



# LSAW 2019 Annual Conference

February 27 - March 1, 2019 – Tulalip Resort – Tulalip, Washington



## EXHIBIT AND SPONSORSHIP PROSPECTUS

*Exhibiting at the LSAW conference gives you the opportunity to showcase your company's products and services to a concentrated gathering of company owners, managers and decision makers from the private sector, government agencies and academia. With the economy improving they'll be looking at the latest time-saving technology to gain an edge over their competition.*

### Why Exhibit?

- **Direct your products and services to those with the authority to make purchasing decisions.**
- **Spotlight new & improved products.**
- **Exposure to over 500 interested buyers and users.**
- **Your competition will be here.**

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Our 2019 Exhibit Hall will be in the heart of the conference venue, and integrated with meal events. Breaks and lunches with the exhibitors guarantee a steady stream of potential clients.

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### EXHIBITOR DOOR PRIZE DRAWING

Every exhibitor is encouraged to offer and display a non-survey oriented door prize with the winner to be drawn from attendee business cards collected during the conference. A very public drawing of each exhibitor's door prize winner will be held in the Exhibit Hall during the Friday lunch break at **12:30 PM**.



### More Added Value

- **Welcome Reception & Exhibit Hall Grand Opening on Wednesday evening at 5PM, after sessions**
- **Morning and break refreshments in the exhibit hall**
- **Buffet Lunch seating in the exhibit hall each day**
- **Listing in our official conference program**
- **Signage at the conference**
- **Sponsorship opportunities: Stand out from everyone else**
- **List of Conference Attendees is available upon request**

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Attendees are expected to linger until the exhibit hall closes at 1:30 PM to get their last chance look at all the latest equipment, instrument, supply and software offerings. **Please ensure that your *intact booth* is represented until closing at 1:30 PM as agreed.**



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### EXHIBIT RULES AND REGULATIONS

In applying for exhibit space, please return a copy of the Application with payment to the Land Surveyors' Association of Washington (LSAW). LSAW reserves the right to decline any application or prohibit any exhibit. If the Application is accepted by LSAW, a notice indicating such acceptance will be emailed or faxed to you. Exhibitor spaces will be assigned based upon the order payments are received, and the amount of space available. LSAW reserves the right to limit the number of booths or tables purchased by any one company.

### EXHIBIT SPACE FEES:

#### **Exhibit Booths (B1 – B18)**

- **One Booth** **\$ 700**
  - **Two Booths (each Booth)** **\$650**
  - **Three Booths (each Booth)** **\$600**
- Maximum exposure
  - 8' X 10' booth with 8' high back wall
  - Draped 3' high side rails
  - 500-watt electrical outlet
  - One 7" x 44" exhibitor ID sign
  - One 8' skirted table, contour chair and wastebasket
- **6-foot Display Table (T1 – T7)** **\$ 250**
  - 6' skirted table with chair

**NOTE:** Any deviation from the above set up will initiate extra charges from the decorating company.

### LATE ARRIVALS:

All exhibitors shall be set up prior to the Welcome Reception & Exhibitor Hall Grand Opening, Wednesday at 5 PM: **No late arrivals will be allowed.**

### CANCELLATIONS:

All cancellation must be in writing. No refunds will be provided for cancellations, however, we will work with you to find and transfer your exhibit rights to another vendor.

### APPLICATION DEADLINE:

**All applications must be received by LSAW by February 8, 2019.**

#### Exhibit Hall Schedule:

##### **Friday, February 8, 2019**

Booth application deadline

##### **Tuesday, February 26, 2019**

8:00 am to 12:00 pm Decorator set-up

##### **Wednesday, February 27, 2019**

1:30 pm to 5 pm

Exhibitor move-in

5 pm to 6:30pm

**Exhibitor's Grand Opening and Welcome Reception**

##### **Thursday, February 28, 2019**

9:30 am to 6 pm

Exhibits open

Noon to 1:30 pm

**Lunch with Exhibitors**

##### **Friday, March 1, 2019**

9:30 am to 1:30 pm

Exhibits open

Noon to 1:30 pm

**Lunch with Exhibitors**

1:00 pm

**Exhibitor Door Prize Drawing**

1:30 pm to 5 pm

Exhibitors move-out

2 pm to 5 pm

Decorator move-out



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Exhibit booths must be staffed by a minimum of one qualified exhibitor representative during all open exhibit hours and **must remain fully intact from 5 PM Wednesday thru 1:30 PM Friday** of Conference week.

