



# 138th Annual IBA Convention

Iowa Events Center - Veterans Memorial Auditorium  
833 5th Avenue, Des Moines, IA 50309  
September 15-17, 2024 [www.ibaconvention.com](http://www.ibaconvention.com)



## EXHIBITOR CONTRACT

Company name, address, phone number, website, and description below will be used in the Convention final program, so please list information as you would like it shown.

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Website \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Brief company description (10-15 words):  
\_\_\_\_\_

### Sponsorship/Exhibit Level

Standard Exhibit Booth (\$1,500)

Silver Convention Sponsorship (\$2,500)

Gold Convention Sponsorship (\$4,500)

Platinum Convention Sponsorship (Varies)

Number of Spaces Needed: \_\_\_\_\_ Top three booth location choices: \_\_\_\_\_

Please list any competitors that you do not wish to be near. \_\_\_\_\_

Every effort will be made to keep competitors separate and honor your top booth choices, but placement is not guaranteed.

Booths include a 10x10 space, 8' x 30" black skirted table, 2 standard chairs, wastebasket and exhibit hall carpet. Additional furniture can be ordered through Freeman Decorating. For ordering information visit [www.ibaconvention.com](http://www.ibaconvention.com) and click on Exhibitors/For Exhibitors.

Booth assignments will be made to Associate Members based on: 1) Convention sponsorship level 2) Level of sponsorship and/or advertisement at other IBA events throughout the year 3) date contract is received. **Only IBA regular and associate members are allowed to exhibit.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Badge Information: Three attendees are included with your Convention booth; additional registrations are \$150 each. Any changes, additions, or substitutions made after 9/3/24 will incur a \$25 fee.

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Nickname \_\_\_\_\_ Nickname \_\_\_\_\_ Nickname \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_ Email \_\_\_\_\_

City/State \_\_\_\_\_ City/State \_\_\_\_\_ City/State \_\_\_\_\_

Return completed form to: Jill Manternach, Exhibit Hall Coordinator, Iowa Bankers Association  
8901 Northpark Drive, Johnston, IA 50320 [jmanternach@iowabankers.com](mailto:jmanternach@iowabankers.com)  
OR Fill out your exhibit booth registration and pay online at [www.iowabankers.com](http://www.iowabankers.com)

# EXHIBITOR AGREEMENT

**Agreement to Conditions** - Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with Iowa Bankers Association.

**Assignment of Space** - Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each exhibitor. Enclosed is a layout of the floor plan for this year's convention. Exhibitors should indicate three booth choices when making application for space. While every effort will be made to assign first-preferred space, it may not be possible. Larger blocks of space will have priority over lesser blocks. Once Iowa Bankers Association has approved space, the exhibitor will move no exhibit without agreement.

**Payment** - The full fee (\$250 of which is nonrefundable) **must** accompany each request for exhibit space.

**Cancellation** - Should the exhibitor be unable to occupy and use the exhibit space contracted for and should he notify Iowa Bankers Association 30 days prior to the opening of the convention, all sums paid by the exhibitor, less the deposit of \$250 per booth, will be refunded. No refund will be made if notice of cancellation is received less than 30 days prior to the opening of the convention.

**Liability** - Iowa Bankers Association undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by Iowa Bankers Association shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold Iowa Bankers Association harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the property of the exhibitor.

Iowa Bankers Association shall not be liable for the fulfillment of this agreement as to delivery of space, if no delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by Iowa Bankers Association for advertising, administration, etc.

**Insurance** - In all cases, exhibitors wishing to insure their goods must do so at their own expense.

**Protection of Exhibit Facility** - Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention hall exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, or convention hall manager or their assistants.

**Booths** - Standard booth equipment (back and side-wall draping and identification sign) will be provided by Iowa Bankers Association without cost to the exhibitor if ordered in advance. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of 8 feet on the back wall nor be higher than sidewall specifications, except with the specific permission of the Exhibits Manager.

**Installation and Dismantling** - The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein. All displays must be in place and set up by the time of the official opening of the show. The Association may reassign space not occupied or set up by that time for other purposes. Exhibitors will be expected to be set up and tear down according to the IBA's schedule of events. Exhibitors who do not conform to IBA schedules, especially tear-down times, will not be invited to participate in future IBA conventions.

**Default Occupancy** - Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and Iowa Bankers Association shall have the right to use such space as it sees fit to eliminate unused space in the exhibit hall, provided such booth space is not occupied by one hour before the official show opening.

**Personnel** - All licensees participating in the exhibit area of Iowa Bankers Association conventions are expected to use special care wherever they deem it necessary to hire temporary help to assist in their exhibit or hospitality activities, so that personnel so selected by them will be of a caliber in keeping with the high standards of the exhibition and the meeting.

**Use of Space** - Exhibits shall be shown only in the official exhibit area as established by the Exhibits Office of Iowa Bankers Association. Neither the exhibitors nor non-exhibitors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment or services in private suites or rooms during the convention, in accordance with prior agreements between Iowa Bankers Association and the officials of hotels and the convention bureau in the locale of the convention.

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall he display articles not manufactured or sold normally by him. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission of the Exhibits Office, only, and shall be subject to an additional charge of \$150 per day per additional participant for the run of the convention.

**Conflicting Meetings & Social Activities** - In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit hall during the official hours of the convention or exposition.

This agreement may be rescinded at any time without cause at the discretion of the Iowa Bankers Association upon repayment of any fees advanced, less any expenses which may have been incurred by the Association.