



LEARN & LEAD IN THE BIG EASY



*Society of Insurance Trainers & Educators Annual Conference
June 15-17, 2020 | JW Marriott | New Orleans, Louisiana*

**2020 SITE Annual Conference
Exhibitor & Sponsor Registration Form**

June 15 – 17, 2020

JW Marriott

New Orleans, LA

2020 Conference Schedule of Events

Sunday, June 14

3:00 p.m. - 6:00 p.m.	Attendee Registration
4:00 p.m. - 4:30 p.m.	Volunteer Meeting
5:00 p.m. - 6:00 p.m.	Pre-Conference Networking Event

Monday, June 15

7:30 a.m. - 8:30 a.m.	Breakfast / First Timers Breakfast
8:30 a.m. - 8:45 a.m.	Conference Welcome
8:45 a.m. - 9:45 a.m.	Opening Keynote Speaker
9:45 a.m. - 10:00 a.m.	Break
10:00 a.m. - 11:15 a.m.	Concurrent Sessions (3)
11:15 p.m. - 12:15 p.m.	Lunch
12:15 p.m. - 1:30 p.m.	Keynote Workshop
1:30 p.m. - 1:45 p.m.	Break
1:45 p.m. - 3:00 p.m.	Concurrent Sessions (3)
3:00 p.m. - 3:15 p.m.	Break
3:15 p.m. - 4:30 p.m.	General Session
4:30 p.m. - 6:00 p.m.	Exhibit Hall Reception

Tuesday, June 16

6:30 a.m. - 7:30 a.m.	Morning Exercise Activity
7:30 a.m. - 8:15 a.m.	Breakfast
8:15 a.m. - 9:30 a.m.	Keynote Speaker
9:30 a.m. - 10:15 a.m.	General Session - Roundtables
10:15 a.m. - 10:30 a.m.	Break
10:30 a.m. - 11:45 p.m.	Concurrent Sessions (3)
11:45 a.m. - 1:30 p.m.	Lunch on your own - Experience NOLA
1:30 p.m. - 5:00 p.m.	Learning Labs (3)
6:30 p.m.	Evening Activities - Dutch Dine Around

Continued on next page

Wednesday, June 17

6:30 a.m. - 7:30 a.m.	Morning Exercise Activity
7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:45 a.m.	xSITE Talks
9:45 a.m. - 10:00 a.m.	Break
10:00 a.m. - 11:15 a.m.	Concurrent Sessions (3)
11:15 a.m. - 11:30 a.m.	Break
11:30 a.m. - 12:45 p.m.	Annual Business Luncheon
12:45 p.m. - 1:00 p.m.	Break
1:00 p.m. - 2:15 p.m.	Keynote Speaker
2:15 p.m. - 2:30 p.m.	Break
2:30 p.m. - 4:00 p.m.	Closing Keynote Speaker

Schedule subject to change

Exhibitor Hours & Set Up/Tear Down

Monday, June 15

1:30 p.m. - 3:00 p.m.	Exhibit Hall Set-up
4:30 p.m. - 6:00 p.m.	Exhibit Hall Reception

Tuesday, June 16

7:30 a.m. - 8:30 a.m.	Breakfast in Exhibit Hall/General Session Room
8:30 a.m. - 9:45 a.m.	xSITE Talks in General Session Room
10:15 a.m.	Exhibitor Tear Down

As an Exhibitor you receive a Full registration, which includes all convention sessions, meals and receptions. We encourage exhibitors to participate in the education sessions and meal functions outside of designated exhibit hours. Please contact our office for additional ways to participate.

Exhibitor Information & Registration Fees

If you have never exhibited at SITE, this is an excellent opportunity for you to meet with clients and important new prospects, attend informative presentations and see what is new in our industry. If you have exhibited in prior years, you already know that this is a great business opportunity.

Each Table Top Display Includes:

- 6' draped table, (2) folding chairs, waste basket and identification sign
- Complimentary Full Registration for company representative
- Exhibitor recognition in email blasts, InSITE newsletter and on SITE website
- Exhibitor recognition on PowerPoint slide in general session room

NOTE: Full registration includes all convention sessions, meals and receptions. All sponsorships and table top locations are reserved on a first-come, first-served basis upon receipt of signed agreement and payment. The table top fee does not include electrical, internet or telephone services. The complete exhibitor service manual will include all necessary order forms for these services and will be emailed to you prior to the conference.