### **TERMS OF PAYMENTS:**

Send a check or a charge to your credit card for the full amount of your requested exhibit space, **extra badges, if any** and meals for your representatives. Once your application and payment is received and accepted by LSAW you will receive a confirmation notice and confirmation of exhibit space.

All payments must be made in U.S. funds drawn on U.S. banks and payable to the Land Surveyors' Association of Washington. In the event your Application for exhibit space is declined, all monies submitted will be refunded to the applicant.

### **EXPOSITION SERVICES PROVIDER:**

**Exhibitors will be contacted directly by the decorator with more information.**

Additional exposition equipment and/or services may be ordered from the exposition provider.

### **ARRANGEMENTS OF EXHIBITS:**

Exhibitors shall confine their display to their assigned space. Illuminated signs must be placed near the back wall of the booth. Any portion of an exhibit that obstructs the view, interferes with the privileges, light or space of other exhibitors, extends beyond the designated exhibit space or which, in the opinion of LSAW, for any reason becomes objectionable, must be modified or removed by the exhibitor.

### **STANDARDS OF CONDUCT:**

Exhibits are to serve the interest of the conference attendees & are expected to operate in a manner that does not detract from other exhibits, the operation of the conference facility or the conference as a whole. LSAW reserves the right to refuse to admit or eject from the conference facility any exhibit &/or exhibit representatives it believes to be objectionable, undesirable or injurious to the spirit of the conference.

Public address, sound-producing or sound amplification devices that project sound including background music must be kept to a conversational level and must not interfere with other exhibitors, seminars or conference social functions. Any form of attention getting devices of presentation must be terminated whenever crowds obstruct aisles or infringe upon another exhibitors display. LSAW reserves the right to restrict the use of glaring lights, objectionable lighting effects or music which projects beyond the confines of the exhibitor's booth.



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### **STANDARDS OF CONDUCT:**

Distribution of advertising materials or souvenirs is permitted but must be confined to the exhibitor's space. LSAW reserves the right to terminate or disallow any materials it believes to be inappropriate. Canvassing or distribution of advertising materials beyond the confines of each exhibit space is strictly prohibited except for purchased sponsorships.

Exhibitors will be held responsible for any damage done to the building by them, their agents, or employees. Walls, woodwork, or floor of the building must not be defaced or altered in any manner whatsoever. Tacking, taping or nailing of signs, banners, etc., to any permanent walls or woodwork or beyond the limits of any exhibit space background is prohibited.

LSAW is committed to providing a professional association, free of unlawful harassment. Any harassment because of race, sex, religion, national origin or ancestry, physical or mental disability, medical condition, marital status, sexual orientation or any other basis protected by federal, state or local law is unlawful and prohibited. This policy applies to all LSAW members in every category of membership, and to exhibitors &/or advertisers at our conferences and in our publications. A complete copy of our policy is available for viewing on the Association's website at [www.lsaw.org](http://www.lsaw.org).

### **NON-PROFIT ORGANIZATIONS:**

Non-profit organizations may purchase an exhibit booth or display table at a 50% discount. This guarantees your chosen spot in the exhibit area.

Alternatively, non-profits will be provided with any unsold booths or display tables at no charge, on a first-come, first served basis. We, however, make no guarantee that there will be any unsold exhibit space or tables or that you will be accommodated within the exhibits area.

**To get on the non-profit waiting list contact [sullivan.e.o@gmail.com](mailto:sullivan.e.o@gmail.com)**

### **STORAGE:**

The conference venue does not have storage capabilities for materials arriving prior to February 27, 2019. Such materials will be redirected to the exposition services provider and will be subject to a handling fee. Exhibitors are encouraged to make arrangements directly with the exposition services provider for storage or shipment of their materials.

### **HOSPITALITY SUITES / HOTEL ROOMS:**

Exhibitors agree to coordinate the date and time of any hospitality functions with the conference organizers so as to avoid detracting from any conference social and meal events. The conference organizers specifically reserve the right to cancel without liability, any hospitality function considered to be detrimental to the conference.



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### **FIRE, SAFETY AND HEALTH:**

All exhibit displays, equipment and materials must be located within the assigned space. Exhibitor assumes all responsibility for compliance with all governmental agency ordinances and regulations covering fire, safety and health. Only fireproof materials may be used in displays. No combustible material may be stored in or around exhibit booths.

