INVITATION TO EXHIBIT AND SPONSOR

SEPTEMBER 22 - 24, 2021 | LAFAYETTE, LA

AIA Louisiana

AIA LA ‘21 Conference on Architecture
September 22 - 24, DoubleTree by Hilton Hotel Lafayette

+ 2021 AFFILIATE MEMBERSHIPS
YEAR-ROUND EXPOSURE

As our industry changes and continues to grow, relationships are increasingly important to our survival and prosperity. AIA Louisiana’s Sponsorship & Affiliate Membership programs are specifically focused on supporting the development of strategic relationships between our members and sponsors.

Including Annual Design Conference

ELITE SPONSORSHIP LEVEL $5,250

SPONSORSHIP INCLUDES:

- Elite Affiliate Membership in AIALA. See page 3 for details ($5000 value)
- 4 Complimentary Conference registrations
- Access to Expo
- 2 tickets to Conference networking special event
- Company listing in all Conference material
- Logo Recognition on Conference signage
- 20 second video highlight (provided by sponsor)

DISTINGUISHED SPONSORSHIP LEVEL $2,750

SPONSORSHIP INCLUDES:

- Distinguished Affiliate Membership in AIALA. See page 3 for details ($2500 value)
- 2 Complimentary Conference registrations
- Access to Expo
- 1 ticket to Conference networking special event
- Company listing in all Conference material
- Company listing during Conference session
# 2021 Affiliate Memberships

<table>
<thead>
<tr>
<th>Features &amp; Benefits</th>
<th>Elite $5000/Year</th>
<th>Distinguished $2500/Year</th>
<th>Allied $300/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Representatives</td>
<td>4</td>
<td>2</td>
<td>1 (prof. license req.)</td>
</tr>
<tr>
<td>Discount on Contract Documents</td>
<td>30 %</td>
<td>30 %</td>
<td></td>
</tr>
<tr>
<td>Invitations to &amp; notifications of Chapter events &amp; activities</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Member discount to attend State Conference on Architecture</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Member discount to attend events &amp; programs</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Logo recognition on AIALA website with weblink (one year)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognized as partner on AIALA website (one year)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Logo announcement in newsletter &amp; on FB of membership</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement of membership in newsletter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Subscription to e-newsletter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Logo in e-newsletter for one year</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to serve on AIALA committees</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Invitation to serve on Affiliate Advisory Committee</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Announcement of your event in e-newsletter upon request (one time)</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serve as a resource for educational programming (potential speaking opportunity)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>One month banner ad in e-newsletter</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-time banner ad in e-newsletter</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>One-time membership roster</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Approved use of &quot;Elite Affiliate Member of AIALA&quot;, &quot;Distinguished Affiliate Member of AIALA&quot;, or &quot;Allied Affiliate Member of AIALA&quot; as appropriate</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>One corner booth at State Conference Expo as available</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One inside booth at State Conference Expo as available</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>One complimentary job posting on AIALA job board</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL VALUE</strong></td>
<td><strong>$7,800</strong></td>
<td><strong>$3,000</strong></td>
<td><strong>$300</strong></td>
</tr>
</tbody>
</table>
CONFERENCE EXPOSURE

HI-RISE SPONSORSHIP
$2,500 Investment
One $2,500 Convention Sponsorship (see sponsorship contract)
Access to the Expo
4 Tickets to sponsored event
Company listing in all convention material
Company listing on website
Signage at sponsoring event with company logo

CORNERSTONE SPONSORSHIP
$1,250 Investment
One $1,250 Convention Sponsorship (see sponsorship contract)
Access to the Expo
3 Tickets to sponsored event
Company listing in all convention material
Company listing on website
Signage at sponsoring event

COLUMN SPONSORSHIP
$750 Investment
One $750 Convention Sponsorship (see sponsorship contract)
Access to the Expo
1 Ticket to sponsored event
Company listing in all convention material
Company listing on website
Signage at sponsoring event

FOUNDATION SPONSORSHIP
$500 Investment
One $500 Convention Sponsorship (see sponsorship contract)
Access to the Expo
Company listing in all convention material
Company listing on website
Signage at sponsoring event
EXHIBITOR BOOTHS

THURSDAY, SEPTEMBER 23, 2021 | DOUBLETREE BY HILTON | BALLROOM FOYER (Tabletops) AND GRAND BALLROOM (Booths)

Each booth option permits 2 complimentary company representatives to attend the Expo. Additional representatives may be purchased for $50 each.

