



# FBINAA

## National Annual Training Conference & Exhibition

July 29 - August 1, 2023 - Colorado Convention Center

### EXHIBITOR OPPORTUNITY

Have a question? Email Sean Fistonich or Mark Lorimer at [showcase@fbinaa.org](mailto:showcase@fbinaa.org)

Conference Dates	<b>Saturday-Tuesday, July 29-August 1, 2023</b>
Online Exhibit Order	<b><a href="#">Exhibit Order Click Here</a></b> - Exhibit space is only completed online using this link Booth orders paid at the time of the order with a credit card are secured. Orders opting to "Pay by Check" are NOT considered secured until payment is received. Due to demand and limited availability, booth orders will be cancelled if not paid within 30 days of order.
Group Designation	<b>"Group"</b> as referenced refers to an <b>exhibitor</b> or <b>sponsor</b> (national strategic, conference or chapter sponsor) officially registered to participate in this Conference.
Exhibition Schedule	<b>Saturday, July 29</b> - Booth Load-in / Set-up (9:00 am – 5:00 pm) ** <b>Saturday, July 29</b> - Exhibition Open during <b>Welcome Reception</b> (6:00 pm - 7:30 pm) * <b>Sunday, July 30</b> - Exhibition Open (10:00 am - 3:30 pm) * <b>Monday, July 31</b> - Exhibition Open (10:00 am - 3:30 pm) * <b>Monday, July 31</b> - Booth Load-out / Strike (3:30 pm - 6:00 pm) <i>* times subject to change or modification/all exhibitors may participate in Welcome Reception</i> <i>** earlier move-in by appointment on Friday, July 28 may be available for vehicles and large complex displays</i>
Venue & Location	<b>Colorado Convention Center</b> - 700 14th St, Denver, CO 80202
Conference Co-Hosts	<b>FBI National Academy Associates (FBINAA)</b> and the <b>FBINAA Rocky Mountain Chapter</b>
Space Use & Transactions	Exhibit space is intended to provide groups an opportunity to display and promote products and services to members of the FBINAA and other law enforcement personnel. <b>Retail cash and carry transactions are NOT permitted in a booth or in the exhibition hall at any time. The use of a third party contractor for booth installation/set-up will require an application and pre-approval by the Conference. Special promotional activities (e.g. food and beverage offering, overhead sign rigging, performance artists/celebrities) are subject to application and pre-approved by Conference. Request an application upon booth order completion.</b>
Important Dates	February 2023 Exhibitor Services Kit available <b>June 2, 2023</b> Last day for booth cancellation subject to 50% booth fee <b>After June 2, 2023</b> <b>No refunds for booth cancellation</b>
Booth Size & Price	<b>\$3,000</b> - 10' x 10' (100 sf) - Regular Inline Booth (2 exhibitor badges) <b>\$3,600</b> - 10' x 10' (100 sf) - Corner Booth (2 exhibitor badges) <b>\$6,500</b> - 20' x 10' (200 sf) - Corner Booth (3 exhibitor badges) <b>\$8,100</b> - 30' x 10' (300 sf) - Regular Inline Booth (4 exhibitor badges) <b>\$11,000</b> - 20' x 20' (400 sf) - Corner Booth/Premium Space (5 exhibitor badges) <b>\$16,000</b> - 30' x 20' (600 sf) - Corner Booth/Premium Space (6 exhibitor badges) <b>\$22,000</b> - 40' x 20' (800 sf) - Corner/Premium Space (7 Exhibitor badges) <b>\$30,000</b> - 40' x 30' (1,200 sf) - Corner Booth/Premium Space (8 Exhibitor badges)
Booth Amenities	Booth includes the following amenities: ✓ <b>8' back/3' side barrier</b> for corner/inline spaces ( <i>does not apply to Island spaces</i> ) ✓ <b>Carpet</b> - exhibit hall carpet is already included providing "wall-to-wall" covering for group booth space and aisles (it is not necessary to order carpet unless a group needs custom color or padding) ✓ <b>6' skirted table(s)</b> and <b>2+ chairs</b> depending on booth size