### **LIABILITY:**

The Tulalip Resort and Conference Center will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages, injury, etc... may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitor will indemnify and hold harmless against such claims. The exhibitor assumes all liability for any damage to the facility's floors, walls, lighting fixtures, &etc... as a result of exhibitor negligence. Exhibitor agrees to abide by and observe all applicable laws, rules and regulations or ordinances of any governmental authority and of the Tulalip Resort and Conference Center.

The exhibitor agrees to hold the conference organizers, The Land Surveyor's Association of Washington, harmless from any and all damages, loss or liability of any kind whatsoever resulting from injury to persons or property occurring within or at the

conference facility occasioned by any act, negligence or wrongdoing of the exhibitor or any officers, agents, representatives, guest or employees, invitees or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect the conference organizers against any and all such claims or demands.

### **SECURITY:**

LSAW will provide security and protection during non-exhibit hours. LSAW and the Tulalip Resort and Conference Center make no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage to the property of the exhibitors or their representatives or employees from theft, fire, accident or other causes.

### **LABOR:**

Rules and regulations for union labor, if applicable, are made by local unions and may change at any time. Where union labor is required because of building or contractor requirements, it will be necessary to comply with these regulations. Skilled labor shall be arranged through the exposition services provider.



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### **EXHIBIT STAFF REGISTRATION:**

Exhibitor representatives must pre-register with the conference and will be provided with and be required to wear a conference-issued name badge at all times.

**Two exhibitor identification badges are included with each exhibit booth space.**

**One identification badge is included with each display table.**

Exhibit badges entitle the exhibit representative entry to the exhibits and complimentary conference events. Seminars are not included.

**Name badges for additional exhibitor representatives must be purchased for \$100 per badge.**

LSAW reserves the right to refuse entry and / or request the removal of any unregistered exhibitor representatives.

Conference meals for exhibit representatives may be purchased using the Special Event & Meal Ticket Order Form available at LSAW.org

### **LSAW EXHIBITS CONTACT:**

Erynn Sullivan - Ph: 425-422-8714  
[sullivan.e.o@gmail.com](mailto:sullivan.e.o@gmail.com)

### **EXHIBIT AND SPONSORSHIP PACKET:**

Your exhibitor's packet includes:

- Exhibitors Prospectus
- Exhibit Hall Layout Map
- Exhibit Booth Application\*
- Exhibitor's Meal Order Form
- Sponsorship Opportunities
- Sponsorship Payment Form

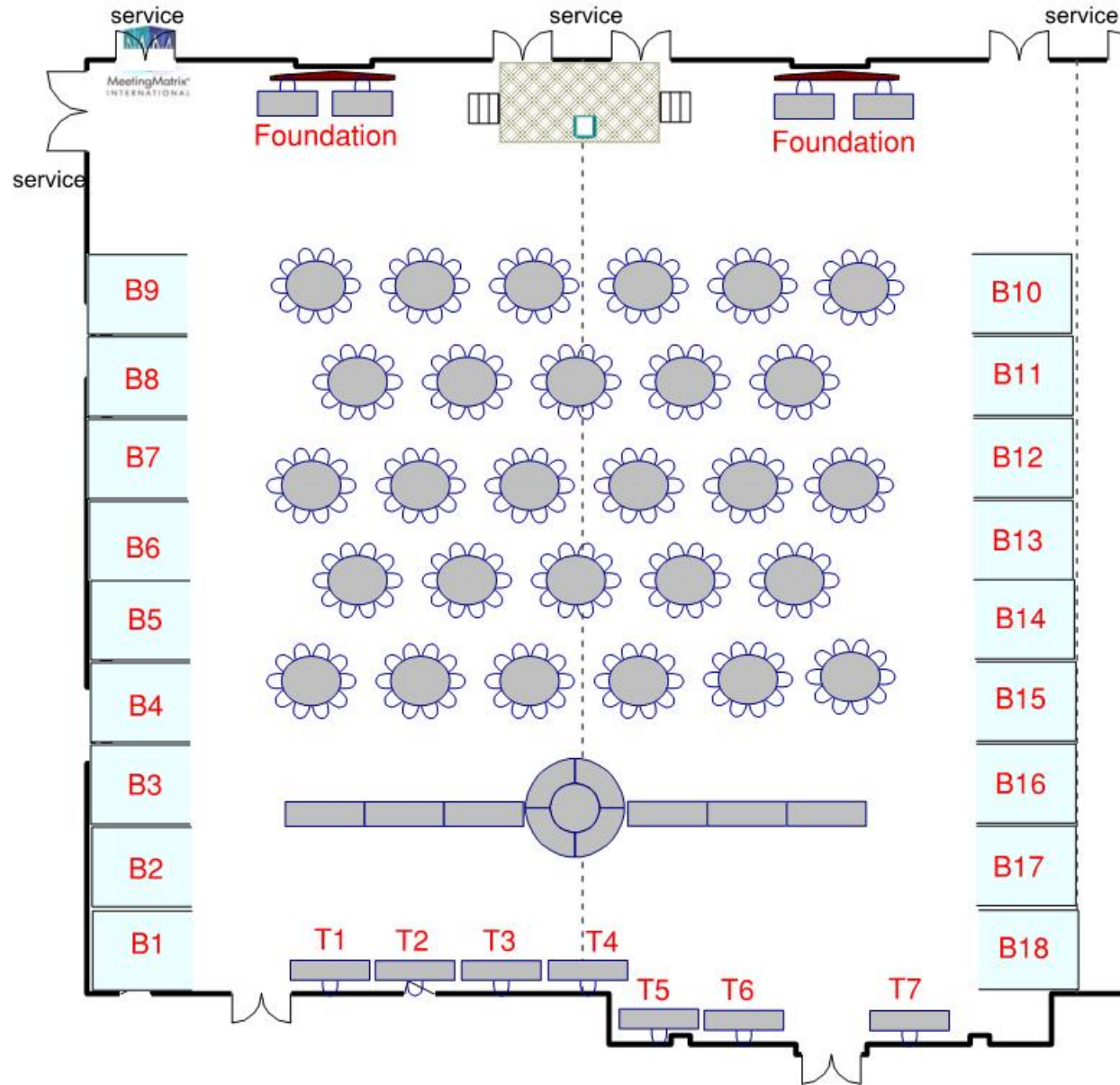
\* includes registration for exhibitors' representatives.

### **LODGING AT THE TULALIP RESORT & CONFERENCE CENTER:**

The Tulalip Resort and Conference Center is located at: 10200 Quil Ceda Blvd, Tulalip, Washington.

For reservations call 888-272-1111 and mention LSAW to get our group rate.

**Group rate for reduced hotel room costs at Tulalip Resort are guaranteed until **January 29, 2019.****





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**IT'S BACK!** Online registration now available at [www.lsav.org](http://www.lsav.org)

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Company Website: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I, the above-signed, in applying for exhibit space acknowledge that I have received, reviewed and agree to observe and abide by the Conference Exhibit Rules and Regulations.*

### BOOTH &/OR DISPLAY TABLE SELECTION:

Booths B1 – B18:	1 Booth at:	<input checked="" type="checkbox"/>	\$ 700	ea. =	\$ _____
	2 Booths at:	<input checked="" type="checkbox"/>	\$ 650	ea. =	\$ _____
	3 Booths at:	<input checked="" type="checkbox"/>	\$ 600	ea. =	\$ _____

6' Tables T1 – T7:      No. of tables: \_\_\_\_\_            \$ 250      ea. =      \$ \_\_\_\_\_

Booth 1st choice(s):	_____	2nd choice(s)	_____
	<small>indicate preferred booth number(s)</small>		<small>indicate preferred booth number(s)</small>

Table 1st choice(s):	_____	2nd choice(s)	_____
	<small>indicate preferred table number(s)</small>		<small>indicate preferred table number(s)</small>

Please do not place our booth next to >>>> \_\_\_\_\_

**BOOTH REPRESENTATIVES:**  
(for badges)

**ADDITIONAL BADGES** \_\_\_\_\_ **x \$100 ea. = \$** \_\_\_\_\_





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### SPECIAL EVENT AND MEAL TICKETS

