



# Guidelines for Exhibitors & Hospitality Suites

## 2023 Annual Convention

### PLEASE READ CAREFULLY

1. **Membership dues for 2023 must be paid in full for all Industry Partners prior to registering to exhibit or to hosting a hospitality room at the Annual Convention. Booth confirmations will be sent once dues are received.** If you are interested in becoming a member, contact KAIA at 1-800-229-7048 or josh@kaia.com.
2. Industry Partners will have first choice of booth and hospitality suite locations. After Industry Partners have made their selections, KAIA will begin assigning booth and suite locations on a first-come, first-served basis **based on the date the Exhibitor Registration Form AND Payment are received.** The deadline to reserve booth space or a hospitality suite is Friday, January 27.
3. Each 8' x 8' booth is \$1,500 (discounts available for Industry Partners). In addition to the booth fee, **each company representative staffing the booth must be registered for the conference.** Registration is \$250 per person.
4. **The exhibit hall is closed to anyone who is not registered for the conference. Attendees are asked to wear their name badges at all times.** If a representative of your company is not wearing a name badge, KAIA will assume they are not registered and will invoice the company for any additional registrants.
5. Exhibitors should remain setup until 1:30 PM on Tuesday. **No early teardown.**

#### BOOTH SET UP INFORMATION.

Booths will be setup by Henry Helgerson Company out of Wichita, Kansas. Each 8'x8' booth includes pipe and draping, two chairs, a table, a wastebasket. If you need access to electricity, please let KAIA know at time of registration. **Exhibitors can begin setting up at 12 PM on Monday, February 6 in the exhibit hall.**

The Hyatt has a wireless Internet connection available throughout the hotel. If you would like to order any additional items for your booth, please contact them directly at (316) 943-1851. See the Exhibitor Agenda for specific trade show hours and activities. Helgerson's will begin exhibit teardown at 2:00 PM on Tuesday, February 7.

#### EXHIBITOR DRAWINGS.

If you wish to draw for prizes at your booth, please have the name(s) drawn and ready to announce by Tuesday's "Networking Breakfast with Exhibitors." **KAIA will not be responsible for any unclaimed prizes.**

#### INDUSTRY PARTNER DISCOUNTS.

Industry Partners receive discounted booth rates and complimentary conference registrations based on their level of partnership. Please refer to your Industry Partner benefits brochure for the discounts and registrations that may apply for your company, or call KAIA at 1-800-229-7048 to check your partnership level.

#### ATTIRE.

Dress throughout the conference is business casual.

#### ATTENDEE LIST.

An attendee list for the conference will be emailed to registered exhibitors prior to the conference.

## SHIPMENT INFORMATION.

If you wish to ship booth items in advance to the hotel, please contact the Hyatt at (316) 293-1234 and make them aware of your booth shipment. Packages will not be accepted more than forty-eight (48) hours prior to set-up time (without an additional drayage charge of 100%). Any materials being sent to the hotel must be marked as follows:

*Client's Name*  
KAIA Annual Convention  
*Arrival Date: 00/00/00*  
Hyatt Regency Wichita  
400 W Waterman  
Wichita, KS 67202  
*Number of Boxes (Ex. Box 1 of 2, Box 2 of 2)*

## HOSPITALITY ROOM INFORMATION.

If your company is interested in hosting a hospitality room the evening of Tuesday, February 7, please contact Karlyn at KAIA at 1-800-289-9218 or karlyn@kaia.com. Hospitality rooms are FREE for Industry Partners and \$500 for non-members and are subject to availability. This fee does not cover hotel costs. The room reservations will not be accepted by the host hotel until your registration/fee has been received by KAIA. Once a suite is assigned to your company, you will be responsible for all hotel costs, food, and beverage arrangements. **All attendees are FREE for Industry Partners with the hospitality room registration.**

The Vendor is responsible for:

- Rental of the guest room used for the hospitality event the day prior, the day of, and the day after the hospitality event. This rate would be the Group rate of \$133.
- Furniture removal and replacement in room used for hospitality. This is a \$300 fee per room used.
- Cleaning fee of up to \$250 unless it is determined that damage was done and then the fee could be higher.

Vendors are allowed to bring in their own food and beverage/alcohol with the following items not allowed:

- Sterno cans/fuel
- Crockpots or other heating devices using electric power
- Candles or open flames
- Anything hung or taped to the walls of the room. Painter's tape is approved.
- Glitter/Confetti or fog machines

**If you have any additional questions about the Conference or Trade Show,  
please contact KAIA at 1-800-229-7048 or info@kaia.com**