

Montana-Wyoming Bankers Summit



Best Western Plus GranTree Inn | Bozeman, MT
June 5 - 7, 2024

Exhibit Form

Exhibit Schedule (all times are Mountain Time Zone)

Table Set Up: Wednesday, June 5, 2:00 – 4:30 p.m.

Table Tear Down: Friday, June 7, 11:30 a.m. – 2:30 p.m.

Exhibit Hours: **Wednesday:** evening opening reception 5:30–7:30 pm; **Thursday:** Breakfast 7:00-8:00 am (optional), morning break 9:30–10:00 am (approx.) and evening reception 6:30-7:30 pm; **Friday:** morning break with give-aways 9:45–10:15 am (approx.). All to take place in the Exhibit Area.

Table Set Up

With exhibit space, you will receive:

- 110v electricity (checkbox must be marked on form).
- One 6' table and one chair.
- One complimentary full convention registration. (activities are all an additional fee).

Table Costs

MBA/WBA Member Exhibit Table: \$1,500

Non-member Exhibit Table: \$2,500

Additional Exhibit Hall Pass: \$395 (limit 1) *all others must register at the full business partner reg. fee

Table Policies

All exhibitors must register for the event. The exhibit table fee includes one complimentary event registration which allows the exhibitor to attend all sessions and meals on Wednesday, Thursday, and Friday (except for activities). One additional exhibitor can register for an exhibit hall pass @ \$395 in order to staff the table. The exhibit hall pass includes all events on Wednesday, Thursday, and Friday. Activities have a separate registration fee. Other attendees must register at the full business partner event registration fee.

Table Assignments

Space is limited, so register early to reserve your spot. MBA/WBA endorsed vendors and associate members receive priority for reserving space in the Exhibit Hall through March 1, 2024. Non-member table assignments will be processed after that date. Fees and forms must be submitted before table space will be assigned. WBA will acknowledge receipt, and table assignments will be sent prior to the event.

Prizes

A portion of the table fee will be used to purchase exhibit grand prizes. You are also invited to give away prizes at your own table. Prizes will be given away Friday morning following the break.

Cancellation Policy

A refund of 50 percent of table price will be given if cancellation is received in writing prior to May 6, 2024 (30- day notice). No refund will be given if cancellation is received after May 6, 2024.

Questions

For more information, contact Cheryl Johnston with the WBA at 307.638.5008 or cheryl@wyomingbankers.com.

2024 Montana & Wyoming Bankers Summit

June 5-7, 2024 | BW GranTree Inn | Bozeman, Montana

EXHIBIT HALL FORM

Space in the exhibit hall is limited, so register early to secure your spot. MBA/WBA endorsed vendors and associate members receive priority for reserving space in the Exhibit Hall through **March 1, 2024**. Non-member table assignments will be processed after that date. For more information, contact Cheryl at cheryl@wyomingbankers.com.

Company Name _____
(exactly as you want it printed in convention materials)

Company Product/Service _____

Event Coordinator _____ Phone _____ Email _____

MBA/WBA Member Exhibit Table: \$1,500 Non-member Exhibit Table: \$2,500

110v Electricity

By signing below, you accept the 2024 MT/WY Exhibitor Terms & Conditions Agreement (see next page).

Signature _____ Date _____

COMPANY LISTING FOR PROGRAM *(exactly as you want it printed in convention materials)*

Company Name _____
(Print exactly as you want it printed in convention materials)

Complete Address _____

Company Representative Name _____ Email _____

Phone (optional) _____ Website _____

Main Exhibit Hall Attendee (complimentary registration)

Name _____
(exactly as you want it to appear on badge)

Address _____

Email _____

Phone _____

Additional Exhibit Hall Attendee \$395

Name _____
(exactly as you want it to appear on badge)

Address _____

Email _____

Phone _____

PAYMENT

Return exhibit hall form and fees to WBA by May 1, 2024. Table requests are not processed without full payment. Fees and form must be submitted before table space will be assigned. WBA will acknowledge receipt, and table assignments will be sent prior to the meeting. A refund of 50 percent of table price will be given if cancellation is received in writing prior to **May 6, 2024**. No refund will be given if cancellation is received after **May 6, 2024**.

