



Serving Arizona Structural Engineers since 1966

2018 SEAoA Annual Convention And Conference

June 7-9, 2018

Sponsor and Exhibitor Information

REGISTER ONLINE at <http://www.seaoa.org>

THE WIGWAM 300 EAST WIGWAM BOULEVARD, LITCHFIELD PARK, AZ 85340

TRADE SHOW EXHIBITOR PACKAGES

Those choosing to participate as exhibitors at the SEAoA conference are provided unique opportunities to interact with practicing engineers from Arizona and throughout the southwest. Our program includes a sponsored Trade Show and Welcome reception for all conference attendees on Thursday evening and raffle incentives that encourage attendees to meet and discuss with you the services and products you offer in our industry.

Our Trade Show also includes our 4th Annual **Minute-To-Win-It** competition.

It is a chance for you to make a memorable impression on attendees and win valuable offers for future SEAoA Conferences

Classic Exhibitor Package - \$1000

- Includes:
- Fully paid admission for 2 Attendees which includes PDH Credit
 - 10ft x 10ft area within our exhibit hall (see map on page 2)
 - Power and Wi-Fi internet access
 - 6ft table with 2 chairs (8ft table available by request)

Silver Level Exhibitor - \$2000

- Classic Level PLUS
- Recognition in our show signage and at our lunch presentations as well as banner advertisement in our exhibit hall throughout the conference.
 - Sponsors may at their option provide a single PowerPoint Slide showcasing their firm or Products for display in the Exhibit Hall throughout the Trade Show.

Gold Level Exhibitor - \$2,500

- Silver Level PLUS
- One additional Attendee for a total of 3 includes PDH Credit
 - Corporate logo and link to your website on our home page till December 31, 2017
 - Recognition and mention in our President's Message and Opening Remarks
 - Sponsors may at their option provide up to two PowerPoint Slide showcasing their firm or Products for display in the Exhibit Hall throughout the Trade Show.

Platinum Level Exhibitor- \$3,500

- Gold Level PLUS
- One additional Attendee for a total of 4 includes PDH Credit
 - Logo in all conference mailings sent to SEAoA contacts and attendees
 - Recognition and mention during our Keynote Seminar and Closing Remarks
 - Sponsors may at their option provide up to three PowerPoint Slide showcasing their firm or Products for display in the Exhibit Hall throughout the Trade Show.

SPONSORSHIP ONLY PACKAGES

Our Sponsorship packages provide an opportunity for those that are not product exhibitors to still show their support for the SEAoA and join our celebration.

Lanyard Sponsorship—starting at \$750

- Becoming a sponsor of our lanyards and name badges places your name and logo on every attendee to the conference. Only one company will be selected for this sponsorship and it is first come first serve.
- Please contact us directly for this sponsorship at info@seaoa.org

Convention Giveaway Sponsor - starting at \$1,500

- Company logo along side the SEAoA logo on take-home items that all attendees receive.
- Only one company will be selected for this sponsorship and it is first come first serve.
- Please contact us directly for this sponsorship at info@seaoa.org

**ADDITIONAL OPPORTUNITIES ARE ALSO AVAILABLE AS WE CONTINUE
PLANNING OUR ANNIVERSARY CELEBRATION EVENTS
IF YOU ARE INTERESTED IN ADDITIONAL SPONSORSHIP OPTIONS OR HAVE
SUGGESTIONS, PLEASE CONTACT US AT INFO@SEAOA.ORG**

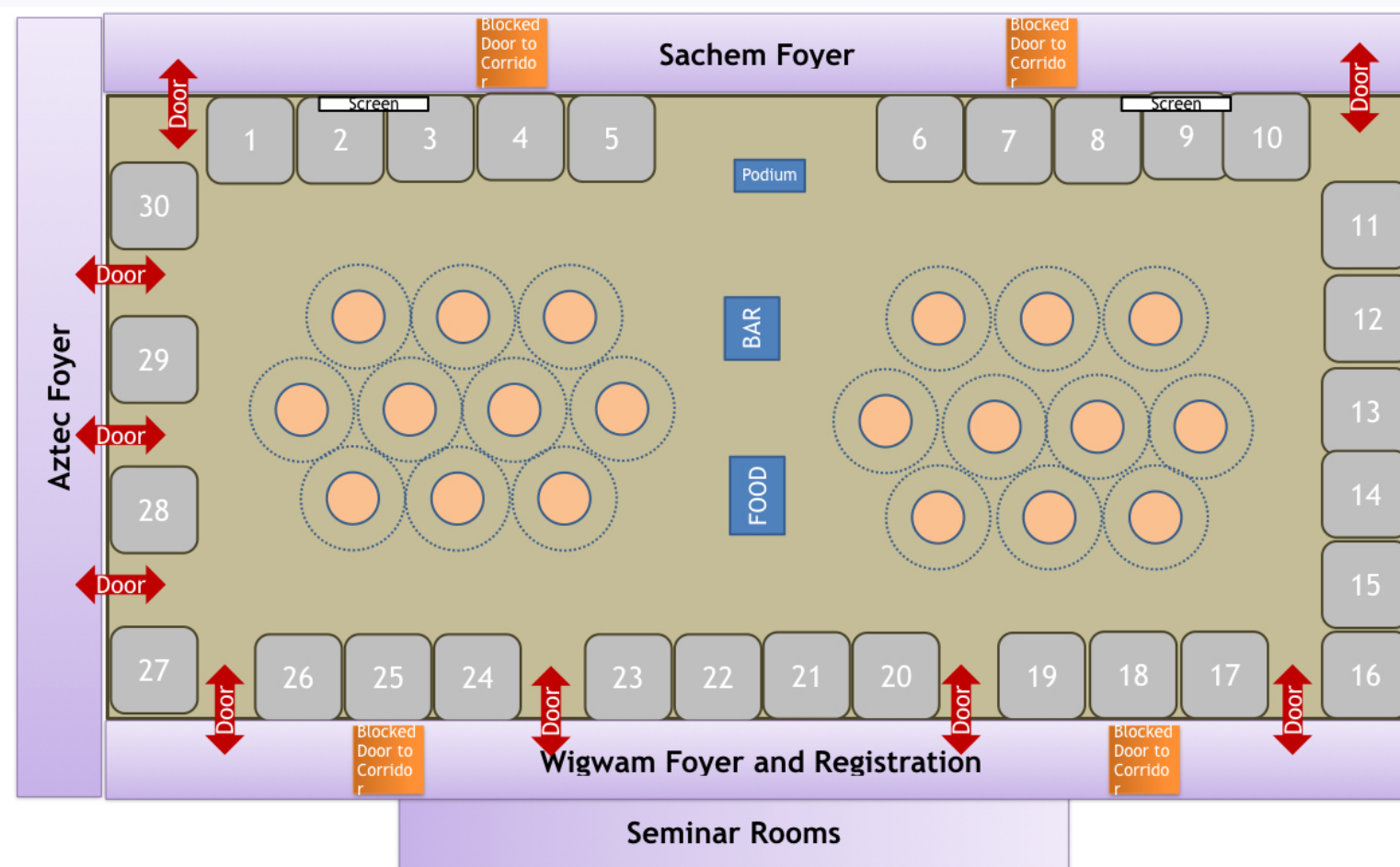


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EXHIBIT HALL AND SEMINAR SPACES

The schematic below shows the layout for the Exhibit Hall and seminar spaces. The Exhibit Hall will be the crossroads of the Conference. In addition to the Welcome Reception on Thursday Evening, our breakfast and awards presentations on Friday and breaks between seminars will held be here.

Exhibitors will choose a location preference during registration and spaces will be assigned based on the order you register and the exhibitor level chosen.



SEAoA Conference Good to Know

1. Our conference typically attracts at least 100 Structural Engineers from throughout Arizona and the southwest.
2. Hotel Booking Info: Book by phone (800-327-0396) using code SEAoA to receive our guaranteed lowest negotiated rate with no resort fees:
3. Our members range from sole proprietors to medium size firms to multi-national engineering firms working on projects down the street and around the world.
4. Our event is known for great value and for the diversity of topics and exhibitors we bring to our members.
5. Exhibit Hall hours are Thursday June 7th 1pm to 7:30pm and Friday June 8th 8am to 3:30pm. **NO EXHIBIT HOURS ON SATURDAY JUNE 9th.**
6. Our sponsored welcome reception on Thursday evening offers Exhibitors and Attendees a relaxed setting to converse and share ideas or experience.
7. Our **Minute-To-Win-It** contest gives you one minute to showcase your product in as entertaining a way as you'd like and winners are voted on by our Member Judges to help gain visibility for your company.
8. Our Raffle program provides encouragement for our attendees to interact with exhibitors to get a chance at exciting prizes.
9. Read the Terms and Conditions (next page) that contains additional guidance regarding set up and take down times as well other information



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Sponsor/Exhibitor Terms and Conditions