<table>
<thead>
<tr>
<th>BOOTH WITH SPONSORSHIP OPTIONS (see sponsorship for all benefits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elite Level Sponsorship</td>
</tr>
<tr>
<td>Distinguished Level Sponsorship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOOTH OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Tabletops</td>
</tr>
<tr>
<td>Corner Booth</td>
</tr>
<tr>
<td>Inside Booth</td>
</tr>
</tbody>
</table>

BOOTH DISPLAY LIMITATIONS AND RULES: Booth size: 8 x 10. Unfinished sides or backs of exhibits must be covered or finished so as not to detract from the appearance of adjoining booths.

STANDARD EQUIPMENT: Each booth will be equipped with a one-line identification sign with booth number, one 6’ table (draped), 2 chairs and a waste basket. Each Premium tabletop will be equipped with a tabletop sign, 2 chairs and a waste basket.

ELECTRICAL/TELECOMMUNICATION SERVICE: Exhibitors can begin making arrangements directly with the DoubleTree by Hilton Lafayette for electrical services, and internet service by using the forms that will be sent to you with your signed and confirmed booth contract.

DRAYAGE AND DECORATOR SERVICES: Information will be sent to you in the Decorator’s exhibitor service kit about 6 weeks prior to the Expo.

LUNCHEON: Complimentary lunch and beverages will be served in the Expo during the product show for all Conference attendees, including exhibitors.

ATTENDANCE PRIZES: To encourage attendance at the Expo, exhibitors may want to offer an attendance prize valued at $50 or more. Only Design Professionals who are present will be eligible to win. Exhibitors should notify the Expo Chair of their intent to furnish a prize. (see exhibitor contract)

<table>
<thead>
<tr>
<th>EXHIBITORS SCHEDULE</th>
<th>All times are subject to change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Set-up</td>
<td>Wednesday, September 22nd</td>
</tr>
<tr>
<td></td>
<td>Thursday, September 23rd</td>
</tr>
<tr>
<td>The Expo</td>
<td>Thursday, September 23rd</td>
</tr>
<tr>
<td>Booth Break-down</td>
<td>Thursday, September 23rd</td>
</tr>
</tbody>
</table>

*Due to Conference schedule, booths must be immediately dismantled at the close of the Expo.*
RULES AND REGULATIONS

GOVERNING EXHIBIT CONTRACTS

1. A space/booth contract must be executed by each exhibitor for the right to use the allocated space. **The deadline for payment of rental fee in full is August 27, 2021**. No rental fees can be returned to the exhibitor after this date.

2. The exhibitor will be responsible for loss/damage to goods/property in his/her ownership. The exhibitor agrees to indemnify and hold harmless AIA Louisiana and the DoubleTree by Hilton Lafayette for all injuries or damages to persons or property. All safety regulations and restrictions of the City of Lafayette and the laws of the State of Louisiana must be complied with.

3. The Conference Committee reserves the right to decline any exhibit or part thereof which it considers unsuitable, and to amend these conditions and restrictions when necessary for the proper operation of the exhibition.

4. The Conference Committee is not responsible for damages or otherwise to any exhibitor by reason of war, strikes, labor disputes, or any other causes beyond control of the Committee, which in any manner restrict, limit or cancel this scheduled meeting.

5. The Conference Committee reserves the right to decline any exhibit or part thereof which it considers unsuitable, and to amend these conditions and restrictions when necessary for the proper operation of the exhibition.

6. All safety regulations and restrictions of the City of Lafayette and the laws of the State of Louisiana must be complied with.

7. All exhibitors’ representatives must be registered on booth contract. Each booth option permits 2 company representatives to attend the Expo.

8. Exhibitors’ spouses/guests are invited and encouraged to attend and participate in all networking functions. See Conference packet for applicable ticket pricing.