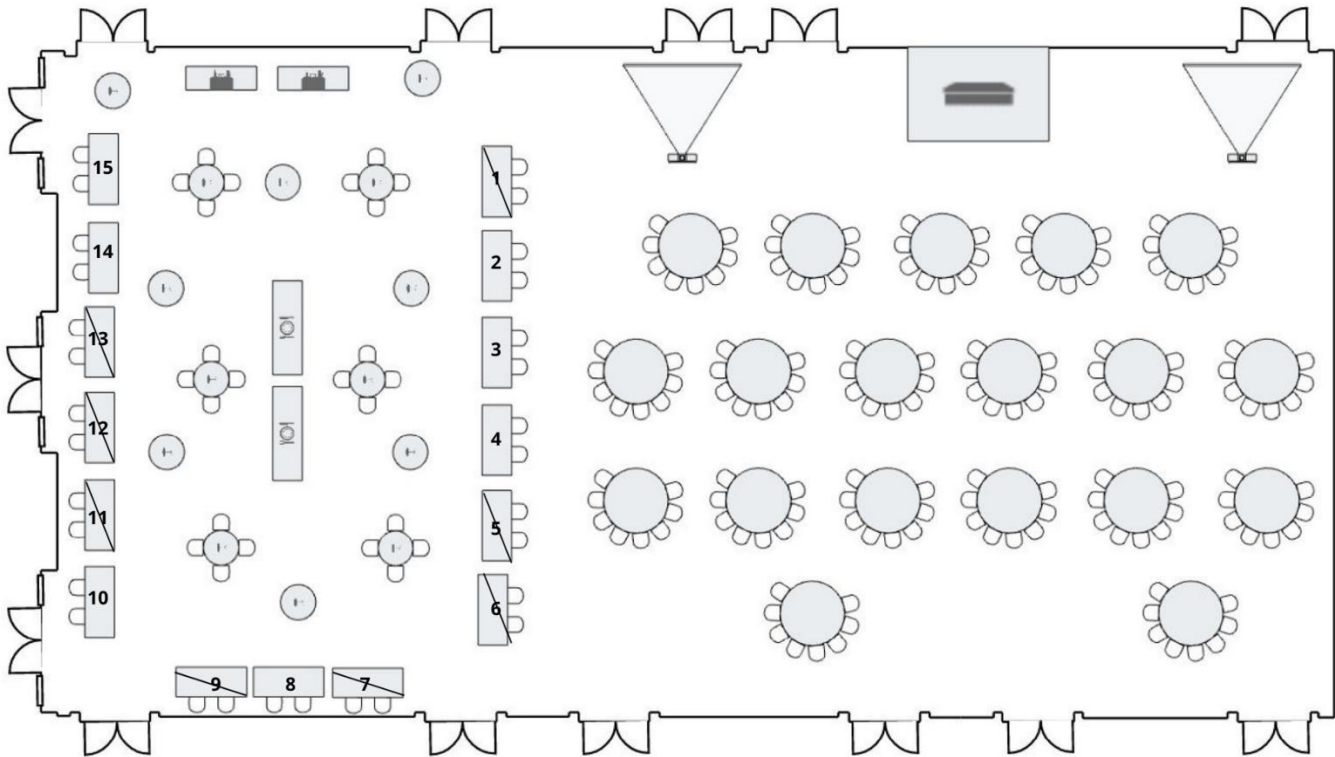
EXHIBITOR REGISTRATION INFORMATION				
Registration Type	Exhibitor Rates		Early Bird Price (by 3/31/2020)	Regular Price (after 3/31/2020)
			TABLE TOP DISPLAY	
SITE Exhibitor Table Top Display Includes (1) Full Registration for Company Representative	<input type="checkbox"/>	SITE Member	\$1,200	\$1,300
	<input type="checkbox"/>	Non-Member	\$1,400	\$1,500
SITE Exhibitor Addl. Representative Full Registration	<input type="checkbox"/>	SITE Member	\$995	\$995
	<input type="checkbox"/>	Non-Member	\$1,195	\$1,195

Exhibitors and Sponsorships will be accommodated on a first come/first serve basis. Applications are processed in the order that they are received. Exhibit Manager will withhold exhibit location/assignment until 100% of the total payment is received.

SITE remains committed to providing access for our vendor partners to our membership. The SITE Annual Conference is an important way for you to reach them and demonstrate your support of their professional association.