Exhibitor Access to Conference Events and Networking Opportunities	<p>Each exhibitor badge includes the following benefits and access to the Conference:</p> <ul style="list-style-type: none"> <li>✓ <b>Access to the Exhibit Hall</b> (Saturday-Sunday-Monday)</li> <li>✓ <b>Welcome Reception</b> (Saturday)</li> <li>✓ <b>Lunches with attendees</b> (Sunday-Monday)</li> <li>✓ <b>Opportunity to purchase tickets to evening events with attendees</b> (additional charge)</li> </ul>		
<b>Special Display Application</b>	<p>The following displays, amenities and activities may be permitted upon request/application and approval by FBINAA (no less than 30 days prior to Conference). <b>Request application.</b></p> <ul style="list-style-type: none"> <li>✓ Vehicles</li> <li>✓ Firearms or ammunition</li> <li>✓ Catered food or beverages</li> <li>✓ Activities provided by outside contractors or third party entertainers</li> <li>✓ Third party exhibitor appointed contractor for booth set-up or installation</li> <li>✓ Overhead sign/banner rigging</li> </ul>		
NOT Permitted in Booth	<p>The following activities are not permitted in an exhibition booth.</p> <ul style="list-style-type: none"> <li>✓ No merchandise or point of purchase sales</li> <li>✓ No high volume amplified sound, music or noise which causes distraction or disturbance</li> <li>✓ No special lighting or vehicle bar/strobe lights</li> <li>✓ No compressed gasses, liquids or flammable material</li> </ul>		
<b>Exhibitor Promotion by Conference</b>	<p>The Conference offers the following promotional benefits.</p> <ul style="list-style-type: none"> <li>✓ <b>Vendor Directory</b> (complimentary) - including company/organization name and logo on conference APP</li> <li>✓ <b>Exhibitor Giveaway Drawing - FREE</b> to participate / optional (must request) Exhibitor provides giveaway. An optional opportunity (subject to exhibitor request) designed to highlight exhibitors conducting a giveaway drawing promotion to encourage attendee to visit booths. Exhibitor confirms participation with the booth order, decides on what prize to offer (\$100 or greater value prize suggested), coordinates the drawing of the prize winner, and distributes the prize. Conference invites attendees to visit booth to participate in giveaway promotion.</li> </ul>		
<b>Exhibit Services and General Services Contractor</b>	<p>The Conference contracts with a General Services Contractor to assist exhibitors with exhibit services. Registered groups (sponsors and exhibitors) will be sent an <b>Exhibitor Services Kit</b> with specific details for shipping, drayage, electrical ordering, wi-fi ordering, AV equipment and furniture. The following optional exhibition services are available at an <u>additional cost</u> to the exhibitor. See the <b>Exhibitor Services Kit</b> for details. <b>The Conference does not provide or pay for these services.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>✓ <b>Power</b></li> <li>✓ <b>Internet (wi-fi)</b></li> <li>✓ <b>AV Equipment and Services</b></li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>✓ <b>Specialty Furniture</b></li> <li>✓ <b>Custom Carpet</b> - Group orders custom/color carpet if desired</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>✓ <b>Power</b></li> <li>✓ <b>Internet (wi-fi)</b></li> <li>✓ <b>AV Equipment and Services</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Specialty Furniture</b></li> <li>✓ <b>Custom Carpet</b> - Group orders custom/color carpet if desired</li> </ul>
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<b>Badge Registration and Extra Badge Availability</b>	<p><b>Badge registration is a separate step.</b> Instructions will be sent to all registered groups on how to register and secure badges. Badge registration is done using a group's existing exhibit booth account. <b>A designated number of complimentary badges are issued per booth based on size. If capacity allows at the discretion of the FBINAA, additional badges may be offered by the Conference above the designated complimentary badges included with the exhibit booth at the cost of \$1,000</b> (each badge as may be available). <b>Please inquire with Conference staff for extra badge availability.</b></p>		
Badging Required	<p>All individuals requiring access to the exhibition hall during <b>scheduled exhibition hours</b> must register and obtain an official Conference badge. Badges must be displayed at all times (including networking/social events and meal functions). Badges are not transferrable. Replacement or lost badges will be issued for \$500 each. Company badges are not accepted in lieu of the official conference badge. Group representatives must pick up badges on-site at registration and must show proof of affiliation with the company (business card acceptable). <b>Group representatives which are part of a set-up and strike crew may enter the exhibition hall on Saturday, July 29 beginning at 9:00 am until 5:00 pm for booth set-up only (no badge required) and on Monday, July 31 at 3:30 pm for booth strike/load-out.</b></p>		

