

2015 AWI Annual Convention
Sponsor & Exhibitor Information
September 27 - 29, 2015



SALT
LAKE
CITY
AWI ARCHITECTURAL
WOODWORK
INSTITUTE



AWI 63rd Annual Convention

The Little America Hotel - Salt Lake City
500 South Main Street
Salt Lake City, Utah 84101



**This event is a great opportunity to reinforce
and increase your company's brand and visibility
with convention attendees!**

Sponsorship and Exhibitor Opportunities

AWI offers you options to exhibit at the Annual Convention and increase your company's visibility, generate leads, and move potential buyers to action.

Convention Sponsor

Promote your company to the entire audience by becoming a convention sponsor. Sponsors receive exposure and benefits before, during and after the Convention. AWI Annual Sponsorships include Convention Sponsor benefits.

Benefits include:

- Tabletop space at Product Fair
- Two (2) registrations
- Recognition on Convention item
- Company Name & link on event section of the website
- Sponsor supplied electronic brochure or flyer for Convention flash drive
- Sponsor supplied (non-paper) item in registration bag
- Onsite sponsor recognition signage
- Thank you recognition at General Session

Price:

AWI Member \$3000

Non-AWI Member \$3600

Convention Exhibitor

Exhibiting gives you a level of access to important prospects and increases awareness of your product or service.

Benefits include:

- Tabletop space at Product Fair
- One (1) registration

Price:

AWI Member \$1800

Non-AWI Member \$2400

Accommodations Information

The Little America Hotel - Salt Lake City
500 South Main Street
Salt Lake City, Utah 84101

Reservations: 800-281-7899 | Local: 801-596-5700
<http://saltlake.littleamerica.com>

Group Rate: \$164, plus 12.6% room tax
Group Code: AWI
Block Cut-off Date: August 28

Check In Time: 3:00 p.m.
Check Out Time: 12:00 p.m.

Parking: Self parking - Complimentary, Valet parking - \$7/day

*Hotel cancellations must be received by the hotel no later than 48 hours prior to arrival in order to receive a full refund

Travel Information

Airport: Salt Lake International Airport – Located approximately 7 miles/ 10 minutes from from The Little America Hotel - Salt Lake City

Ground Transportation: Taxi – Approximately \$20 / Each Way
Car/Shuttle Service - \$12 /person for shared ride to/from Airport to Hotel
City Creek Limousine, preferred car service of the Little America Hotel Reservations required, call hotel 801-596-5700 or www.citycreeklimo.com

Shipping

Shipping Address

Little America Hotel
AWI Exhibitor
Company Name:
Guest Name:
500 South Main Street
Salt Lake City, Utah 84101

All exhibitors receiving boxes / pallets will complete a form onsite to confirm number of items that are incoming and outgoing. You will receive a copy of this form before the event for your reference.

The Little America Hotel - Shipping Charges

The following charges are the “Handling Fees” (receiving & transportation of deliveries within the hotel) charged by the Little American Hotel for any packages, boxes or pallets you wish to ship to or from the hotel. These do NOT include the inbound / outbound shipping costs from your carrier (i.e. UPS, Federal Express, etc..).

- Inbound box handling \$10.00 per box
- Inbound pallet handling \$50.00 per pallet

- On property box transportation \$5.00 per box (Boxes must be 20 lb or lighter or additional charges may apply)
- On property pallet transportation \$50.00 per pallet

- Outbound box shipping \$5.00 per box

NOTE: You will be charged an additional fee if your boxes arrive prior to Friday, September 25.

Shipping Out

Exhibitors will be responsible for the packing and return of all packages. Please make sure to bring shipping labels and have your account numbers for the carrier of your choice.

Deadlines

August 21	Deadline to become Exhibitor / Convention Sponsor
August 24	Electronic File for Attendee Flash Drive sent to AWI (<i>Sponsors Only</i>)
August 28	Hotel Room Reservation Cut off Date (subject to room block availability)
August 31	Registration Pack Item sent to AWI (<i>Sponsors Only</i>) <i>Please send promotional items only. All brochures should be in electronic form and sent to AWI by August 24..</i>
September 25	Earliest Exhibitor Boxes can arrive at Little America Hotel

Power and Internet

- AWI will provide a Power Strip to each group of tables.
 - Internet will not be provided in the Product Fair.
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Contests and Drawings

You may conduct a contest or prize drawing at your table. AWI will market your drawing through pre-convention emails and announce the winner of the drawing at the end of the Product Fair Reception if all contest rules listed below are met.