EXHIBITORS MAP

![2021 AIA LOUISIANA EXPO MAP DoubleTree by Hilton Lafayette September 23, 2021](image-url)
AIA LOUISIANA 2021 SPONSORSHIP CONTRACT
SEPTEMBER 23-24, 2021 | DOUBLETREE BY HILTON LAFAYETTE

Please return completed and signed contract along with full donation to AIA Louisiana, 521 America Street, Baton Rouge, LA 70802. Sponsorships will be assigned and signed contract will be returned and will serve as confirmation and receipt. This application will become a binding contract upon acceptance by AIA Louisiana. Potential Sponsors accept that sponsorships are available on a first come first serve basis; however, every effort will be made to accommodate each sponsor. Applications must include payment for full amount to reserve chosen sponsorship. All Sponsorships are due August 27, 2021.

PRIMARY COMPANY INFORMATION:
The “Sponsoring As” company name, address, phone, and URL listed below will be published in Show Program, Event Guide and on-line sponsor listing.

Legal Company Name: ____________________________
Sponsorship As: ____________________________
Mailing Address: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Phone: ____________________________ Website Address: ____________________________

Complimentary Sign to Read: ____________________________

CONTACT INFORMATION:

Contact Name: ____________________________ Title: ____________________________
Phone: ____________________________
Email: ____________________________

INVOICE/ACCOUNTING INFORMATION: (For all invoice/accounting correspondence. If different address than above, please complete below.)

Contact Name: ____________________________ Phone: ____________________________
Email: ____________________________
Address: ____________________________________________ ____________________________________________

SPONSORSHIP SELECTION(S):

YEAR-ROUND SPONSORSHIP OPPORTUNITIES

___ Elite Sponsorship $5,250
One Corner Booth at the Expo (see exhibitor contract)

___ Distinguished Sponsorship $2,750
One Inside Booth at the Expo (see exhibitor contract)

CONFERENCE SPONSORSHIP OPPORTUNITIES

HI-RISE SPONSORSHIP $2,500

___ Thursday Keynote Speaker (4 available)
___ Thursday Continuing Education Sessions (4 available)
___ Friday Keynote Speaker (4 available)
___ Friday Continuing Education Sessions (4 available)
___ Bloody Mary/Irish Coffee Morning Social (Friday)

CORNERSTONE SPONSORSHIP $1,250

___ Thursday Grand Prize at the Expo (2 available)
___ Thursday Lunch at the Expo (4 available)
___ Design Awards Luncheon (4 available)
___ Thursday Continental Breakfast (4 available)
___ Lanyards
___ Transportation (4 available)

COLUMN SPONSORSHIP

___ Thursday Coffee & Refreshments (4 available)
___ Tours (4 available)

FOUNDATION SPONSORSHIP $500

___ Water Station (10 available)
___ Door Prize at the Expo (20 available)

PAYMENT OPTIONS

Amount is due in full on or before August 27, 2021. Payment may be made by credit card or check. If paying by check, make payable to AIA Louisiana. If paying by credit card, please complete the credit card information below. Please note there will be a 4% processing fee for all credit card transactions over $1000.00.

Amount Authorized: ____________________________ Card Number: ____________________________ Card Expiration: ____________________________
Name as it Appears on Card: ____________________________ Card Type: Master-card Visa Discover AMEX
Authorized Signature: ____________________________

FOR AIA LOUISIANA USE ONLY/CONTRACT INFORMATION

Date Received: ____________________________ Sponsorship Assigned: ____________________________
Total Cost of Sponsorship: ____________________________ AIA LA Authorized Signature: ____________________________

Updated 11-12-2020/jcs
TO RESERVE BOOTH SPACE, return completed and signed contract along with deposit to AIA Louisiana, 521 America Street, Baton Rouge, LA 70802. Once booth is assigned and contract has been signed, a returned copy of the contract will serve as a confirmation and receipt. Full booth rental payment is required by August 27th.

PRIMARY COMPANY INFORMATION:

The “Exhibiting As” company name, address, phone, and URL listed below will be published in Show Program, Event Guide and on-line sponsor listing.