Access to Conference Events & Networking Opportunities	<p>Each registration badge includes the following benefits:</p> <table border="1"> <tr> <td data-bbox="430 149 943 359"> <p><b>Sponsor Badge</b> (sponsors only)</p> <ul style="list-style-type: none"> <li>✓ Access to the Exhibition Hall</li> <li>✓ Access to opening ceremonies</li> <li>✓ Access to Welcome Reception</li> <li>✓ Lunch with attendees (Sunday/Monday)</li> <li>✓ Lunch with attendees (Tuesday)</li> <li>✓ Access to training sessions</li> </ul> </td> <td data-bbox="943 149 1479 359"> <p><b>Exhibitor Badge</b> (booth vendor only)</p> <ul style="list-style-type: none"> <li>✓ Access to the Exhibition Hall</li> <li>✓ Access to opening ceremonies</li> <li>✓ Access to Welcome Reception</li> <li>✓ Lunch with attendees (Sunday/Monday)</li> </ul> </td> </tr> </table>	<p><b>Sponsor Badge</b> (sponsors only)</p> <ul style="list-style-type: none"> <li>✓ Access to the Exhibition Hall</li> <li>✓ Access to opening ceremonies</li> <li>✓ Access to Welcome Reception</li> <li>✓ Lunch with attendees (Sunday/Monday)</li> <li>✓ Lunch with attendees (Tuesday)</li> <li>✓ Access to training sessions</li> </ul>	<p><b>Exhibitor Badge</b> (booth vendor only)</p> <ul style="list-style-type: none"> <li>✓ Access to the Exhibition Hall</li> <li>✓ Access to opening ceremonies</li> <li>✓ Access to Welcome Reception</li> <li>✓ Lunch with attendees (Sunday/Monday)</li> </ul>
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<b>Hotel Room Reservations</b>	Information about options for hotel room reservations will be sent separately after the exhibit booth payment is received and confirmed. <b>The Conference does not book or reserve hotel rooms for exhibitors.</b> Exhibitors are encouraged to pursue their own hotel reservations as available at hotel(s) near the Colorado Convention Center.		

