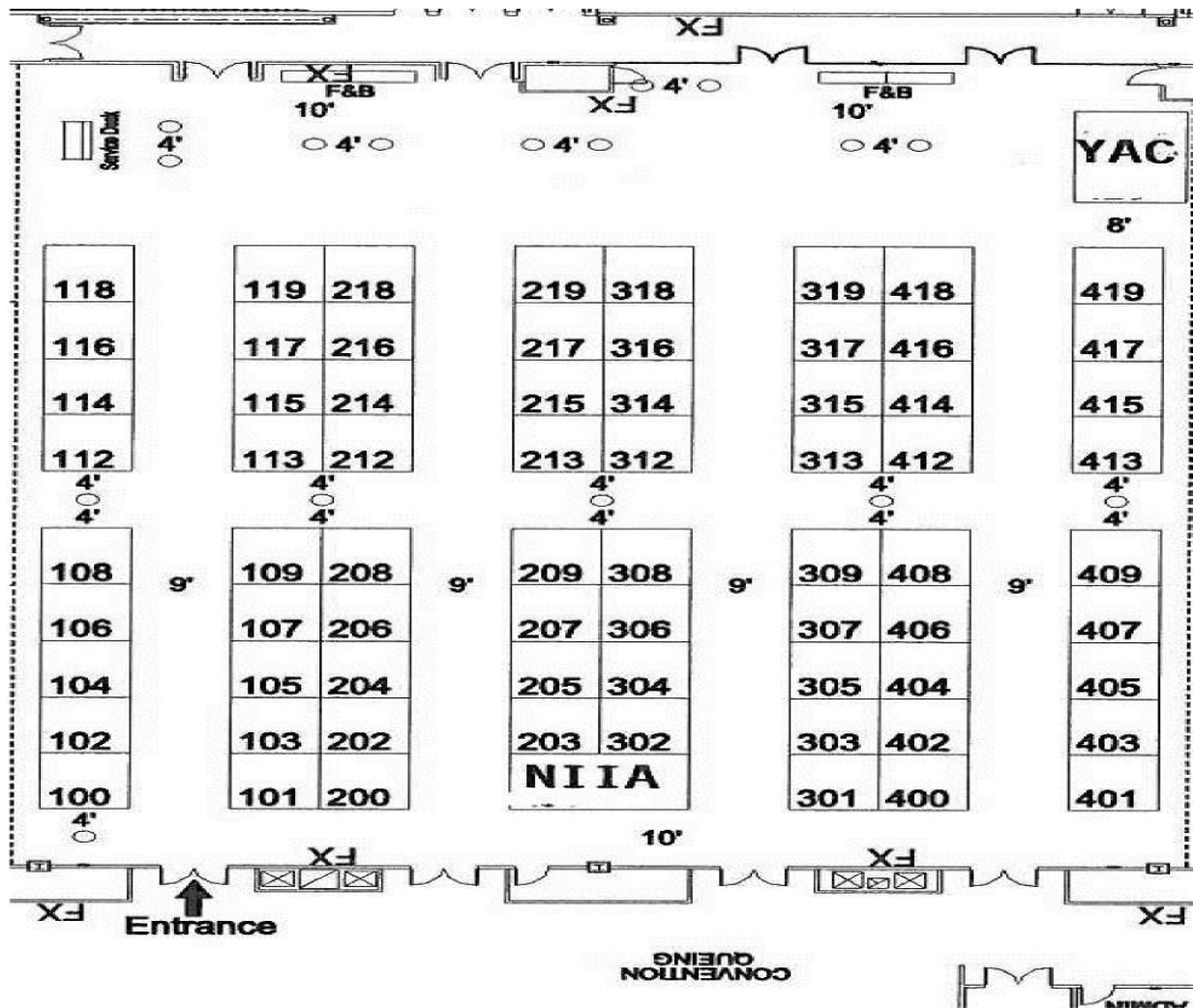
NEVADA INDEPENDENT INSURANCE AGENTS

9th Annual Tradeshow

February 2, 2017
 Tuscany Suites & Casino
 Las Vegas, Nevada

Booths will be assigned in the order in which complete registration and payment is received. While the booths are numbered with exposure/location in mind, please feel free to contact Donna Stewart, NIIA Executive Director at 775-499-5844 if a specific booth is desired. Specific booth assignments will be accommodated when available.