Contest Rules:

- a. Winners must be present to win
- b. Drawing will be done in public by AWI staff
- c. Prize must be a minimum of \$400, goods or cash value

If you have any questions about contests, please contact Katie Allen, 571-323-3611, kallen@awinet.org.

Product Fair Schedule

Sunday, September 27

8:00 am – 8:00 pm Exhibitor Setup

Monday, September 28

10:30 am - 12:00 pm Product Fair Break

5:30 pm - 7:30 pm Product Fair Reception

7:30 pm - 10:00 pm Exhibitor Tear Down

General Event Schedule*

Sunday, September 27

8:00 am - 12:00 pm Chapter Officer Council Meeting

12:30 pm - 5:00 pm Team Building @ Olympic Oval

5:30 pm - 7:30 pm Welcome Reception

Monday, September 28

7:00 am - 8:00 am Breakfast

8:00 am - 8:30 am Annual Meeting

9:00 am - 10:30 am Prosperity Ahead / Alan Beaulieu

10:30 am - 12:00 pm Networking Break

11:15 am - 2:00 pm First Lady's Lunch @ Log Haven

12:00 pm - 1:30 pm Awards Lunch

2:00 pm - 3:00 pm 3form Solutions- Kevin Fisher

5:30 pm - 7:30 pm Product Fair Reception

Tuesday, September 29

7:00 am - 8:00 am Breakfast

8:00 am - 9:30 am Keynote Speaker: Cam Marston

10:00 am - 11:00 am Technology: Make it Work For You!