1. **SHOW MANAGEMENT:** Management of the Tradeshow is conducted by the SEAoA Tradeshow Committee and decisions made in the enforcement and interpretation of the following rules and regulations by the SEAoA Tradeshow Committee is final.
 2. **ELIGIBLE EXHIBITS:** The SEAoA Tradeshow Committee reserves the right to determine the eligibility of any company or product for inclusion in the convention and reserves the right to reject, eject, or prohibit any exhibit in whole or in part, or any exhibitor, or their representatives, with or without cause.
 3. **ITEMS TO BE SUBMITTED:** Exhibitor is to submit an electronic copy (300 dpi) of its logo for use in show materials and signage and agrees to allow this image and their company name and information provided in the Contract to be reproduced at the discretion of the show management. Submission can be sent to info@seaoa.org
 4. **EXHIBIT TIMES:** The exhibit room will be available for set-up on **Thursday, June 7th starting at 8:30 AM**. Exhibitors must be checked in and set up by **12:30PM**. Registration for attendees will begin at 1:00pm. Exhibit hours will be approximately **12:30pm to 7:30 pm** on Thursday, June 7th, and from **7:30 AM to 3:30 PM on Friday, June 8th**.
 5. **DISMANTLING:** Teardown must immediately follow the close of exhibits at 3:30pm on Friday. All equipment is to be removed by **4:00pm on Friday June 8, 2018**. All storage and handling charges for failure to remove material shall be the responsibility of the exhibitor. alter locations of exhibits as shown on the official floor plan.
 6. **LIABILITY:** The exhibitor agrees to make no claim for any reason whatsoever against the Tradeshow Committee, the Structural Engineers Association of Arizona (SEAoA), its management company and staff, or other contractors for loss, theft, damage or destruction of goods, or for any injury to himself or employees; or for any damage of any nature or character including damage to his business by reason of the failure to provide space for the exhibit, or the removal of the exhibit; or for failure to hold the convention as scheduled; or for any action of any nature of the Structural Engineers Association of Arizona, or its members, committees, management company or employees.
 7. **DAMAGE TO PROPERTY:** Exhibitors are liable for any damage caused to building premises, floors, walls, columns, or to the property of others. Exhibitors will not apply paint, lacquer, adhesive or any other coating to building columns, walls, floors, or to standard area equipment.
 8. **UNOCCUPIED SPACE:** The Tradeshow Committee reserves the right, **should any rented exhibitor's space remain unoccupied by 1:00pm on June 7, 2018, or failure to make payment in full by May 2nd, 2018** to rent said space to any other exhibitor, or use said space for such purposes as it may see fit without any liability on its part. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full amount specified in their rental invoice should the Tradeshow Committee not resell the space at the full retail amount.
 9. **FIRE, SAFETY AND HEALTH:** The exhibitor agrees to accept full responsibility for compliance with local, city and state Fire-Safety and Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must further be reasonably located within the area and protected by safety guards and devices where necessary to prevent personal accident to spectators. Only fireproof materials shall be used in displays and the necessary fire precautions will be the responsibility of the exhibitors.
 10. **INDEMNIFICATION:** Exhibitor agrees to indemnify Structural Engineers Association of Arizona, its officers and directors, management company and staff, and any service contractors against and to hold harmless for any claims arising out of acts of negligence of Exhibitors, their agents or employees, or of the trade show facility and its employees.
 11. **ASSIGNMENT OF BOOTHS:** The SEAoA Tradeshow Committee does not sell specific booth locations and will assign exhibitor spaces when registration closes on or about May 26, 2018. Final location of all exhibitors will be based on but not limited to the following factors; date of registration, level of sponsorship, preference of location indicated and size of space requested. Exhibitors will receive their booth locations when they check in on June 7, 2018. SEAoA will not OVERSELL booth locations.
 12. **RELOCATION OF EXHIBITS:** Exhibitor understands and agrees that the final layout will depend on several variables including the actual number of exhibit spaces sold. The SEAoA Tradeshow Committee reserves the right to alter locations of exhibits as shown on the official floor plan.
 13. **SHIPPING OF GOODS:** Shipping of goods to and from the conference venue is the sole responsibility of the Exhibitor, and neither the SEAoA or the venue accept any risk or liability for damaged or lost goods. Each package is subject to a \$5.00 handling charge plus a fee of up to \$0.59 per pound. Packages may not arrive at the venue before May 30, 2018. Charges for packages are by the venue and billed to the SEAoA Master Account, the SEAoA will at its discretion pass these expenses on to exhibitors that choose to use this service.
- Materials sent to the venue shall have the following addressing requirements:
- The Wigwam**
300 East Wigwam Boulevard
Litchfield Park, AZ 85340
Event Name: SEAoA—2018 Annual State Convention
Vendor Name/Company: <<YourName/YourComany>>
Dates: June 7th and 8th
14. **CHANGE IN SCHEDULE:** Exhibitor understands and agrees that the final schedule and exhibit hours are subject to change to accommodate the final convention schedule. The SEAoA will send out amendments by email to registered exhibitors and update this document if changes must occur.