Exhibitor & General Session Room Floor Plan

Ile de France Ballroom



Sponsorship Information

Every sponsorship option will receive the following, in addition to what is listed under the individual sponsorships.

Sponsorships are sold on a first come, first serve basis:

- Company logo on the SITE website and recognition in SITE Annual Conference emails to all SITE members
- Recognition on signage at the SITE Annual Conference
- PowerPoint recognition slide run in general session room in between sessions & during breaks

SITE Concurrent Session – Track Sponsor – \$5,000 (3 Available)

- Sole sponsorship of one of the Concurrent Session Tracks during the SITE Annual Conference (Tracks available: Learning Technologies, Professional Development, Instructional Design/Facilitation)
- Total of 4 Concurrent Sessions per track (sessions presented on Monday, Tuesday and Wednesday)
- Logo displayed on screen prior to each concurrent session
- Sponsorship includes (1) Exhibit Table Top Display and (1) Complimentary Full Registration for company representative

NEW! Conference Mobile App – \$2,500 (1 Available)

- Sole sponsorship of the Conference Mobile App
- Banner Ad, initial splash screen, and company description within app
- SITE no longer prints onsite brochures and pushes all attendees to use app for course registration & information, gamification, and notifications of changes and reminders.

SOLD! Hotel Key Cards – \$2,000 (1 Available)

- Sole sponsorship of the room key cards distributed by the host hotel to attendees in the SITE room block
- Logo or design on room key cards

SITE Annual Business Luncheon – \$1,500 (1 Available)

- Sole sponsorship of the SITE Annual Business Luncheon on Wednesday, June 17, 2020
- Opportunity to address the attendees during the Luncheon

SOLD! Attendee Lanyards – \$1,000 (1 Available)

- Sole sponsorship of the attendee lanyards
- Sponsor logo on all attendee lanyards

SITE Conference Breakfast Sponsor – \$750 (4 Available)

- Shared sponsorship of breakfast provided to attendees each day of conference (Monday, Tuesday and Wednesday)
- Recognition on signage displayed during breakfast

SITE Conference Lunch Sponsor – \$750 (2 Available – 1 left!)

- Shared sponsorship of lunch provided to attendees (Monday, June 15, 2020)
- Recognition on signage displayed during lunch

Hotel Information

JW Marriott New Orleans
641 Canal Street
New Orleans, LA 70130

Immersed in the world-famous French Quarter, the JW Marriott New Orleans is just moments away from Jackson Square and the French Market. Discover the unique culture of NOLA from our ideally located hotel. Dance your way through Bourbon Street, or rediscover history at the National WWII Museum. After exploring the city ensure a restful night's sleep in the Big Easy. Our impeccably appointed rooms and suites boast luxury bedding, marble bathrooms and ergonomic workspaces. Keep your workout routine at our fitness center or take a refreshing swim in our saltwater pool while enjoying fantastic city views.

SITE has secured a special reduced rate of \$179 per night for SITE attendees (Standard Guest Room). All rooms are subject to hotel service fees and taxes. Make your hotel reservations directly with JW Marriott New Orleans by calling 504-525-6500. Be sure to mention you are with SITE and make your reservations by Tuesday, May 22, 2020 to receive this special reduced rate.

SITE can only reserve a certain number rooms at the discounted rate. Once the room block is sold out, even if that day is prior to the cutoff date, a higher prevailing room rate will apply.

Make your reservations today!

Online Reservations:
[2020 SITE Annual Conference](#)



Photo credit: JW Marriott New Orleans

Registration Information

PLEASE COMPLETE THIS INFORMATION AS IT SHOULD APPEAR IN CONFERENCE MARKETING

Company: _____

Exhibit Representative Name: _____

Designations: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____

Email: _____

NOTE: Please print or type carefully. Your name, designations, company information and address will be printed on your name badge and in conference materials exactly as provided here.