11:30 am - 1:00 pm Awards Lunch

1:00 pm - 5:00 pm Plant Tours / Fetzer & 3form

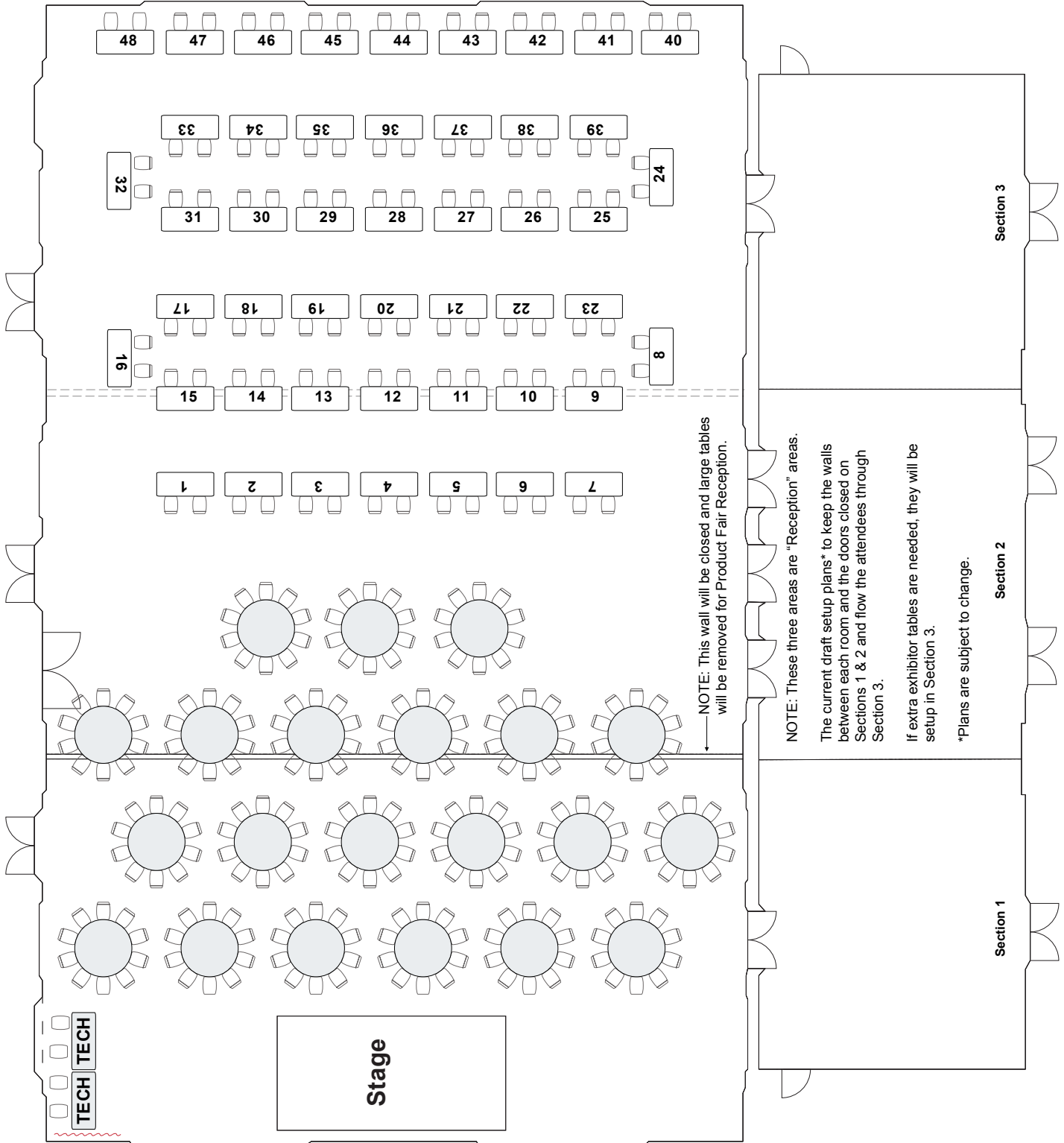
6:00 pm - 10:00 pm Grand Finale Dinner

**See Convention Brochure for full details*

Event Registration

Once you are confirmed as a 2015 Exhibitor or Sponsor, you will receive a promo code and registration instructions.

Room Layout and Table Selection



Exhibitor Agreement Form (Required)

To participate in the AWI 2015 Annual Convention Product Fair, you must agree to the following rules and regulations.

Signage

The hotel does not permit anything to be nailed, posted or otherwise attached to its walls. No signage, promotional materials, etc. will be allowed in any lobby areas.

Security

AWI and the The Little America Hotel - Salt Lake City will not be responsible for the exhibit displays and products in the exhibit hall at any time.

Cancellation Policy

Convention Sponsors and Exhibitors who provide written cancellation notice (90) ninety days or more from the first scheduled day of the event will receive a partial refund determined by costs incurred by AWI and given exposure to AWI membership.

Hotel

Overnight accommodations are not included with your convention registration. Please be certain to book your reservations as soon as possible.

Exhibitor hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the gross negligence of the hotel and its employees and agents. Upon request Exhibitor will provide proof of liability insurance.

Signature

Company

Print Name

Date

(REQUIRED FORM Please send completed form to: Katie Allen, kallen@awinet.org or 571-323-3630)

2015 AWI ANNUAL CONVENTION
Sponsor & Exhibitor Agreement
September 27-29, 2015



Exhibitor Agreement

CONTACT INFORMATION

Company Name: _____

Street Address: _____

City/State/Province/Postal Code/Country: _____

Phone: _____ Web: _____

PRIMARY CONTACT (will receive all updates related to the Convention)

Name: _____ Title: _____

Phone: _____ Fax: _____

E-mail: _____

PREFERRED BOOTH LOCATION (The preferences given for booth location are for guidance and are not guaranteed.)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

We do not wish to be next to or across from the following companies: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

PAYMENT INFORMATION (all cancellations must be received in writing. Deadlines apply.)

Exhibit Space Member – \$1800

Exhibit Space Non-member – \$2400

Sponsorship Member - \$3000

Sponsorship Non-member - \$3600

Exhibit Benefits Include: Tabletop space and one registration; **Sponsorship Benefits include:** Tabletop space at Product Fair; Two (2) registrations; Recognition on Convention item; Company Name & link on event section of the website; Sponsor supplied electronic brochure or flyer for Convention flash drive; Sponsor supplied (non-paper) item in registration bag; Onsite sponsor recognition signage; and Thank you recognition at General Session.

Total: \$ _____

VISA

MasterCard

Credit Card Number: _____ Exp. Date: _____

Cardholder Signature: _____ Date: _____

Direct all communications pertaining to exhibits to:

Cheryl Stratos, Advertising Manager, Architectural Woodwork Institute
adsales@awinet.org | (703) 212-7737