



2018 Winter Conference Exhibitor Form

Exhibitor's Information

Name: _____ Company Name: _____
Address: _____ City/State/Zip: _____
Phone: (____) _____ E-mail: _____

Exhibitor Details

PIA of Louisiana Member Exhibitor — \$150 PIA of Louisiana Non-Member Exhibitor — \$250

Names of person(s) working table: _____ Email _____

Exhibiting package includes:

- One skirted 36" high top table • To be listed in the conference program forms must be received by 1/5/2018.

Due to the size of the exhibit, only two (2) company representatives per table will be permitted. However, more than one (1) table may be available for purchase—ask for details. Each 4ft space exhibit space includes one 36" high boy table. This is a small scale exhibiting opportunity which allows agents and company representatives to network in a warm and intimate setting. Please Note: Large backdrops cannot be accommodated. We appreciate your cooperation!

Shipping: Any exhibitor needing to ship items must notify the hotel at least 1 week prior to the event. Due to storage limitations, all shipped items should not arrive more than 3 days before the event and should be labeled.

Cancellation Policy: Cancellations received at the PIA office by December 21, 2017 may receive a full refund. **Cancellations received after December 21, 2017 will be accepted; however, no refunds will be made.**

Suggested Materials: As the table top surface space is small in order to create a sociable exhibiting area, it is suggested to use exhibiting materials such as brochures, pamphlets, small company prizes, centerpieces, etc. Some small storage space may be available under your table for replenishment or bulkier items if needed.

Prizes: If your company is hosting a prize drawing at your exhibiting booth, we appreciate your cooperation in presenting these prizes during the Lunch with Exhibitors on Friday, January 19, 2018, and request that participants be present to win.

Exhibit Schedule

Thursday, January 18, 2018

3:00 p.m. - 4:45 p.m. Exhibit Set-up
5:00 p.m. - 7:00 p.m. First Timers' Reception and
Opening Reception with Exhibitors

Friday, January 19, 2018

9:00 a.m. - 10:00 a.m. Breakfast with Exhibitors
10:00 a.m. - 11:00 a.m. Exhibit Teardown

Payment Information

Contact Name: _____ Phone: (____) _____

Amount Enclosed: _____ Bill for Amount: _____ Visa MasterCard AMEX Check

Credit Card #: _____ Expiration Date: _____ Sec Code: _____ Zip: _____

Name as it appears on card: _____ Signature of cardholder: _____

Please return this form with payment to: