



Exhibitor information

On behalf of the Big I of Washington and our conference committee we welcome you to the 2024 Go Big Conference. As you prepare for the show, here are a few things to be aware of.

Our exhibit hall this year will be a little different than what we have done in the past. Each space will be 8x10 and you will have a 6 foot skirted table and two chairs available to you. There will not be railings or side and back drops. You are welcome to bring tabletops and/or back drops. We want to make this event more casual and open for you to spread out and for the attendees to have a good time.

Please see the [floor plan](#) including your table numbers. We will have your name and table number on each table when you arrive.

Our exhibit times will go on throughout the day with meals, classes and presentations mixed in so you will have time to visit with attendees and also enjoy the program. At the end of the day, we will have a dinner reception and some great entertainment. Should be a great day.

Open Exhibit Table Time on Thursday

- 8:30 - 9:15 am Breakfast with exhibit tables
- 11:45 am - 1:00 pm Lunch with exhibit tables
- 2:00 - 2:15 pm Break with exhibit tables
- 4:15 - 6:15 pm Reception with exhibit tables

Electrical Hookup

If an electrical outlet is required, the cost will be \$85 extra. If you have already registered and need to add electricity, please contact Suzanne at sarnett@wainsurance.org and we will add it to your exhibitor registration.

***please note that if you book electricity directly through the hotel it will be more expensive.**

Exhibit Setup & Breakdown

Setup – Wednesday, September 11 from 8:00 pm – 10:00 pm and Thursday, September 12th from 7:00am – 8:30 am in Evergreen Ballroom.

Breakdown – Exhibitors are required to keep their space assembled and open until 6:30 pm on Thursday, September 12th. No exceptions. This policy is to maximize your time with agents and help you get the most out of your time at the conference.

If you need any AV equipment, please see this link [HERE](#).

Electrical hookup should go through IIABW registration.

If you need any furniture items (i.e. tables, chairs, tablecloths etc.) please contact Suzanne Arnett at sarnett@wainsurance.org

Drawing

We will do prize drawings at approximately 5:45 pm. We ask if each exhibitor brings a prize to give away to agent attendees. We will be coming around to each table with a microphone to announce winners.

Shipping

Please see attached Hyatt shipping information.

Your exhibit table comes with **one booth representative**. That person gets a complimentary registration for the entire conference. *** this email has been sent to the person we have down as the booth representative – If this is incorrect, please let us know.** Extra people will have to register separately (see link below).

An extra person at your table will be \$175.00. (extra Exhibitor attendee) That will be a “Thursday only” registration. They will be able to participate in all activities and meals for Thursday. Only Exhibitors, attendees and staff will be admitted to the trade show and name badges must be worn at all times.

If you have someone that wants to join in on the rest of the conference, please register for a full registration or one of the ala cart options. [Click here.](#)

If you need a hotel room, please [register here](#) for the Hyatt Regency to get our group rate. If the Hyatt is full, the Hilton Garden Inn is a 5 minute walk from the Hyatt. [Click here](#) to book a room.

To see the agenda, sponsorship opportunities and information on the programs please see links on this [page.](#)

If you have not paid for your space, please let me know if you need an invoice and I will be happy to send it to you.

Thanks again for joining us. Please contact me if you have any questions. Should be a great event!

Suzanne

Suzanne Arnett

Conference Coordinator

sarnett@wainsurance.org

425-336-0461