



2019 FBINAA National Annual Training Conference & Exhibition

Exhibitor Prospectus

The FBI National Academy Associates (FBINAA) invites companies and organizations to exhibit at the **2019 National Annual Training Conference**. Visit www.FBINAA2019.com/exhibit to secure a booth space.

Exhibition Open Dates	Sunday-Monday, July 21-22, 2019								
Conference Dates	Saturday-Tuesday, July 20-23, 2019								
Exhibition Schedule	<p>Saturday, July 20 – Booth Load-in (1:00 pm – 7:00 pm)</p> <p>Sunday, July 21 – Exhibition Open (10:00 am – 3:30 pm) *</p> <p>Monday, July 22 – Exhibition Open (10:00 am – 3:30 pm) *</p> <p>Monday, July 22 – Booth Load-out (3:30 pm – 6:00 pm)</p> <p><i>*times are subject to change or modification</i></p>								
Venue & Location	JW Marriott Phoenix Desert Ridge Hotel - Grand Canyon Ballroom (Exhibition Hall) 5350 East Marriott Drive, Phoenix, AZ 85054								
Conference Co-Hosts	FBI National Academy Associates, Inc. (FBINAA) and the FBINAA Arizona Chapter								
Space Use & Transactions	Exhibit space is intended to provide exhibitors an opportunity to display and promote products and services to members of the FBINAA and other law enforcement personnel. <u>NO retail cash and carry transactions are permitted in an exhibit space or in the exhibition hall at any time.</u>								
Important Dates	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">November 2018</td> <td>Exhibition open for booth orders online</td> </tr> <tr> <td>February 2019</td> <td>Exhibitor Manual available</td> </tr> <tr> <td>May 20, 2019</td> <td>Last day for booth cancellation subject to \$500 fee</td> </tr> <tr> <td>After May 20, 2019</td> <td>No refunds for booth cancellation</td> </tr> </table>	November 2018	Exhibition open for booth orders online	February 2019	Exhibitor Manual available	May 20, 2019	Last day for booth cancellation subject to \$500 fee	After May 20, 2019	No refunds for booth cancellation
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Booth Fees	<p>\$2,500 – 10’ x 10’ Regular Inline Booth (2 exhibitor badges)</p> <p>\$3,000 – 10’ x 10’ Booth Corner & Premium Spaces (2 exhibitor badges)</p> <p>\$4,500 – 10’ x 20’ Regular Inline Booth (3 exhibitor badges)</p> <p>\$5,400 – 10’ x 20’ Booth Corner & Premium Spaces (3 exhibitor badges)</p> <p>\$8,000 – 20’ x 20’ Regular Inline Booth (5 exhibitor badges)</p> <p>\$9,600 – 20’ x 20’ Booth Corner & Premium Spaces (5 exhibitor badges)</p> <p><i>Each booth space includes the Opt-In Law Enforcement Attendee Contact List.</i></p>								
Booth Amenities	<p><u>Booth includes the following amenities:</u></p> <ul style="list-style-type: none"> • 8’ back drape and 3’ side drape (conference color choice) • Carpet (ballroom carpet is already included - not necessary to order carpet) • 6’ skirted table and two chairs • Trash container • Single color exhibitor sign • Listing of Registered Law Enforcement Attendees (name, organization, email address) who have opted-in to share contact information (one list prior to conference and one list post conference) 								

