



2019 SITE Annual Conference
Exhibitor & Sponsor Registration Form
June 24 – 26, 2019
The Peabody Memphis
Memphis, TN



2019 Conference Schedule of Events

Sunday, June 23

3:00 p.m. - 6:00 p.m.	Pre-Registration
4:00 p.m. - 4:30 p.m.	Volunteer Meeting
6:00 p.m. - 8:00 p.m.	Pre-Conference Networking Event

Monday, June 24

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 Brian Ahearn "How to Influence People without Authority"
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.	Concurrent Sessions (3)
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.	Concurrent Sessions (3)
4:30 p.m. - 6:30 p.m.	Exhibit Hall Reception
6:30 p.m.	Evening Activities – Dutch Dine Around

Tuesday, June 25

6:30 a.m. - 7:30 a.m.	Morning Activity (walking tour/yoga)
7:30 a.m. - 8:30 a.m.	Breakfast
8:30 a.m. - 9:45 a.m.	Concurrent Sessions (3)
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. - 12:30 p.m.	Line of Business Breakouts - Roundtables
12:30 p.m. - 1:30 p.m.	Lunch
1:30 p.m. - 5:00 p.m.	Learning Labs (2)
1:30 p.m. - 5:00 p.m.	Risk Management Tour (Location: TBD)
5:00 p.m.	Memphis Redbirds Baseball Game (or) Dinner on Your Own/Beale Street Experience

Continued on next page



Wednesday, June 26

6:30 a.m. - 7:30 a.m.	Morning Activity (walking tour/yoga)
7:30 a.m. - 8:30 a.m.	Breakfast/Mimosa
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.	Concurrent Sessions (3)
2:15 p.m. - 2:30 p.m.	Break
2:30 p.m. - 4:00 p.m.	Closing Keynote Speaker Jim Kirkpatrick "Creating Believable Value"
6:00 p.m. - 8:00 p.m.	Closing Night Reception Evening Activities (on your own)
8:00 p.m.	Beale Street Experience

Schedule subject to change

Exhibitor Hours & Set Up/Tear Down

Monday, June 24

12:30 p.m. - 4:00 p.m.	Exhibit Hall Set-up
4:30 p.m. - 6:30 p.m.	Exhibit Hall Reception

Tuesday, June 25

7:30 a.m. - 8:30 a.m.	Breakfast in Exhibit Hall/General Session Room
11:30 a.m. - 12:30 p.m.	Line of Business Breakouts – Roundtables in Exhibit Hall/General Session Room
12:30 p.m. - 1:30 p.m.	Lunch in Exhibit Hall/General Session Room

Wednesday, June 26

7:30 a.m. - 8:30 a.m.	Breakfast/Mimosa Station – in Exhibit Hall/General Session Room
8:30 a.m. - 9:45 a.m.	XSITE Talks – in Exhibit Hall/General Session Room
11:30 a.m. - 12:45 p.m.	Annual Business Luncheon – in Exhibit Hall/General Session Room
2:30 p.m. - 4:00 p.m.	Closing Keynote Speaker – in Exhibit Hall/General Session Room
4:00 p.m. - 5:30 p.m.	Exhibitor Tear Down



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 3/31/2019)	Regular Price (after 3/31/2019)
			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

New for 2019! SITE has extended the exhibit days and hours to allow exhibitors more interaction with attendees throughout the conference. All registered exhibitors and company representatives receive a Full Registration and access to all sessions and conference functions.

