

# Inland Empire Association of Health Underwriters (also dba: CAHIP-IE) Presents:

## 2024 Sales Symposium

### *Exhibitor Application*

This application is made on the \_\_\_\_\_ day of the month of \_\_\_\_\_, 2023(2024) between:

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(Print the **name** of the **Exhibitor** in the space provided above)

The above-named company (herein called Exhibitor) and the Inland Empire Association of Health Underwriters (Herein called IEAHU) upon the terms and conditions below.

**1) BOOTH RENTAL FEES:** In consideration of the sum of \$ \_\_\_\_\_ (*see Fee Schedule/Sponsorship Opportunities – Page 5 & 6*) paid to, and upon acceptance, for the Symposium scheduled to be held at the Riverside Convention Center, 3637 Fifth Street, Riverside, CA 92501 on May 21<sup>st</sup>, 2024.

**2) BOOTH LOCATION:** Booths will be assigned on a first-come, first-served basis. Attached is a floor plan of the proposed booth spaces (*Page 4*). Please choose a first, second and third space choice. Should all the spaces you have chosen be filled, the booth will be assigned to an alternate booth site.

***\*Please Note: The Major Show Sponsors will have a booth in the Exhibitor Area in high visibility for all the event's activities. Please see shaded areas of the floor plan. (See Page 4) \****

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_ Third Choice \_\_\_\_\_

IEAHU understands that certain vendors prefer booth space near certain vendors, or away from certain vendors. Should this be a consideration for you, please complete the items below:

I prefer to be in close proximity to: \_\_\_\_\_.

I prefer not to be in close proximity to: \_\_\_\_\_.

**3) YOUR OFFICIAL IDENTIFICATION:** Exhibitor agrees to let the Conference use the name of the Exhibitor in any advertising by IEAHU. Exhibitors with names longer than 30 characters including spaces may be shortened at the discretion of IEAHU tradeshow managers.

The booth sign should read: \_\_\_\_\_

(In the space above, print the company name as you would like it to appear in all printed materials related to this tradeshow. Use no more than 30 characters including spaces).

**4) BOOTH FEATURES:** It is understood that the Exhibit Fee for each exhibit space includes (Tabletop Displays Only):

- Conference registration for two company representatives.
- One six-foot draped table, two chairs and a wastebasket.
- A table identification sign.
- List of Conference Attendees – Pre & Post Event.

OPTIONAL FEATURE: Electricity is provided for at \$50 per booth. (*Exhibitor will supply own power strip and extension cord.*) \_\_\_\_\_ Yes \_\_\_\_\_ No

OPTIONAL FEATURE: The Convention Center offers 30 min timed complimentary Wi-Fi per day/ per device. If you wish to upgrade bandwidth or make other special IT requests, it must request them a minimum of five (5) business days before the event. Data or video streaming is an additional cost of \$35 per day. IT charges may be subject to sales tax.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**5) INSTALLATION/BREAKDOWN:** Exhibitor shall be responsible for delivery and removal of equipment and display material to and from the exhibit area. Shipping and storage of exhibit material of any type should be arranged directly with the Riverside Convention Center per the Package Handling Instructions (Page 4). Rate and Charges are the responsibility of the exhibitor. **Booth set up may begin on Tuesday, May 21<sup>st</sup> from 6:00AM to 8:00AM.**

**6) ACCEPTANCE OF EXHIBIT:** IEAHU reserves the right to reject any application for exhibit space. Exhibitors with display items that in the opinion of IEAHU tradeshow managers interfere with the nearby exhibitors may be modified by IEAHU.

**7) PLACE AND NATURE OF EXHIBIT:** Display booths and other exhibits shall not be displayed in a way that interferes with other exhibits. No exhibits that violate any municipal or state laws, rules, and regulations, including- safety codes will be allowed. The use of a heater or any heat-producing device as part of the exhibit is forbidden unless a special permit is first obtained from the local fire department and a copy of the permit is placed in the files of the Association. Approval must first be obtained from the local fire department for the use, operation, or presence of electrical, mechanical, or chemical device that in the opinion of the local fire department or the official exhibit contractor might be hazardous in a public place. **Helium balloons are prohibited throughout the Convention Center and cannot be used as part of an exhibit.**

**8) USE OF EXHIBIT SPACE:** All demonstrations, interviews or other activities must be contained within the limits of your booth. No exhibitor shall sign, sub-let, or apportion the whole or **any** part of the space allotted without the knowledge or consent of the Association Coordinator. Aisles must be kept clear. Exhibits must be arranged so that exhibitor will be inside the space rented.