**NEW!** Order meals online at [www.lsav.org](http://www.lsav.org)

<b>Wednesday Lunch</b>	Buffet Lunch with the exhibitors	No. of tickets _____	x \$ 20 each	\$ _____
<b>Thursday Lunch</b>	Buffet Lunch with the exhibitors	No. of tickets _____	x \$ 20 each	\$ _____
<b>Thursday Night</b>	LSAW Awards Banquet	No. of tickets _____	x \$ 45 each	\$ _____
<b>Friday Breakfast</b>	Past-State Presidents Breakfast (Cost is \$20 in advance for everyone but will be refunded to past-Presidents upon attendance.)	No. of tickets _____	x \$ 20 each	\$ _____
<b>Friday Lunch</b>	Buffet Lunch with the exhibitors	No. of tickets _____	x \$ 20 each	\$ _____
<b>Friday Night Social</b>	Join us for a Conference Wind-down Social Event - Cost is free and location to be determined			

<b>If using a credit card, try online payment at <a href="http://www.lsav.org">www.lsav.org</a> or fax this form to (707) 578-4406</b>	
Card No. _____	
Exp. _____	
Date: _____	V-Code: _____
Name on card: _____	
Cardholder ph. No. _____	zip: _____
Signature: _____	
<small>Amount charged will be total above.</small>	

If paying by check please mail this form to:  <b>LSAW</b> <b>526 South E St</b> <b>Santa Rosa, CA</b> <b>95404</b>
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Exhibitors at the LSAW 2019 Annual Conference can choose from a variety of high profile, and exclusive opportunities to increase awareness of your products and services and help get your message to industry decision makers and buyers. Sponsorship opportunities are on a first come, first served basis.

Conference sponsors will be recognized:

- At the conference via announcements, banners & signs
- Acknowledgement in the final conference program provided to every attendee
- Recognition in the Evergreen State Surveyor, the official publication of LSAW with quarterly distribution to over 1,500 association members

Sponsors may select one or more of the following opportunities:

**Neck Wallets / Badges** - Sponsor gets the exclusive right to include their company name and logo on the front of a neck wallet that attendees use to hold their event tickets, mini-schedule and continuing education log. **\$ 400**

**Wednesday Buffet Lunch with the Exhibitors** - Sponsorship includes acknowledgement banner, official recognition and exclusive right to display and distribute company material. **\$ 400**

**Wednesday Welcome Reception** - Sponsor gets an acknowledgement banner, official recognition and exclusive right to address attendees. Sponsorship cost is just a fraction of the reception cost. **\$ 500**

**Thursday Buffet Lunch with the Exhibitors** - Sponsorship includes acknowledgement banner, official recognition and exclusive right to display and distribute company material. **\$ 400**

**Friday Buffet Lunch with the Exhibitors** - Sponsorship includes acknowledgement banner, official recognition and exclusive right to display and distribute company material. **\$ 400**

**Final Program Ads** - Ensure that your company's message is delivered to every attendee by way of an ad in the final conference program. Include your company logo, a product ad, a discount coupon or business card. Ad must be ready to print. Ad rates are only:

- |                    |              |                |               |
|--------------------|--------------|----------------|---------------|
| • Business card ad | <b>\$ 50</b> | • 1/2 page ad  | <b>\$ 150</b> |
| • 1/4 page ad      | <b>\$100</b> | • Full page ad | <b>\$ 200</b> |

**MAIL OR FAX THIS FORM BY JANUARY 18, 2019 TO CLAIM A SPONSORSHIP OPPORTUNITY**



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Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State and Zip: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Mail your check to:

**LSAW**  
526 South E St  
Santa Rosa, CA  
95404

*or*  
*use your credit card*  
*below*

- Gold Sponsorship \$ 5000
- Silver Sponsorship \$2500
- Neck Wallet / Badge Holders \$400
- Wednesday Welcome Reception \$ 500
- Wednesday Buffet Lunch with Exhibitors \$ 400
- Thursday Buffet Lunch with Exhibitors \$ 400
- Friday Buffet Lunch with Exhibitors \$ 400

- Final Program - Biz. card ad - \$ 50
- Final Program - 1/4 page ad - \$ 100
- Final Program - 1/2 page ad - \$ 150
- Final Program - Full page ad - \$ 200

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**MAIL OR FAX THIS FORM BY JANUARY 18, 2019 TO CLAIM A SPONSORSHIP OPPORTUNITY**

**Paying by Credit Card ?** **Try online payment at [www.lsaw.org](http://www.lsaw.org)**  
**or fax this form to (707) 578-4406** (circle one) VISA MasterCard

Card No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_  
(3-digit code on the back)

Printed Name: \_\_\_\_\_ Cardholder Ph. #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount charged will be the total checked in boxes above.