Total Due \$ _____ **table requests are not processed without full payment.*

Check Enclosed (*payable to WBA*) or Charge Credit Card: (contact Cheryl at 307/638-5008 with cc number)

Card Holder's Name _____ Zip Code _____

Credit Card No. (**contact Cheryl at 307/638-5008 with cc number**) CVV _____ Expiration _____

Authorized Signature _____

2024 MBA/WBA Bankers Summit Exhibitor Terms & Conditions Agreement

Agreement to Conditions: Each exhibitor, for itself and its employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with the Montana Wyoming Bankers Associations.

Table Details: One 6' table and one chair, and 110v electricity, will be provided by the Montana & Wyoming Bankers Associations at no extra cost to the exhibitor. Displays shall be placed not to interfere with other exhibitors and are limited to the table-top or in place of the table. Space is limited and we cannot accommodate large displays. Please check with me on any displays/games/etc. that do not fit on the 6' table.

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 exhibition. Assignment of space will be made on a first-come, first-served basis. MBA/WBA business partners will have priority for reserving space in the Exhibit Hall through March 1, 2024. The MBA/WBA's decision as to space allocation shall be final.

Payment: \$1,500 member/\$2,500 non-member per 6-foot table must accompany each application for exhibit space.

Cancellation by Exhibitor: Should the exhibitor be unable to occupy and use the exhibit space contracted for, and should they notify the WBA in writing by May 6, 2024, all sums paid by the exhibitor less 50 percent of the table price will be refunded per table space. No refund will be made if notice of cancellation is received after May 6, 2024.

Liability: The Montana & Wyoming Bankers Associations undertakes no duty to exercise care, nor assumes any responsibility for the protection and safety of the exhibitor, its officials, agents or employees, or its 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 each exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by the MBA/WBA 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 the MBA/WBA 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 its representatives or from the property of the exhibitor.

The MBA/WBA shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any 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 MBA/WBA 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 the MBA/WBA for advertising, administration, etc.

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

Protection of the Exhibit Facility: Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the conference 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 the directions of the Exhibits Manager, or conference hall manager or their assistants.

Installation and Dismantling: The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular conference for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein.

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. The MT/WY Bankers Association has the right to use such space as it sees fit to eliminate blank space in the exhibit hall, provided such table space is not occupied one hour before the official show opening.

Use of Space: Exhibits shall be shown only in the official exhibit area as established by the Montana & Wyoming Bankers Association. No exhibitor shall use its exhibit in any manner so as to interfere with the operation of any other exhibit. The Montana & Wyoming Bankers Association shall be the arbiters of all disputes and its decision shall be final. No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to them, nor shall they display articles not manufactured or sold normally by them. 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 Montana & Wyoming Bankers Associations only, and shall be subject to an additional charge of \$625 per day per additional participant for the run of the exposition.

Conflicting Meetings & Social Activities: In the interest of the success of the entire conference and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the conference or exhibit area during the official hours of the convention or exposition. No exhibitors may start to disassemble their display prior to 11:30 p.m. on Friday, June 7, 2024. All exhibits must be removed from the exhibit hall by 2:30 p.m. on Friday, June 7, 2024. This agreement may be rescinded at any time without cause at the discretion of the Montana & Wyoming Bankers Associations upon repayment of any fees advanced, less any expenses which may have been incurred by the MT & WY BA.

Right of Refusal: The Montana & Wyoming Bankers Associations expressly reserves the right to refuse exhibit space, without notice or hearing, to any applicant for exhibit space at any and all trade shows sponsored by the MBA/WBA or any and all trade shows occurring in conjunction with MBA/WBA forums.