



# INVITATION TO EXHIBIT AND SPONSOR

SEPTEMBER 19-20, 2024 | BATON ROUGE, LA



# Louisiana

**AIA LA '24 Conference on Architecture**  
September 19-20, 2024 | Baton Rouge Marriott

## + 2024 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

**\$6,550**

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### 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)
- **NEW!** Full page color ad in the 2025 Membership Directory & Resource Guide custom publication

## DISTINGUISHED SPONSORSHIP LEVEL

**\$3,950**

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### 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
- **NEW!** Half page color ad in the 2025 Membership Directory & Resource Guide custom publication

## 2024 Affiliate Members

Features & Benefits	Elite \$5950/Year	Distinguished \$2,750/Year	Allied \$300/Year
Number of Representatives	4	2	1 (prof. license required)
Invitations to & notifications of Chapter events & activities	X	X	X
Member discount to attend State Conference on Architecture	X	X	X
Member discount to attend events & programs	X	X	X
Logo recognition on AIALA website with weblink (one year)	X		
Recognized as partner on AIALA website (one year)		X	
Logo announcement in newsletter & on FB of membership	X		
Announcement of membership in newsletter		X	X
Logo in e-newsletter for one year	X		
Ability to serve on AIA LA committees	X	X	X
Invitation to serve on Affiliate Advisory Committee	X		
Announcement of your event in e-newsletter upon request	X		
Serve as a resource for educational programming (potential speaking opportunity)	X	X	X
One month banner ad in e-newsletter	X one month		
One-time banner ad in e-newsletter		X one-time	
Opportunity to present one virtual event per year	X	X	
Approved use of "Elite Affiliate Member of AIALA", "Distinguished Affiliate Member of AIALA", or "Allied Affiliate Member of AIALA" as appropriate	X	X	X
One corner booth at State Conference Expo as available	X corner		
One inside booth at State Conference Expo as available		X inside	
One complimentary job posting on AIALA job board	X		
<b>TOTAL VALUE</b>	<b>\$7,800</b>	<b>\$3,750</b>	<b>\$300</b>

# CONFERENCE EXPOSURE

**\$2,500**  
Investment

## Hi-RISE SPONSORSHIP

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



**\$1,250**  
Investment

## CORNERSTONE SPONSORSHIP

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



**\$750**  
Investment

## COLUMN SPONSORSHIP

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



**\$500**  
Investment

## FOUNDATION SPONSORSHIP

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

FRIDAY, SEPTEMBER 20, 2024 | SALON BALLROOM (1<sup>st</sup> Floor) (Booths)

Each booth option permits 2 complimentary company representatives to attend the Expo. Additional representatives may be purchased for \$40 each.

## BOOTH WITH SPONSORSHIP OPTIONS *(see sponsorship for all benefits)*

Elite Level Sponsorship   includes corner booth as available	\$6,550
Distinguished Level Sponsorship   includes inside booth as available	\$3,950

## BOOTH OPTIONS

Premium Tabletops   (6') (Salon Foyer)	\$1,500
Booth Rental   8 X 8 (Corner Booth)	\$1,300
Booth Rental   8 X 8 (Inside Booth)	\$1,200

**BOOTH DISPLAY LIMITATIONS AND RULES:** Booth size: 8 x 8. 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.

**ELECTRICAL/TELECOMMUNICATION SERVICE:** Forms will be sent at a later date.

**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 event for all convention 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)*

## EXHIBITORS SCHEDULE

*All times are subject to change*

Booth Set-up	Thursday, September 19 <sup>th</sup>	3:00 p.m. - 9:00 p.m.
	Friday, September 20 <sup>th</sup>	7:00 a.m. - 9:30 a.m.
The Expo	Friday, September 20 <sup>th</sup>	9:30 a.m. - 1:30 p.m.
Booth Break-down	Friday, September 20 <sup>th</sup>	*1:30 p.m.

*\*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 September 3, 2024.** 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 Baton Rouge Marriott for all injuries or damages to persons or property. All safety regulations and restrictions of the City of Baton Rouge and the laws of the State of Louisiana must be complied with.
- 3** The Convention 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 Convention 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 placing of any signs, banners, or advertising, other than the complimentary identification sign and booth number provided by the Conference Committee, will be subject to the approval of the Expo Chair.
- 6** Taking of orders or sale of merchandise is prohibited. Exhibits are for the educational benefit of design professionals and invited guests.
- 7** All exhibitors' representatives must be registered on booth contract. Each booth option permits 2 company representatives to attend the Expo.
- 8** Exhibitors' spouses/guest are invited and encouraged to attend and participate in all networking functions. See Conference packet for applicable ticket pricing.