Exhibit Booth Layout



Contract/Application for Booth Space

THIS AGREEMENT made between the Nevada Independent Insurance Agents, hereafter referred to as NIIA, and

_____, hereinafter referred to as Exhibitor.

WITNESSETH: That in consideration of the premises and mutual covenants herein contained, the parties agree as follows:

FIRST: NIIA will permit Exhibitor to occupy booth(s) during the 9th Annual Tradeshow on February 2, 2017.

SECOND: Exhibitor agrees that full rental fee must be paid upon requesting reservations.

THIRD: Exhibitor is given the right to cancel this agreement without penalty at any time prior to or on December 15, 2016. Such cancellation to be effective when written notice thereof is received by NIIA on or before December 15, 2016.

FOURTH: In the event that Exhibitor cancels this agreement, in writing, between December 15, 2016 and January 6, 2017, all rights, liabilities and obligations hereunder shall terminate except that Exhibitor will be liable for and agrees to pay to NIIA twenty- five percent (25%) of the total rental fee and NIIA may retain this portion from any payments made to NIIA by Exhibitor.

FIFTH: In the event that Exhibitor cancels this agreement anytime on or after January 6, 2017, as evidenced by receipt of written notice of such cancellation to NIIA, all rights, duties, liabilities and obligations hereunder shall terminate except that Exhibitor shall remain liable and agrees to pay the full rental fee reserved hereunder.

SIXTH: NIIA reserves the right to relocate the booth space to be occupied hereunder by Exhibitor, provided that upon receiving from NIIA notice of such relocation, Exhibitor, notwithstanding any other provision hereof, may cancel this agreement without penalty, and shall be entitled to the return of any rental fee paid.

SEVENTH: Exhibitor agrees to not sublet, or to otherwise assign, to any other person or organization whatsoever any rights to occupy any booth, or part of any booth covered by this agreement without first obtaining the written consent of NIIA. Exhibitor agrees to not use an exhibit display larger than the contracted space.

EIGHTH: Exhibitor agrees to abide by the enclosed Exhibit Rules and Regulations and special regulations, such as set-up and tear-down times, drayage rules and regulations, city or town restrictions, hotel rules and regulations governing exhibits at the hotel and any other rules or regulations of Tuscany Suites & Casino, Las Vegas, Nevada.

NINTH: Exhibitor agrees to pay all music licensing fees in the event copyrighted music is played by the

Exhibitor.

TENTH: Any List of Attendees provided to the Exhibitor by NIIA prior to the Tradeshow will be held confidential and not shared by the Exhibitor with any other individual or organization.

ELEVENTH: Exhibitor agrees to indemnify NIIA and Tuscany Suites & Casino, Las Vegas, Nevada against and hold it free from any and all claims arising from the death of/or injury to Exhibitor's personnel or tradeshow attendees and from any and all claims from the loss or damage to Exhibitor's property by whatsoever cause occasioned and wherever such property is located during the period in which NIIA occupies Tuscany Suites & Casino, Las Vegas, Nevada, except for such injury or loss as may be proximately caused by willful and malicious conduct on the part of any employee of NIIA.

TWELFTH: Exhibitor agrees that it is properly licensed to transact business in the State of Nevada, which will include insurance licenses if writing insurance.

THIRTEENTH: Exhibitor agrees that if any of the above covenants are broken by the Exhibitor, NIIA has the right to cancel the Exhibitor's Booth Rental and/or ask the Exhibitor to remove themselves from the Exhibit Floor. If this occurs, refunds for the rental will be at NIIA's discretion.

