

# IIAG ANNUAL CONVENTION



## ▪ TRADE SHOW CHECKLIST ▪

IIAG's 127th Annual Convention is fast approaching! Please read over each item and feel free to contact us with any questions that might arise.

### THE IIAG EXHIBITOR KIT

The [Exhibitor Kit](#) will assist you in preparation for a successful show. Please take note of shipping deadlines. The Exhibitor Kit will provide information about:

- Show set up, tear down and exhibit hall hours
- Trade show theme and activities
- Shipping
- Booth rental equipment, and electrical/AV

### REVIEW SPONSORSHIP OPPORTUNITIES

To see available sponsorships [click here](#). For additional information contact Amber Mellars ([amellars@iiag.org](mailto:amellars@iiag.org))

### REGISTER EXTRA BOOTH REPRESENTATIVES

If needed, register extra booth representatives not already included in your exhibitor level. Additional booth representative registration is \$350 each and can be [registered here](#).

### DETERMINE ANY GIVEAWAYS OR RAFFLES

If you plan to draw for an agent prize at our trade show or donate an item for our PAC Raffle please begin to determine your giveaways!

### REMEMBER TO RESERVE HOTEL ROOMS

Use [this link](#) or call Sandestin Resort directly. The IIAG discounted room block ends on May 15th and may sell out quickly.

### CHECK EXHIBITOR AGENDA

Please see the [Exhibitor Kit](#) for full agenda.

|                   |                     |           |
|-------------------|---------------------|-----------|
| Exhibitor Set-Up: | Thursday, June 13th | 8am - 4pm |
| Booth Break Down: | Friday, June 14th   | 2pm - 3pm |

### General Trade Show Information

- Exhibitors are encouraged to arrive at Friday's trade show early to ensure time to have lunch before agent attendees arrive.
- Remember, there is a contest for "Best Exhibitor Booth" voted on by agent attendees!
- Did you know Friday's trade show has a theme and Exhibitor Bingo? Check the Exhibitor Kit for more details!
- For additional information, visit our exhibitor page: [www.iiag.org/annual-exhibitor](http://www.iiag.org/annual-exhibitor)

### Contact Us

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See you in...

*Sandestin*