Add-on Booth Options at Exhibitor Cost	<ul style="list-style-type: none"> • Custom Carpet – Exhibitor orders custom/color carpet if desired (optional as the exhibition hall is a hotel ballroom and already carpeted) (see Exhibitor Manual for custom carpet pricing) • Extra Exhibitor Badge - \$250 • Collateral in Delegate Bag - \$250 • Power – Exhibitor orders and pays for power in booth (see Exhibitor Manual) • Electronic Lead Retrieval Scan System – Exhibitor orders and pays for lead retrieval (details to be provided)
Firearms	All firearms and firearms displays must be pre-approved by the General Services Contractor prior to May 20, 2019. Exhibitors are required to submit a written request and listing of firearms to mlorimer@fbinaa.com .
Booth Selection & Ordering	Booth orders and assignment are made on-line at www.fbinaa2019.com (under the Exhibitor Section). The on-line form includes an interactive Floor Plan to check availability and select booth space. Booth space is based on availability. Payment is required at time of ordering (check payments will be accepted but no booth confirmation is made until payment is received). Checks WILL NOT be accepted after May 20, 2019.
Payment	Payment in full must be made in order to confirm a booth space. Reservations for a booth space may be made without credit card payment but does not guarantee a specific booth space until payment is received. Booths not paid in full within 30 days of reservation will be released at the discretion of the Conference Planner. Credit card and checks are accepted; payment details are available when you place your booth order. Make checks payable to FBI National Academy Associates and mail to FBINAA, Inc. , Attn: Denise MacLane, FBI Academy, Building 8-102, Quantico, VA 22135. Check payments must be received by May 20, 2018 or credit card payment will be required.
Booth Cancellation & Refund	Booth cancellation may be made at any time prior to the Conference. Cancellation made after a payment is received and no later than May 20, 2019 is subject to a \$500 booth cancellation fee. Cancellation made after May 20, 2019 is subject to 100% cancellation fee and no refunds will be issued.
Exhibitor Registration & Badges	All exhibitor representatives must register and obtain an official Conference exhibitor badge. Badges must be displayed at all times during the Conference (including networking/social events and meal functions). A designated number of complimentary badges are issued per booth based on size. <u>Each additional registration/badge is subject to a \$250 registration fee (limit two additional badges per exhibitor).</u> Badges are not transferrable. Replacement or lost badges will be issued for \$250 each. Company badges are not accepted in lieu of the official conference badge. Exhibitor representatives must pick up badges on-site at exhibitor registration and must show proof of affiliation with the exhibiting company (business card acceptable).
Exhibitor Access to Conference Events & Networking Opportunities	Each exhibitor registration badge includes the following benefits: <ul style="list-style-type: none"> • Access to the Exhibit Hall • Lunch with attendees on Sunday and Monday (no additional cost) • Access to opening ceremonies on Saturday (no additional cost) • Access to evening social events with attendees (subject to additional cost)
Badge ONLY Access to Exhibition Hall	Only registered and authorized attendees with conference badges will be permitted to enter the Exhibition Hall. No one representing an exhibitor or a relative/guest of an exhibitor under the age of 18 years old will be permitted in the exhibit hall at any time (including set-up and strike). At its sole discretion, the FBINAA may announce a specific time/day exempt from this rule and allow minors to enter the exhibit hall.

Additional Exhibitor Terms and Conditions

Exhibitor Participation – Invitation Only	The exhibition is a “closed” event open only to approved/registered FBINAA Conference attendees. As a result, the Conference restricts exhibitor participation in the exhibition to invited and approved exhibitors. The Conference reserves the right to deny participation and/or access to the exhibition or to cancel an exhibit space registration in the event an exhibitor does not meet the criteria for participation set by the FBINAA and the Conference.
General Exhibit Services	The exhibition is coordinated solely by the FBINAA conference planner. Elaborate displays may not be eligible depending on space requirements. Exhibitors are encouraged to check space availability and requirement limitations with the conference planner before placing a space order. Exhibitors shall be fully responsible for all service fees associated with the construction, maintenance, utility, shipping, storage and handling of materials. The General Services Contractor will provide the Exhibitor Manual prior to the show and allow for ordering of additional service items and shipping details.
General Service Contractor	The exhibition General Service Contractor will be responsible for all material handling, drayage, furniture, carpet, extra draperies, labor, electrical services, audio visual services and crate storage. Exhibitors shall be fully responsible for all service fees associated with the construction, maintenance, utility, shipping, storage and handling of materials. The Conference does not pay for any service fees or other charges assessed to the exhibitor.
Booth Set-Up & Dismantle	Exhibitors may only set-up and dismantle booth displays during the prescribed set-up and dismantle hours. Set-up is scheduled for Saturday, July 20, 2019 . Booth displays may only be dismantled after the exhibition hall closes on Monday, July 22, 2019 .
Interest of Conference	All exhibits and related demonstrations and presentations shall serve the interests of the FBINAA Conference participants. The FBINAA reserves the right to determine the eligibility of any company, product, or service for inclusion in the exhibition. The FBINAA reserves the right to remove or prohibit any exhibit in whole, in part, or any exhibitor or representatives that in its opinion are not in keeping with the character and purpose of the trade show.
Exhibition Rules & Regulations	All exhibitors agree to adhere to all conditions and regulations outlined in the Exhibitor Prospectus and additional exhibition guidelines and procedures provided by the FBINAA and the General Services Contractor. All exhibitors shall serve the interest of the FBINAA Conference attendees and shall conduct business and operate their booths in a manner that will not detract from other exhibits, exhibitors or the Conference.
Exhibitor Booth Contact	The individual ordering the booth online is considered as the official booth contact. This person may or may not attend the conference and serve also as onsite exhibit staff. This person will oversee and understand all contract issues, including those relating to registration, payment, housing, badging, materials handling, booth set-up and tear-down, operations and logistics, as well as ordering furniture, signage, utilities, etc. The Exhibitor Booth Contact shall be authorized to enter into service contracts as may be necessary and for which the exhibitor is responsible. This person shall receive all official correspondence from the FBINAA and be responsible for communicating all information to appropriate individuals.
Onsite Exhibit Staff	Exhibit booths shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Exhibitors must open their exhibit on time each morning and staff it throughout each day until show closing. No person under 18 years of age will be permitted on the floor during move-in or move-out or exhibition open hours.