**9) NOISY OR OBNOXIOUS EQUIPMENT:** If the operation of any equipment or apparatus produces noise of sufficient volume or odors found to be annoying to neighboring exhibitors or guests, it will be necessary to discontinue such operation.

**10) RESTRICTION AND LOCATION OF EXHIBITS:** The Association reserves the right to require any exhibit to remove any part thereof, which in the sole judgment the Association is not keeping with the general character of the exhibition or is not in the best interest of the Association, and to remove or relocate any booth as may be needed for the good of the Conference and its exhibits. The restriction includes any persons, things, conduct, printed material, or anything of character, which may be objectionable to the exhibit as a whole. In the event of such restriction or eviction, the Association is not liable for any refunds or rentals or other exhibition expenses.

**11) BOOTH PAYMENT AND CANCELLATION:** It is hereby agreed to that an exhibit space may be reserved by Exhibitor. Payment in full must be submitted in order to reserve exhibit space. It is further agreed that in the event Exhibitor fails to perform in accordance with the terms and conditions set forth in the contract and within the Rules and Regulations of Exhibit, IEAHU, as its election, may cancel the contract and retain the full contract fee.

**12) SHOW CANCELLATION:** Should any situation beyond the control of IEAHU prevent the opening of the exhibit show, IEAHU shall not be held liable for any expenses incurred by the exhibitor except the rental cost of the booth space.

**13) EXHIBIT PERSONNEL:** Each exhibitor booth is limited to two (2) persons, except those sponsors where the sponsorship includes additional attendees (*See "Sponsorship Opportunities" for details – Page 5*). All exhibit personnel must be employees of the exhibitors.

**14) FAILURE TO OCCUPY SPACE:** Any space which is not occupied by the exhibiting company May 21, 2024, at 8:00AM will be forfeited by the exhibitor and the space may be resold or used by IEAHU without refund, unless previous arrangements for delayed occupancy have been made in writing by IEAHU and the participating exhibiting company.

**15) EXHIBITOR SPONSORED ACTIVITIES:** Hospitality Suites and/or entertainment activities are not permitted to operate during the hours of the Exhibit Hall. Arrangements for any exhibitor-sponsored activities and hospitality suites must be made with IEAHU at least 30 days prior to opening the exhibit.

**16) LIABILITY AND INSURANCE:** IEAHU, the facility (Convention Center, etc.), employees and or representatives thereof, and other organizations and persons connected with this conference shall not be held responsible for the safety of exhibits against fire, theft, or property damage, or for accidents to exhibitors or their employees from any cause whatsoever, prior to, during or subsequent to the period covered by the exhibitor contract. Exhibitors should place their

own insurance to cover all contingencies. The exhibitor agrees to indemnify those listed above against any claims for such losses, damage, or injury upon signing the contract. The exhibitor expressly releases the foregoing institutions, individuals, and committees for any and all claims of loss, damage, or injury. This also includes the period of storage prior to and following the Conference. Small or casually portable articles of value should be properly secured or removed for safekeeping during the hours the exhibits are closed. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, and defend the losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor's installation, removal or maintenance occupancy, or use of the exhibition premises or a part thereof. In addition, the exhibitor's property and that it is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance covering such losses by exhibitor.

**17) PROTECTION OF EXHIBIT FACILITY PROPERTY:** Exhibitors will be held responsible for any damage done to the building by them or their employees. No nails, tacks, or screws shall be driven into the woodwork or floor of the building. No gasoline, kerosene, acetylene candles, or other flammable or explosive substances will be permitted in the building. Additionally, an exhibitor may be held responsible for any fine or fee incurred due to excessive clean up or fire alarm response.

**18) SALES:** Any exhibitor that wishes to sell or take orders on the premises of the show for exhibited products or services must first notify in writing the Conference Coordinator of all items, products, or services for approval. The exhibitor further agrees that IEAHU shall be the sole judge of what constitutes sale order taking activities and may order the exhibitor to cease such activity on the premises of the show on penalty of expulsion from the show.