Exhibit Location Desired: 1st choice: _____

2nd choice: _____

3rd choice: _____

Will you require special assistance at the event? (ADA Accessibility): Yes No

Fees and Payment Terms

Completed agreements should be mailed along with payment to SITE, 325 John Knox Rd, Ste L103, Tallahassee, FL 32303 or faxed to (850) 222-3019. You may also register online at www.insurancetrainers.org

_____ Table Top Display(s) — Member (Price before 3/31/2020: \$1,200, price after: \$1,300)	\$ _____
_____ Table Top Display(s) — Non Member (Price before 3/31/2020: \$1,400, price after: \$1,500)	\$ _____
_____ Sponsorship(s) — Indicate Sponsorship Selection: _____	\$ _____
_____ Addl. Representative(s) Full Registration — Member \$995	\$ _____
_____ Addl. Representative(s) Full Registration — Non Member \$1,195	\$ _____
TOTAL \$	_____

Payment Information

Check Enclosed (*made payable to SITE*) Check # _____ Check Amount \$ _____

Credit Card: MC Visa AmEx Charge Amount \$ _____

Card Number: _____ Exp. Date: _____ Security Code on Card: _____

Signature of Cardholder: _____ Print Name of Cardholder: _____

Billing Address & Zip Code: _____

Contract Agreement

I understand this application becomes a contract when signed below and accepted by the SITE Exhibit Manager. I agree to abide by the rules and regulations stated with this agreement. Contract will not be accepted without a signature.

Signature of Authorized Representative: _____

Title: _____ Date: _____

NOTE: Confirmation of exhibit location and/or sponsorship will be sent within two weeks of receipt of agreement.

Exhibitor Terms & Conditions

Please visit SITE's website (www.insurance trainers.org) for a full listing of our Exhibitor Terms and Conditions regarding the 2020 conference.

- Definitions
- Hold Harmless
- Exhibit Design and Amenities
- Changes in Floor Plan
- Qualifications
- Cancellation by Exhibitors
- Compliance
- Badges
- Assignment of Space
- Security and Insurance
- Restrictions
- Hospitality Suites
- Use of Space
- Installation and Dismantling
- Rights in the Event Exhibit is not held
- Violations of Rules and Regulations

Acceptance of an Exhibit and/or Sponsorship application by SITE constitutes a contract. Exhibitor/Sponsorship benefits begin upon receipt of payment.

Deadlines

Applications and payment are due May 1, 2020 in order to take full advantage of all available benefits.

Logo Visibility

Depending on your sponsor package selection, your organization's logo may be used in conference materials. In order to take advantage of all logo visibility opportunities, you must provide your organization's logo to the SITE office by May 1, 2020 in one of the following formats:

- Vector-based file compatible with Adobe Illustrator CS4 (.ai or .eps)
- High-resolution PDF
- If your organization does not have its logo in at least one of these formats, contact the SITE office for alternatives.
- You may send your logo by email; however, note that the email system file size limit is 20 MB. If your logo file is larger than 20 MB, please contact the SITE office for alternative methods of transmission.

All matters and questions not covered by the Terms and Conditions are subject to the decision of the Society of Insurance Trainers and Educators (SITE). The Terms and Conditions may be amended or supplemented at any time by SITE and all such amendments or additions shall, upon reasonable notice, be as equally binding on all parties affected.

Non-Conference Guests

Conference attendees may register family members to participate in receptions, tours, or conference meals. A separate registration form is required for each guest. Guests must be registered by an attendee (guests may not register themselves).

Payment

Payment by credit card is preferred. Payments by check are due one week after the cut-off date for the rate at which you registered. Your amount due will be increased to the next registration rate if not received one week after the cut-off date. (Example: If you register at the Early Bird rate, your check payment is due by April 8, 2020. If your check has not been received by April 8, 2020, the amount due will be increased to the Regular Registration rate).

Cancellations/Refunds/No Shows

Written notification is required for all refunds. Refund requests received by June 1, 2020 will receive a full refund less a \$250 administrative fee. Registrants who cancel their registration on or after June 1, 2020 will forfeit the entire registration fee. Any registrant who does not cancel the registration, but does not attend the conference will be considered a "no-show" and forfeits the entire registration fee. Notices of cancellation must be submitted to SITE in writing and received by June 1, 2020 to qualify for partial refund of the registration fee. With written notice to SITE, registrants may transfer their registration to another person, without additional charge, up to June 1, 2020.

ADA

If you have special needs that require accommodations, please notify SITE in writing no later than June 1, 2020.

Photograph/Video

Casual audience photographs and/or video may be taken and utilized for marketing purposes. By nature of your attendance, you are granting permission for your image to be used by SITE for our internal promotion as we see fit.

Additional Representative(s) Registration Form

Additional Representative(s) Full Registration

Name & Email Address		Registration Fee
(1) _____ (Print name exactly as it is to appear on name badge)	Email: _____	Member \$995 / Non-Member \$1,195
(2) _____ (Print name exactly as it is to appear on name badge)	Email: _____	Member \$995 / Non-Member \$1,195
		Total: _____