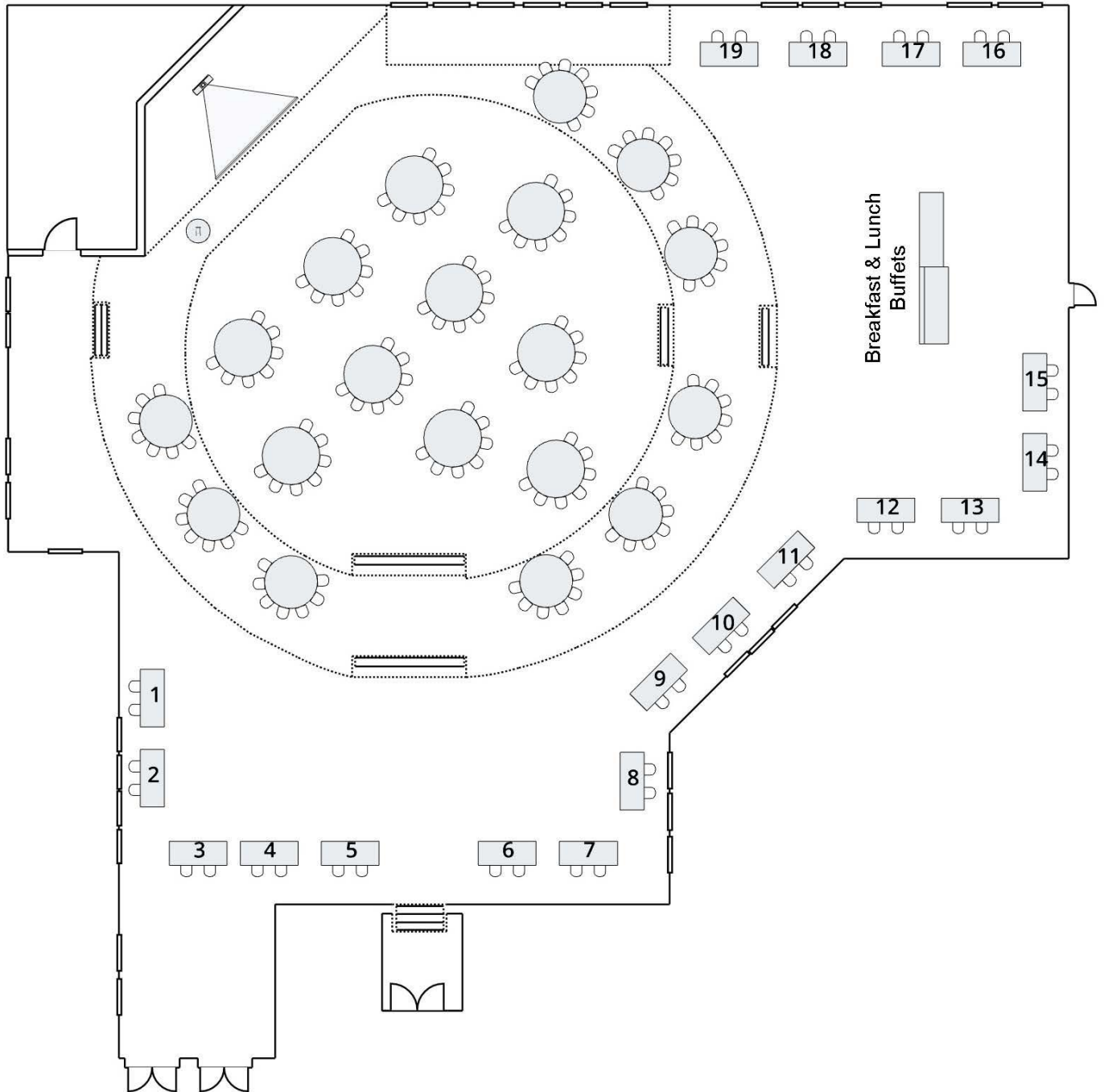
Exhibitors and Sponsorships will be accommodated on a first come/first serve basis. Applications are processed in the order that they are received. Exhibit Manager will withhold exhibit location/assignment until 100% of the total payment is received.

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

Skyway Ballroom



10 Feet



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~~) **Only 2 Remaining**

- Sole sponsorship of one of the Concurrent Session Tracks during the SITE Annual Conference (Tracks available: ~~Learning Technologies~~, Operationalizing Your Learning, Instructional Design/Facilitation)
- Total of 8 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

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

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

SOLD! Trade Show Bags – \$2,000 (~~1 Available~~)

- Sole sponsorship of the Conference Trade Show Bags
- Logo imprinted on trade show bags given to all attendees, along with the SITE logo
- Opportunity to place up to five (5) 8 ½" x 11" pages of promotional materials in the attendee trade show bags

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

- Sole sponsorship of the SITE Annual Business Luncheon on Wednesday, June 26, 2019
- Opportunity to address the attendees during the Luncheon

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 (4 Available)

- Shared sponsorship of lunch provided to attendees (Monday and Tuesday only)
- Recognition on signage displayed during lunch

Hotel Information

The Peabody Memphis
149 Union Ave
Memphis, TN 38103

The 2019 SITE Annual Conference will be held at The Peabody Memphis. Just in time for its 150th Anniversary in 2019, The Peabody Memphis will complete a renovation of all 464 guestrooms and suites. The new décor will mix traditional with modern, creating a look of timeless elegance. Soft, calming neutrals and rich textures will be accented by custom paint colors and commissioned wall art that subtly pay tribute to Memphis, the blues, Mississippi River sunsets and the Peabody Ducks.

The central location of The Peabody Memphis makes us the perfect gateway for exploring everything from the birthplace of rock 'n roll and the home of the blues to Elvis Presley's Graceland mansion. On your journey through the history of American music, be sure to sample some famous slow-cooked BBQ and take in historical sites ranging from the National Civil Rights Museum to the beautifully restored historic mansions in Midtown.

SITE has secured a special reduced rate of \$199 per night for SITE attendees (Traditional Queen or Superior Double Rooms). All rooms are subject to a \$12.95 per night, hotel service fee. Make your hotel reservations directly with The Peabody Memphis by calling 1-800-PEABODY. Be sure to mention you are with SITE and make your reservations by Tuesday, May 28, 2019 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:
[2019 SITE Annual Conference](#)



Photo credit: The Peabody Memphis





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 3/31/2019: \$1,200, price after: \$1,300)	\$ _____
_____ Table Top Display(s) — Non Member (Price before 3/31/2019: \$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.insurancetrainers.org) for a full listing of our Exhibitor Terms and Conditions regarding the 2019 conference. Details regarding the following terms and conditions are fully described on the website.

- 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, 2019 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, 2019 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, 2019. If your check has not been received by April 8, 2019, 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, 2019 will receive a full refund less a \$250 administrative fee. Registrants who cancel their registration on or after June 1, 2019 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, 2019 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, 2019.

ADA

If you have special needs that require accommodations, please notify SITE in writing no later than June 1, 2019

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: _____