**19) LITERATURE AND DISTRIBUTION:** Printed information may be distributed by exhibitor representatives from the exhibit space only.

**20) EXHIBITOR REGISTRATION:** All exhibitor representatives must register for the show. Badges may be picked up at the registration desk in event foyer.

**21) BADGES:** Badges for exhibit personnel will be made from the list you submit to IEAHU. Conference badges identify you and are worn in evidence at all times during the show. Should the names of the attendees change, in order to assure a printed badge, the exhibiting company must notify IEAHU in writing at least five (5) days prior to the exhibit opening. NOTE: Exhibitors must wear the Conference Badges for continued admittance to the Exhibit Room and Meeting Rooms.

**22) VIOLATIONS:** It is expected that exhibitors who violate these regulations will respond to IEAHU requests for correction. Eviction from the Conference may result from violations of these rules and regulations as determined solely by IEAHU. In the event of such eviction, IEAHU is not liable for any refunds of rentals or other exhibition expenses.

**23) REGISTRATION & NAME TAGS:** Please list all company representatives who will be attending the Conference and representing your company at your booth. Please list any additional representatives or guests as additional attendees below for nametags and conference registration and information. Event name badges **MUST** be worn by all company representatives during the event. **Two Attendees are included with booth registration. Please complete page 6 – IEAHU 2024 EXHIBITOR FEE SCHEDULE PAGE – for full company attendee list.**

**Be sure to include the cost for each additional guest above the two attendees included with the booth fees:**

Pre-Event Registration (Earlybird) received by April 19<sup>th</sup>: \$79

Received April 20<sup>th</sup> to May 10<sup>th</sup> & Onsite Event Registration: \$99

**AUTHORIZED SIGNATURE OF EXHIBITOR:** \_\_\_\_\_

(I have read, understand, and agree to the rules and regulations regarding the IEAHU exhibit contract).

**Questions?**

**IEAHU Symposium Chairperson: David Johnston | 951-381-1045 | [hromero@hrbcinsurance.com](mailto:hromero@hrbcinsurance.com)**

**IEAHU Executive Director: Dawn Carroll | 866-922-8387 | [ieahu.administration@gmail.com](mailto:ieahu.administration@gmail.com)**

## PACKAGE HANDLING INSTRUCTIONS

1. Due to space restrictions at the Convention Center, it is not possible to store display materials and/or show materials for more than 2 days.
2. The Riverside Convention Center will accept your materials no more than 2 Business days prior to the meeting date.
3. Each piece must be individually labeled with information below:

Riverside Convention Center  
Attn: Event Manager  
3637 Fifth Street  
Riverside, CA 92501