Legal Company Name: __________________________________________________________

Exhibiting As: ________________________________________________________________

Mailing Address: ______________________________________________________________

City: _______________________________ State: ______________________________ Zip: __________

Phone: _______________________________ Email: _________________________________

Complimentary Sign to Read: __________________________________________________

CONTACT INFORMATION:

Contact Name: ________________________________________________________________

Phone: _______________________________ Email: _________________________________

BOOTH REPRESENTATIVE INFORMATION: Two complimentary representatives are included with booth rental. Any extra booth representatives cost an additional $35 each.

Representative 1: ____________________________________________________________

Representative 2: ____________________________________________________________

Additional Representatives: __________________________________________________

___ Yes We would like to contribute an attendance prize (suggested value $50 or more)

BOOTH OPTIONS

___ Elite Sponsorship $5,250  ___ Distinguished Sponsorship $2,750

One Corner Booth at the Expo

___ Premium Tabletop $1,500

___ Inside Booth | 8x10 $1,100

___ Corner Booth | 8x10 $1,200

Indicate the first, second and third choice of space location.

1. ______________________________ 2. ______________________________ 3. ______________________________

Visit the AIA LA website, www.aiala.com or call the office at 225.387.5579 to verify availability of space. If the exhibitor fails to verify space and none of the above preferences are available, AIA LA reserves the right to make the selection for the exhibitor. All exhibits will be housed in the Ballroom Foyer (Tabletops) and Grand Ballroom (Booths).

TERMS AND CONDITIONS

I, the exhibiting company, agree to pay appropriate registration fees for all booth personnel in excess of the complimentary allotment. Two complimentary exhibitor badges are provided for each booth space. Prior to August 27th, an advance deposit equal to 50 percent of the total exhibit space fee and this completed application are required to reserve exhibit space. Balances are due by August 27th. On or after August 27th, full payment and completed application are required to secure rental space. This application becomes a binding application when the confirmation is sent to the applicant. In the event of non-payment in full by August 27th, the Expo Chair reserves the right to dispose of the exhibit space without liability on his/her part or the part of the Conference Committee. The Conference Committee reserves the right to make changes in the configuration of the Expo booths to achieve code requirements and general exhibitor benefits. The exhibitor agrees to comply with the Rules and Regulations governing Exhibit Contracts. No rental fees will be returned after August 27, 2021.

This application is subject to the conditions named below, also to all conditions under which the exhibit area is made available to AIA Louisiana, and these conditions are a part and shall be so considered. This application is also subject to all policies stated in the Rules and Regulations governing the exhibit contract. AIA Louisiana will not be responsible for loss of or damage to property belonging to an exhibiting company or its representatives caused by theft, fire, water, accident or other causes. AIA Louisiana will provide limited security during exhibitor move-in, show dates, and exhibitor move-out. It is expressly understood that the exhibiting company and its representatives agree by accepting these rules that no claim of any kind may be made against AIA Louisiana, or any of its members or its employees, for any loss, damage or destruction of goods or property, nor for any injury that may occur while in the Expo Area, nor for any damage of any nature or character whatsoever.

PAYMENT OPTIONS AND AUTHORIZATION:

Amount is due in full on or before August 27, 2021. Payment may be made by credit card or check. If paying by check, make payable to AIA Louisiana. If paying by credit card complete the following. Documentation will be sent confirming the booth location assigned for occupancy. Space is assigned on a first-come, first-serve basis. This application will not be accepted unless accompanied by either a 50% deposit or the exhibit space fee or payment in full of the exhibit space prior to August 27th.

* Please note there will be a 4% processing fee for all credit card transactions over $1000.

Total Amount: $ _______________________________ Deposit Amount: $ __________ Card Number: _______________________________

Card Type: ___ Master-card   ____ Visa   ____ Discover   ____AMEX

Authorized Signature: __________________________________________________________ Card Expiration: _______________________________

By signing this application, I agree that my exhibit space shall be dismantled immediately upon close of the show at 4:00 p.m., Thursday, September 23, 2021. I have read and agree to comply with the rules and regulations governing our participation in this Expo. I understand I am signing this application on behalf of the company I represent.

Authorized Signature: __________________________________________________________ AIA LA Authorized Signature: _______________________________

Print Above Name: ___________________________________________________________ Print Above Name: _______________________________

FOR AIA LOUISIANA USE ONLY

Booth Number: _______ Date Received: _______

Updated 11-12-2020/jcs