Badge Requirement	All personnel who are representatives of the exhibiting company must register as an “Exhibitor”. The number of complimentary exhibitor badges are stated in the exhibitor package for each booth size. Additional paid exhibitor badges will be available for purchase.
Booth Sublet, Sharing or Co-opting	Exhibit booths and spaces may not be sublet, shared, co-opted or transferred in part or whole without the express written consent of the FBINAA. Space assigned to the exhibitor is for its exclusive use.
Use of FBINAA Name	The use of the name, insignia, logotype or other identifying marks of the FBINAA may not be used in any form or manner without express written permission of the FBINAA. Exhibitors are approved to use the conference name, date and location on materials associated with the conference.
Retail Sales	Retail sales is not permitted in the Exhibition Hall. Exhibitors may take orders, but cash and/or credit transactions are not allowed in any conference area, including an exhibit booth space and the exhibition hall.
Fire Protection	All booth decorations and materials must be flame retardant in accordance with the facility regulations. If an inspection indicates that an exhibitor has not complied with these regulations, the exhibitor will be given the opportunity to correct the situation. If the situation is not corrected, the FBINAA reserves the right to cancel all or such part of said exhibit which does not conform to the regulations. Exhibitor is responsible for reading and following the Fire Regulations pertaining to the jurisdiction in which the exhibition is located.
Vehicles	Any and all vehicle(s) to be displayed in the exhibition require pre-approval by the FBINAA and the general services contractor. Exhibitors are required to request assistance with vehicle approval and handling at least 15 days prior to the show and will be required to comply with all terms and conditions for the installation of vehicle(s) directed by the general services contractor. It is the responsibility of the exhibitor to ensure that measures are taken to prevent any potential damage or safety hazard.
Food & Beverage in Exhibition Hall	No food or beverage is permitted in the exhibition hall unless pre-approved by the FBINAA and ordered through the location/facility catering services department.
Booth Noise and Lighting	No sound amplification or live music is permitted by exhibitors in the exhibition hall. In addition, noise levels within individual booths may not exceed noise level which become disruptive to the exhibition hall in general and any neighboring exhibitors. The use of special lighting effects, such as strobes, flashers, etc., is prohibited unless lighting features are expressly the product(s) on display. All booth lighting including gobos must stay within the booth parameters.
Security	A security company will be provided only to protect the general exhibit area from the beginning of set-up/move-in to the end of move-out. This security does not apply to individual exhibit spaces and the equipment, materials and contents within each exhibit space. The FBINAA is not responsible for the loss or damage to exhibitor property. The FBINAA urges precaution by the exhibitor to protect company and personal property.
Insurance	Insurance protection will not be afforded to any exhibitor either by the FBINAA, general services contractor or the exhibition property. An exhibitor shall carry its own insurance to cover exhibit material and equipment against damage and loss, including public liability insurance of at least \$1 million per occurrence and \$1 million per aggregate against injury to the person or property of others.

<p>Liability and Indemnification</p>	<p>The FBINAA shall not in any manner for any cause (including any cause of action) be liable or responsible to any exhibitor or any other person for any injury (including death) loss or damage to any person, business or property in any way related to or arising in connection with the exhibition. Exhibitor agrees to waive any and all claims for such injuries or damages. Exhibitor agrees to defend, indemnify and hold harmless the FBINAA and its directors, officers, employees and agents (the "Indemnified Parties") against any and all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the indemnified parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by exhibitor in connection with the exhibition.</p>
<p>Compliance with Local Ordinances</p>	<p>Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products and services exhibited must comply with all state and local regulations, and with all current FDA regulations for such products and services. Local fire codes and ordinances required that the exhibition aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Sufficient space within an exhibit area must be left to handle any crowd. Should any demonstration interfere with other exhibit space, the FBINAA may, in its sole discretion, require that the demonstration be limited or canceled. The FBINAA has no further responsibility to notify the exhibitor that this compliance is required.</p>
<p>Americans with Disabilities Act</p>	<p>Exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) with regard to booth space, including, but not limited to wheelchair access provisions.</p>
<p>Damage to Exhibition Property</p>	<p>Exhibitors will be held responsible for any damage done to the conference venue and facilities by them, their employees, or agents.</p>