### Please label the packages as follows:

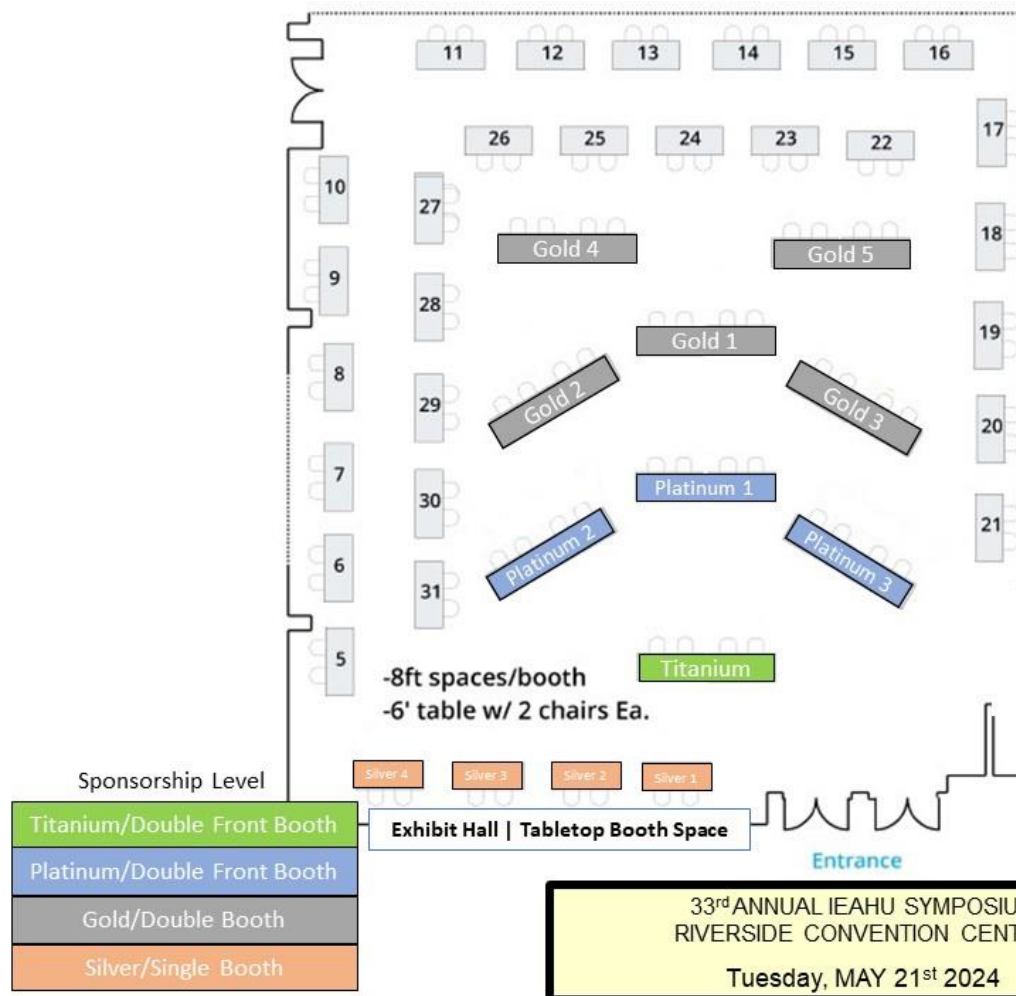
Event: IEAHU Symposium - Inland Empire Association of Health Underwriters

Date: Tuesday, May 21, 2024

Exhibitor Name: \_\_\_\_\_

4. Exhibitors must make arrangements to ship their materials out of the Convention Center. Exhibitor is responsible for sealing and labeling boxes, contacting the Shipping Company to make shipping and billing arrangements. Please note that any materials shipped and received prior to 48 hours or left behind 48 hours after this event has concluded will incur storage charges of \$50.00 per day.