IN WITNESS THEREOF, the parties hereto have executed this contract upon this ____ day of _____, 20__

By: _____
Signature of Official Representative of the Company

By: _____
Print Full Company Name Here

Please complete and return with your Reservation Form, Hotel Exhibit Rules and Regulations Form and with payment to NIIA (via check or credit card) at 491 Court Street, Reno, NV 89501

Exhibit Rules and Regulations Information

RULES: These rules and regulations governing exhibits are compiled by the Nevada Independent Insurance Agents and are part of the exhibitor space agreement.

DECORATOR: The official decorator will be _____. All services must be ordered from them, i.e. additional furnishings. Exhibition Service Kits will be provided from the exhibitor vendor no less than 50 days prior to the show. These forms contain pertinent information such as policies and procedures, shipping requirements, installation and dismantle instructions, and additional services. **The Tuscany Suites & Casino will provide all electrical needs. Please follow the instructions when received from the exhibitor vendor.**

EXHIBITORS are to set up their own equipment and materials.

EXHIBIT SPACE LOCATION: The enclosed diagram is a reasonable facsimile of the final floor plan and will be used for exhibit space reservation. Space is limited and booths have been numbered in the order in which they will be assigned. Booth location and exposure predicates the number each is assigned. Booths will be assigned and reserved in order of receipt of all necessary documents and payment.

USE OF SPACE: Exhibitors shall arrange their exhibit so that they do not obstruct other exhibits. Aisles must be kept clear. Safety and fire exits and equipment must be left accessible and in full view at all times.

NOISE: Public address, sound producing or amplifying devices which project sound beyond the exhibitors space will not be permitted. Promotional videos pertaining to the exhibit only will be permitted.

RESPONSIBILITY / SECURITY: NIIA, the show facility, or any officer or staff member thereof will not be responsible for the safety of the property of the exhibitor from any cause (see application).

SECURITY: The safekeeping of the exhibitor's property shall remain the sole responsibility of the exhibitor.

PRIZE DRAWINGS: General Drawing prizes are being accepted by NIIA. Please contact Donna Stewart, NIIA Executive Director at donna@niiia.org or 775-499-5844. Individual drawings from your exhibit are your responsibility.

FOOD AND BEVERAGE SERVICE/MISCELLANEOUS CONCESSIONS Tuscany Suites & Casino, Las Vegas, Nevada retains the exclusive right to provide all food and beverage services on its premises.

ADMISSION: NIIA will provide Exhibitor badges upon request. Names must be received by January 15, 2017.

SUPPLIERS THAT ARE NOT EXHIBITING ARE PROHIBITED FROM SOLICITING ON THE

EXHIBIT FLOOR.

HOTEL RULES AND REGULATIONS: The Tuscany Suites & Casino form must be signed and returned with the Reservation Form.

Tuscany Suites & Casino Exhibit Rules, Regulations and Information

SIGNAGE/BANNERS

Banners may be draped over the front of your skirted display table (6'x30"x31"), or hung from pipe & drape behind your display tables by Catering for \$25 per banner with advance notice. No tape, tacks, glue, etc. may be used to hang items in, or around a banquet room. Easels may be rented with advance notice.

SHIPMENT OF PACKAGES

All packages being shipped to the Tuscany Suites & Casino for use in a function room must be addressed as follows:

HOLD FOR: Presenter or Guest Name; NIIA Annual Tradeshow; (Your Arrival Date)
Tuscany Suites & Casino Business Center
255 East Flamingo Rd.
Las Vegas, NV 89169

A handling fee will be charged for all incoming and outgoing packages. Packages will **not** be accepted more than 7 business days prior to arrival. **To avoid delivery refusal** packages weighing more than 100 pounds, freight on pallets, truck deliveries other than UPS or Fed Ex, or large shipments of more than 10 packages, must be arranged through your Catering Manager a minimum of two weeks prior to arrival. **Storage and delivery access is limited. The Tuscany Suites & Casino does not have the ability to store pallet deliveries.** All pallets must be broken down upon delivery by the vendor to avoid additional labor fees. Applicable storage and handling fees will be charged based on the weight of the packages. The hotel will not be responsible for packages that are not addressed as stated above, or packages that are lost or damaged in shipping, storage, or handling.