## Exhibition Rules and Regulations

General Conduct Rules and Regulations	<p>Exhibitor agrees to be bound by and adhere to all rules, regulations, terms and conditions set forth by the Conference and the <b>Exhibitor Opportunity Rules and Regulations</b>.</p> <p>All exhibitors shall serve the interest of the FBINAA Conference attendees and shall conduct business and operate their booths in a manner that will not detract from other exhibits, exhibitors or the Conference. FBINAA reserves the right to decline or prohibit any display or part thereof which, in its opinion, is not in keeping with the character and spirit of these rules and regulations. FBINAA further reserves the right, in its sole and absolute discretion, to expel or refuse admittance to any representative of the exhibitor whose conduct is, in its opinion, not in keeping with the character and spirit of the Conference or FBINAA.</p>
Booth Selection and Ordering	Exhibit space is selected by the exhibiting company on a first-come-first-served basis online at the official online booth order site. Spaces are not subject to reserve or “hold” for later order. Premium exhibit space is reserved by FBINAA for sponsors. Payment is required at the time of ordering via credit card or check (payments are sent directly to the FBINAA Executive Office). The Conference reserves the right to modify the exhibit floor layout at its discretion.
Payment	<p>FBINAA accepts credit card and check payment. Booth orders paid at the time of the order with a credit card are secured. Orders opting to "Pay by Check" are NOT considered secured until payment is received. Due to demand and limited availability, booth orders will be cancelled if not paid within 30 days of order.</p> <p>Checks may be made payable to <b>FBINAA</b> and mailed directly to the <b>FBINAA Executive Office, FBI Academy, Building 8-102, Quantico, VA 22135</b>.</p>
Booth Cancellation and Refund	<p>Booth cancellation may be made at any time prior to the Conference. Written cancellation to Conference staff made no later than <b>June 2, 2023</b> are subject to a 50% cancellation fee. Written cancellations made after <b>June 2, 2023</b> are subject to a 100% cancellation fee. Refunds will be processed and paid following the Conference.</p> <p>In the event Conference or exhibition is canceled by FBINAA due to acts of God, pandemic, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency of a comparable nature beyond the control of the Association or venue, a full refund less a <b>\$25</b> fee reserved to process and distribute refunds, will be sent to the exhibitor.</p> <p>FBINAA will not be held liable for any expenses (other than booth fees actually collected by FBINAA) which may be incurred by exhibitor, including travel fees, lodging or labor expense.</p>
Exhibit Services Contractor / Decorator	The Conference will assign and official general services contractor/decorator for the exhibition. The Contractor will provide an Exhibitor Services Kit and online ordering service for booth set-up, freight handling/shipping, vehicle load-in, specialty carpet (optional), and other exhibitor needs.

Display Terms and Conditions	<p>Displays shall not exceed 10' in height in the back and shall not exceed 4' in height beyond 4' from the back wall. Display signs, materials or displays are limited to the assigned space and shall not be permitted in any public space or elsewhere in the meeting areas. All displays and demonstrations are to be within the bounds of the assigned space and shall not interfere with aisle space or be outside of the space. No part of a display or its signage may be nailed, taped or otherwise attached to columns, walls, doors or floors in such a manner as to deface or destroy them. All material(s) must be flameproof and fire resistant to conform to local fire ordinances and regulations and insurance carriers.</p> <p>If the premises of the facility are defaced or otherwise damaged by the exhibitor, its agent or representatives, the exhibitor will be liable to the facility for the amount necessary for restoration to its previous condition.</p>
Shipping and Material Handling	The General Services Contractor / Decorator will assist with shipping and material handling of displays and other booth items. Refer to the Exhibitor Services Kit for specific details and instructions.
Installation and Dismantling	<p>Refer to the Exhibitor Services Kit for specific load-in/installation and load-out days and times. Dismantling and load-out may begin when the hall closes on the final exhibition day. No packing materials or equipment are to be left in the exhibition hall following installation or brought into or removed from the space during show hours.</p> <p>The use of a third party contractor for booth installation/set-up will require an application and pre-approval by the Conference. Special promotional activities (e.g. food and beverage offering, overhead sign rigging, performance artists/celebrities) are subject to application and pre-approved by Conference.</p>
Onsite Exhibit Booth Staff	Exhibit booths shall be staffed by technical, qualified individuals who are bona fide company employees or legitimate representatives. Groups must open their exhibit on time each morning and staff it throughout each day until show closing. No person under 18 years of age will be permitted on the floor during move-in or move-out or exhibition open hours.
Vehicle Displays	Vehicles for display must be requested in advance (request application), approved no less than 30 days prior to Conference and comply with the rules and requirements established in the Exhibition Services Guide.
Booth Assign, Sharing or Sublet - NOT Permitted	Exhibitors may not assign, sublet or share with another company any portion of their booth(s), nor may they display or advertise goods or services other than those provided by them in the regular course of business.
Delayed Occupancy	Space not occupied by the close of the set-up and load-in date and time may be forfeited and the space will be reassigned by FBINAA without refund.
Sale or Distribution of Merchandise - NOT Permitted	Sale (cash or credit) of physical merchandise or items of any kind is strictly prohibited in the Exhibition Hall or any part or location within the Conference. Exhibitors may show, display, discuss, explain, or demonstrate items or services in their exhibit space only. Online or written orders for merchandise may be taken; however, no items or merchandise may be distributed or taken from the booth.
Food and Beverage in Exhibition Hall	<p>The Conference venue retains the exclusive right to provide, control and maintain all food and beverage services within the Exhibition. No food or beverages for public consumption may be brought into the Conference meeting or exhibition areas. The provision of alcoholic or non-alcoholic beverages, snacks or treats are included under these exclusive rights.</p> <p>Exhibitor may request permission to purchase from the venue caterer and offer food and beverage items within the designated booth space. Request must be made in advance (request application), approved by the Conference and caterer no less than 30 days prior to Conference and comply with the rules and requirements established by the venue.</p>
Sound, Music, Noise, Amplification and Volume	No music or loud volume noise which causes distraction or disturbance for the Conference or other exhibitors is permitted to be played or amplified in an exhibit space.
Exhibition Cleaning	The Conference provides for cleaning of common aisles and common areas. Exhibitor is responsible for maintain a clean or orderly environment within the designated booth area.