### IEAHU 2024 Symposium Floor Plan @ the Riverside Convention Center



Select	SPONSORSHIP LEVEL	Cost	Company Spotlight	Name Recognition ***	Exhibit Booths	Video Display	Complimentary Symposium Registrations	Program Exposure	*Includes 2024 Corporate Partnership
<input type="checkbox"/>	Titanium*	\$6,000	5 minute Lunch Intro	VIP Luncheon	Front Double	<input checked="" type="checkbox"/>	7 tickets	Outside Back Cover	YES
<input type="checkbox"/>	Platinum*	\$4,000		Name Badges	Front Double	<input checked="" type="checkbox"/>	5 tickets	Inside Front Cover	YES
<input type="checkbox"/>	Platinum*	\$4,000		Programs	Front Double	<input checked="" type="checkbox"/>	5 tickets	Inside Back Cover	YES
<input type="checkbox"/>	Platinum*	\$4,000		Continental Breakfast	Front Double	<input checked="" type="checkbox"/>	5 tickets	Full Page	YES
<input type="checkbox"/>	Gold	\$3,000		Registration Bags	Double Booth	<input checked="" type="checkbox"/>	3 tickets	Full Page	
<input type="checkbox"/>	Gold	\$3,000		Keynote Speaker	Double Booth	<input checked="" type="checkbox"/>	3 tickets	Full Page	
<input type="checkbox"/>	Gold	\$3,000		Grand Prize	Double Booth	<input checked="" type="checkbox"/>	3 tickets	Full Page	
<input type="checkbox"/>	Gold	\$3,000		Refreshments	Double Booth	<input checked="" type="checkbox"/>	3 tickets	Full Page	
<input type="checkbox"/>	Gold	\$3,000		Wine Pull	Double Booth	<input checked="" type="checkbox"/>	3 tickets	Full Page	
<input type="checkbox"/>	Silver	\$1,500			Single	<input checked="" type="checkbox"/>	2 tickets	Half Page	
<input type="checkbox"/>	Silver	\$1,500			Single	<input checked="" type="checkbox"/>	2 tickets	Half Page	
<input type="checkbox"/>	Silver	\$1,500			Single	<input checked="" type="checkbox"/>	2 tickets	Half Page	
<input type="checkbox"/>	Silver	\$1,500			Single	<input checked="" type="checkbox"/>	2 tickets	Half Page	
	Selected Sponsorship	\$							
EXHIBIT BOOTH ONLY									
<input type="checkbox"/>	Earlybird Single Booth*	\$700	(*Completed contract received by April 19th)						
<input type="checkbox"/>	Single Booth	\$750	(Completed contract received after April 19th)						
	Booth Sub-total	\$							
SPECIAL VIP GUEST TICKET OFFER									
<input type="checkbox"/>	10 Ticket Special Offer	\$600	Purchase 10 tickets @ member price (24% savings)						
	Ticket Sub-total	\$							
SYMPOSIUM PROGRAM ADVERTISING									
<input type="checkbox"/>	Full Page Ad	\$650	Finished Dimensions: 7.5" wide by 10" high						
<input type="checkbox"/>	Half Page Ad	\$450	Finished Dimensions: 7.5" wide by 4.5" high						
<input type="checkbox"/>	Business Card	\$250	Finished Dimensions: 4.5" wide by 2.0" high						
	Advertising Sub-total	\$							
Sponsorship, Booth, VIP Guest Tickets & Advertising									
	Grand Total	\$							

CAMERA READY AD

NEEDED BY MAY 1, 2024

## 2024 CORPORATE PARTNER BENEFITS - included as part of the Annual Sales Symposium Sponsorship

IEAHU's (also doing business as CAHIP-IE) Annual Corporate Partners are a vital part of our chapter's continued growth and success. The benefits highlighted below are noted in the spirit of this partnership and are not intended to be a contract, but rather our pledge and commitment to do everything possible to recognize this partnership. **Benefits apply from January to December 2024 or upon acceptance of the partnership for a period of 12 months.**

Annual Corporate Partnership	Description of Benefits
<b>Titanium Sponsorship Level</b> \$6,000 1 Available	<b>Chapter Events - Virtual &amp; In Person</b> * <b>Featured Participation in a Virtual or Live Chapter Event</b> - 2024 Annual Symposium + Company's Choice of 1 Additional Event* *Monthly Chapter Meeting (Virtual or Live), *Chapter Social Event (Virtual or Live) *Thankful Thursday, *Chapter Vanguard Event, *Holiday Event or *Partner's Charity Fundraising Event * 5 complimentary admissions for 1 Additional Event * <b>Company Logo recognition</b> at each monthly meeting  <b>Additional Chapter Events</b> * <b>Golf Foursome &amp; Tee Sign</b> at the 2024 Annual Golf Classic scheduled for June 10th 2024 * <b>4 Golf Platinum Packages</b> (\$400 value)  <b>Company Brand Recognition</b> * <b>Company Logo with link to your company</b> posted to the Chapter website "Our Sponsors" Page * <b>Social Media Mentions on Chapter Social Media Outlets</b> (Facebook, LinkedIn & Twitter) - Company post and/or event promotion * <b>Company Logo recognition</b> on all meeting/event announcements (Value of \$3500)
<b>Platinum Sponsorship Level</b> \$4,000 3 Available	<b>Chapter Events - Virtual &amp; In Person</b> * <b>Featured Participation in a Virtual or Live Chapter Event</b> - 2024 Annual Symposium + Company's Choice of 1 Additional Event* *Monthly Chapter Meeting (Virtual or Live), *Chapter Social Event (Virtual or Live) *Thankful Thursday, *Chapter Vanguard Event, *Holiday Event or *Partner's Charity Fundraising Event * 3 complimentary admissions for 1 Additional Event * <b>Company Logo recognition</b> at each monthly meeting  <b>Additional Chapter Events</b> * <b>Golf Twosome &amp; Tee Sign</b> at the 2024 Annual Golf Classic scheduled for June 10th 2024 * <b>2 Golf Platinum Packages</b> (\$200 value)  <b>Company Brand Recognition</b> * <b>Company Logo with link to your company</b> posted to the Chapter website "Our Sponsors" Page * <b>Social Media Mentions on Chapter Social Media Outlets</b> (Facebook, LinkedIn & Twitter) - Company post and/or event promotion * <b>Company Logo recognition</b> on all meeting/event announcements (Value of \$2500)