BUSINESS CENTER; PHONE: 877-887-2263

The Business Center is open 7AM – 6PM, Monday through Friday. After hours, packages may be collected via the Bell Desk. Arrangements for any shipment of boxes after vendor's departure must be made prior to departure. Boxes left at hotel without arrangements for shipment will be disposed of seven days after scheduled tear down.

AUDIO VISUAL / ELECTRICAL

Vendors may provide their own Audio Visual Equipment without charge, **if** no assistance is needed by our Audio Visual team to set up, activate, or operate. Charges will apply for power requirements, rental of extension cords, power strips, electrical tape to secure cords, etc. Audio-visual rentals should be ordered via the Catering Manager a minimum of 14 days prior to your event. All charges are due and payable when ordering. To obtain a refund for canceled rentals, you **must** contact the Catering manager **a minimum of three business days** prior to an event. Service orders for power drops are non-refundable seven business-days prior to the event.

Contact Donna Stewart donna@niiia.org for pricing information.

FOOD & BEVERAGE

Due to Health Department regulations and liability, **NO outside food or beverage may be brought into the banquet room** Tuscany Suites & Casino will be the sole provider of all food and beverages for vendor or attendee consumption. Vendor's wanting to offer treats to enhance visitation to their display, such as cookies, candies, chocolates, etc. must contact the Catering Manager directly for ordering and payment arrangements.

VENDOR SET UP & TEAR DOWN

Each vendor is responsible for their own timely set up and tear down as noted above. Vendors may utilize the hotel's valet/bell desk for load in and load out access for smaller items. Customary gratuity is not included. Due to limited operational hours, vendors must arrange access to the receiving dock for larger items with the Tuscany Catering Manager **if they require advanced or extended times beyond the noted load in or tear down noted load in or tear down noted above.**

Tuscany Suites & Casino

Exhibit Rules and Regulations

PROGRAM: NEVADA INDEPENDENT INSURANCE AGENTS

DATE: THURSDAY — February 2, 2017

The exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of exhibit's activities on the Hotel premises and will indemnify, defend and hold harmless the Hotel, its agents, servants and employees from any and all such losses, damages and claims.

The hotel will not be responsible or liable for any loss, damage or claims arising out of exhibitor's activities on the Hotel premises.

EXHIBITOR'S SIGNATURE _____

EXHIBITOR/COMPANY NAME _____

DATE _____

Please complete and return with your Contract/Application Form with payment to Nevada Independent Insurance Agents at 491 Court Street, Reno, NV 89501. See Exhibit Space Reservation for methods of payment. For more information contact Donna Stewart, NIIA Executive Director at donna@niia.org or 775-499-5844

Room Reservations

Individual reservations can be phoned directly into Tuscany Suites & Casino reservations department. The phone number is **1-877-887-2261**, the **Group Code is "14E5ZW"**.

Single and double occupancy room rates on Wednesday, February 1st and Thursday, February 2nd, 2017 are **\$69.00** per guestroom, per night; price includes resort fee. Applicable taxes will apply. Additional persons in the room over two (2) will be charged an additional \$20 per person, per night. No more than four (4) guests per room. Reservations must be received no later than **January 20, 2017**. After the cut-off-date any new reservation or changes to an existing room reservation will be based upon space and rate availability.

In order to confirm/guarantee a room reservation, the Hotel will require a credit card guarantee of arrival of guest room and tax charges. First night's deposit must be guaranteed in advance by check or valid credit card no later than Friday, January 13, 2017.