## EXHIBITORS MAP

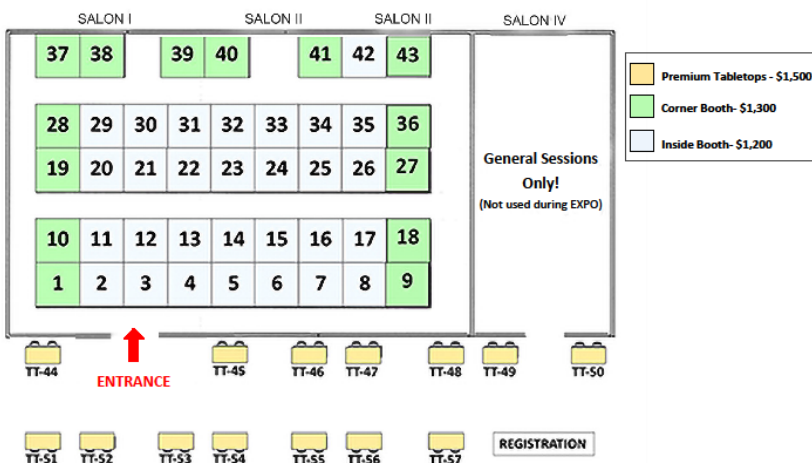
**DISTINGUISHED SPONSORSHIP** \$3,950  
One Column Sponsorship (choose one below)  
One Inside Booth at the Expo (see exhibitor contract)

**COLUMN SPONSORSHIP** \$750  
 Thursday Coffee & Refreshments (4 available)  
 Thursday Continuing Education Sessions (Virtual 4 available)

### AIA LA '24 CONFERENCE ON ARCHITECTURE & EXPO

#### TABLETOP & BOOTH LAYOUT

September 20, 2024



BATON ROUGE MARRIOTT  
SALONS I, II, III

GULF COAST  
EVENT SERVICES  
TRADE SHOW & CONVENTION CONTRACTORS  
DATE: February 20 20: 4 05PM 2024 1 05:46 PM 1 10:17 104 3

# AIA LOUISIANA 2024 SPONSORSHIP CONTRACT

SEPTEMBER 19-20, 2024 | THE BATON ROUGE MARRIOTT

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 September 3, 2024.

## PRIMARY COMPANY INFORMATION:

The "Sponsoring As" company name, address, phone, fax 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 \$6,550  
One Corner Booth at the Expo (see exhibitor contract)

Distinguished Sponsorship \$3,950  
One Column Sponsorship (choose one below)  
One Inside Booth at the Expo (see exhibitor contract)

### CONFERENCE SPONSORSHIP OPPORTUNITIES

**HI-RISE SPONSORSHIP \$2,500**  
 Thursday Keynote Speaker (4 available)  
 Friday Keynote Speaker (4 available)  
 Bloody Mary/Irish Coffee Morning Social (Friday)  
 Thursday Evening Event "TRIVIA NIGHT" (2 available)

**COLUMN SPONSORSHIP \$750**  
 Thursday Coffee & Refreshments (4 available)  
 Thursday Continuing Education Sessions (4 available)  
 Friday Continuing Education Sessions (4 available)  
 Tours (4 available)

**CORNERSTONE SPONSORSHIP \$1,250**  
 Friday Grand Prize at the Expo (2 available)  
 Friday Lunch at the Expo (4 available)  
 Design Awards Dinner (4 available)  
 Friday Refreshments (4 available)  
 Lanyards (1 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 September 3, 2024.** 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.**

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: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

# AIA LOUISIANA 2024 EXHIBITOR CONTRACT

SEPTEMBER 20, 2024 | THE BATON ROUGE MARRIOTT

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 September 3<sup>rd</sup>.

## PRIMARY COMPANY INFORMATION:

The "Exhibiting As" company name, address, phone, fax 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: \_\_\_\_\_ Web Address: \_\_\_\_\_

Complimentary Sign to Read: \_\_\_\_\_

## CONTACT INFORMATION:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BOOTH REPRESENTATIVE INFORMATION:** Two complimentary representatives are included with booth rental. Any extra booth representatives cost an additional \$40 each.

Representative 1: \_\_\_\_\_ Representative 2: \_\_\_\_\_

Additional Representatives: \_\_\_\_\_

 Yes, we would like to contribute an attendance prize (suggested value \$50 or more)

## BOOTH OPTIONS

<input type="checkbox"/> <b>Elite Sponsorship</b> One Corner Booth at the Expo (if available)	<b>\$6,550</b>	<input type="checkbox"/> <b>Distinguished Sponsorship</b> One Inside Booth at the Expo	<b>\$3,950</b>
<input type="checkbox"/> <b>Premium Tabletop   6'</b>	<b>\$1,500</b>		
<input type="checkbox"/> <b>Corner Booth   8'x8'</b>	<b>\$1,300</b>	<input type="checkbox"/> <b>Inside Booth   8'x8'</b>	<b>\$1,200</b>

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

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Visit the AIA LA website, [www.aiala.com](http://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 Salon Ballroom (Booths) or Salon Foyer (Premium Tabletops).

## 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 September 3<sup>rd</sup>, 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 September 3<sup>rd</sup>. On or after September 3<sup>rd</sup>, 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 September 3<sup>rd</sup>, the Exhibits Chair reserves the right to dispose of the exhibit space without liability on his/her part or the part of the Convention Committee. The Convention 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 September 3, 2024.

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 September 3, 2024.** 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 of the exhibit space fee or payment in full of the exhibit space prior to September 3<sup>rd</sup>, 2024. **\* Please note there will be a 4% processing fee for all credit card transactions over \$1000.**

Total Amount: \$ \_\_\_\_\_ Deposit Amount: \$ \_\_\_\_\_ Card Number: \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_ 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 1:30 p.m., Friday, September 20, 2024. 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: \_\_\_\_\_