## IEAHU 2024 EXHIBITOR FEE SCHEDULE PAGE

Exhibitor Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibitor's sign should read: \_\_\_\_\_

(In the space above, print the name of your company as you would like it to appear on the sign on your table. Use no more than 30 characters including spaces.)

**FEE SCHEDULES:** (Completed application + payment must be received May 10<sup>th</sup> to secure space)

**Selected Sponsorship (Pg 5)** ☐ \$\_\_\_\_\_ **Sponsorship Level:** \_\_\_\_\_  
**Exhibit Booth Only** ☐ \$700 Earlybird Booth Registration (completed contract received by April 19<sup>th</sup>)  
**Exhibit Booth Only** ☐ \$750 Booth Registration (Completed contract received after April 19<sup>th</sup>)

### Optional Features

**Electricity** ☐ \$50 + Tax and Service charge

Basic Internet is available at no cost through the Convention Center. Data or video streaming is an additional cost:

**Additional Internet Service** ☐ \$35 + Tax and Service Charge

**ATTENDEES** (Two included in table registration fees at no additional charge): **Print Names Neatly Please!**

1) \_\_\_\_\_ 2) \_\_\_\_\_

### **ADDITIONAL ATTENDEES**

\$79 X \_\_\_\_\_ = \_\_\_\_\_. \*Must be received April 19<sup>th</sup>

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_

7) \_\_\_\_\_ 8) \_\_\_\_\_

\*After April 19<sup>th</sup> or Onsite Registration: \$99 (For additional attendees, use a separate sheet of paper)

**ADDED VALUE:** Purchase 10 VIP Guest tickets in advance to give to your most valued brokers/agents/clients:

10 VIP Tickets (24% savings off regular ticket price of \$79 each) \$600 x \_\_\_\_\_ = \_\_\_\_\_.

**Program Advertising** (Please see 2024 Program Advertising/Page 7): \_\_\_\_\_ = \_\_\_\_\_.

**Make check payable to IEAHU (see address below)** **Grand Total** = \_\_\_\_\_.

### Payment Options

**Complete this Fee Schedule (Page 6), along with the Sponsorship Opportunities 2024 (Page 5)**  
and mail back with a check to the address listed below, or email/fax with credit card payment to:

**Inland Empire Association of Health Underwriters (IEAHU)**  
**1900 W. Redlands Blvd #11088 | San Bernardino, CA 92423**

Email completed contract & payment info to [ieahu.administration@gmail.com](mailto:ieahu.administration@gmail.com)

\*Paying with a Credit Card: ☐ Amex ☐ Discover ☐ MasterCard ☐ Visa

Printed Name on Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR CREDIT CARD PAYMENT ONLY: \*Credit card fee of 3.65% will be added to Grand Total**



## *2024 Symposium Program Advertising*

### **IEAHU 33<sup>rd</sup> Annual Sales Symposium**

**Full Page Ad .....\$650.00**

Finished Dimensions: 7 1/2" wide by 10" high

**Half Page Ad .....\$450.00**

Finished Dimensions: 7 1/2" wide by 4 1/2" high

**Quarter Page Ad .....\$375.00**

Finished Dimensions: 4 1/2" wide by 3 1/2" high

**Business Card Ad .....\$250.00**

Finished Dimensions: 4 1/2" wide by 2" high

**CAMERA-READY AD NEEDED BY MAY 1, 2024**

**To reserve space:**

**Call (866) 922-8387**

**Send to:**

**IEAHU**

Dawn Carroll, Executive Director

1900 W. Redlands Blvd. #11088

San Bernardino, CA 92423

Fax (866) 922-8387

Email: [IEAHU.administration@gmail.com](mailto:IEAHU.administration@gmail.com)