NIIA's 9th Annual Trade Show
February 2, 2017 – Tuscany Suites & Casino, Las Vegas Nevada

Sponsorship Form

Participate in our 9th Annual Trade Show! One of the most exciting insurance events in Nevada! We are aggressively promoting this event to **hundreds of agents and brokers**. With multiple sponsorship options available – you are sure to find just the right opportunity to suit your budget and marketing objectives. (*Opportunities are in addition to Industry Partnership*)

Sponsorship Benefits

- ✚ **Company Ad and recognition in the Trade Show Program and all signage throughout event.**
- ✚ **Overhead display of company logo throughout event.**
- ✚ **Podium recognition at sponsored luncheon.**
- ✚ **Promotion by listing your company on the newly launched NIIA website.**
www.niaa.org

___ \$2,500 **Title Sponsor (2 Opportunities)**

___ **Keynote Speaker and Plated Luncheon**

- (Includes table for 6 at luncheon with logo and sponsor literature, full page ad in program, signage throughout event, podium recognition, hotlink to sponsor on organization's website, hotlink to sponsor in electronic newsletter)

___ \$1,800 **Gold Sponsor (**3 Opportunities)**

___ **Tradeshow Beverages and Appetizers**

___ **Tradeshow Bags (**or donated by sponsor)**

___ **Final Call Hosted Premium Cocktails 5:00 to 6:00 pm**

- (Includes Full Page Ad in program, signage throughout event, podium recognition, Logo on organization's website, hotlink to Sponsor in electronic newsletter)

___ \$1,200 **Silver Sponsor (2 opportunities)**

___ **Programs (printing) and Event Signs**

___ **Lights, Camera, Action – Trade Show Production**

___ **Trade Show Grand Prizes (3)**

- (Includes Half Page Ad in program, signage throughout event, podium recognition (recognition for prize sponsors), Logo on organization's website, Logo in electronic newsletter)

___ \$500 **Bronze Sponsor (2 opportunities)**

___ **Trade Show Raffle Prizes (5)**

- (Includes Quarter Page Ad in program, signage throughout event, podium recognition, listing on organization's website, Logo on electronic newsletter)

NIIA's 9th Annual Trade Show
February 2, 2017 – Tuscany Suites & Casino, Las Vegas Nevada

Sponsorship Payment Form

COMPANY: _____ CONTACT: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

SPONSORSHIP LEVEL: Platinum Gold Silver Bronze

Checks should be made payable to NIIA. Credit Cards payments need to have the information below completed.

Credit Card: Master Card VISA American Express

Credit Card No: _____ Exp. Date: _____ CVV: _____

Printed Name on Card: _____ Signature: _____

Card's Billing Address: _____

Contact Donna Stewart, NIIA Executive Director at 775-499-5844 or donna@niiia.org for more information

Return to: Nevada Independent Insurance Agents / 491 Court Street, Reno, NV 89501

NIIA 9TH ANNUAL TRADESHOW

Program Advertising

February 2, 2017

Program Advertising:

- | | | |
|----------------------|-----------------|-------|
| • Outside Back Cover | H 8.5 x W 5.5 | \$500 |
| • Inside Back Cover | H 8.5 x W 5.5 | \$350 |
| • Full Page | H 8.5 x W 5.5 | \$250 |
| • Half Page | H 4.25 x W 5.5 | \$200 |
| • Quarter Page | H 4.25 x W 2.75 | \$150 |
| • Business Card | H 2 x W 3.5 | \$100 |

Company: _____

Contact: _____

Phone: _____ Email: _____

All material for program advertising must be received by December 31, 2016 or the ad will not appear in the program, no exceptions.

We only accept digital files of your artwork in JPEG format. Please send your digital files to donna@niiia.org. No changes or corrections will be done to ads. If any information needs to be updated, or corrected, please submit new artwork.

Send checks payable:

NIIA, 491 Court Street, Reno, NV 89702

Or return this form with credit card information

Credit Card: Master Card VISA American Express

Credit Card Number: _____ - _____ - _____ Exp: ____/____

Name on Card: _____

Signature: _____

Card Billing Address: _____

NIIA's 9th Annual Tradeshow

Tuscany Suites & Casino

February 2, 2017

Program Listing, Badge and Booth Prizes Form

Please print or type the following information. It will appear in the Show Program exactly as listed below. All material for the program must be received by **December 31, 2016** or it will not appear in the program, no exceptions.

Exhibiting Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____

Contact: _____

Email: _____

Website: _____

Name on Badge: _____

Company: _____

Name on Badge: _____

Company: _____

Name on Badge: _____

Company: _____

Will you have a booth prize of giveaway? YES NO