Security	<p>The Exhibition area will be secured during non-exhibition hours, and no entrance by any person will be allowed. The Exhibitor assumes all risk and responsibility for any and all loss, theft and/or damage to Exhibitor’s displays, equipment and other property while on the premises, and hereby waives any and all claims and/or demands it may have against FBINAA arising from such loss, theft and/or damage.</p> <p>Exhibitor acknowledges that FBINAA does not maintain insurance covering Exhibitor’s property and, if desired, the Exhibitor should obtain, at its own expense, appropriate insurance to cover against losses.</p>
Use of FBINAA Name and Logo	<p>The use of the name, insignia, logotype or other identifying marks of the FBINAA or the FBINAA Conference may not be used in signs, advertising or promotions in any media or descriptive product literature without express written permission of the FBINAA. Exhibitors are approved to use the conference name, date and location on materials associated with the conference.</p>
Insurance	<p>Insurance protection will not be afforded to any exhibitor either by FBINAA, general services contractor or the exhibition property. An exhibitor shall carry its own insurance to cover exhibit material and equipment against damage and loss, including public liability insurance of at least \$1 million per occurrence and \$1 million aggregate against injury to person or property of others.</p>
Indemnification	<p>Exhibitor agrees to defend, indemnify and hold harmless FBINAA and its directors, officers, employees, and agents from and against any and all liabilities, obligations, claims, damages, suits, costs and expenses, including, without limitation, attorneys’ fees, costs of court and costs of other professionals, arising from directly and/or indirectly and/or in connection with the Exhibitor’s occupancy and/or use of the exhibition premises and/or any part thereof and/or any act, error and/or omission of the Exhibitor and/or its employees, subcontractors and/or agents. except that Exhibitor shall not be responsible to indemnify a party to the extent a liability, obligation, claim, damage, suit, cost or expense arises from the sole active negligence or willful misconduct of that party.</p>
Compliance with Local Ordinances	<p>Licenses and permits required by local statute, ordinance or regulation (if any) are to be obtained and paid for by the exhibitor. Each exhibitor will be individually responsible for compliance with local health, fire and safety ordinances and regulations. All products and services exhibited must comply with state, local and FDA regulations. Local fire codes and ordinances required that the exhibition aisles be clear at all times. Demonstration areas shall not be placed on the aisle sideline of an exhibit. Should any demonstration interfere with other exhibit space, FBINAA may, in its sole discretion, require that the demonstration be limited or canceled. FBINAA has no further responsibility to notify the exhibitor that this compliance is required.</p>
Americans with Disabilities Act	<p>Exhibitor shall be responsible for compliance with the Americans with Disabilities Act of 1992 (ADA) in the booth space, including, but not limited to wheelchair access provisions.</p>
Damage to Exhibition Property	<p>Exhibitor shall be held responsible for any damage done to the Conference/exhibition facilities by them, their employees, or agents.</p>