



AIA South Dakota

2018 Annual Convention September 13, 2018 Exhibitor Information Packet

Thank you for registering for the Exhibit Hall at the 2018 AIA South Dakota Convention. The hours are **1:00 p.m. to 5:30 p.m.** You'll enjoy interacting with architects and design professionals from across South Dakota and the region during nearly five dedicated hours of Exhibit Hall time and three-plus hours of social time. As an exhibitor, you are a welcome guest at lunch and a featured guest for the Exhibitor Party on September 13.

Special note: This year the AIA South Dakota Convention is the host site for the *AIA North Central Region Emerging Professionals Summit*. Young architects (architects licensed ten years or less) and design professionals from Minnesota, North Dakota, Wisconsin will be in attendance. The Summit attendance is an elite group so you can expect an attendance lift of an additional 25 attendees. The Summit does not conflict with any exhibit hall hours or activities.

Your Booth Location

This year's convention returns to the Best Western Plus Ramkota Hotel and Convention Center, 3200 W Maple St, Sioux Falls, SD 57107. Please visit [Exhibitor Convention Registration](#) to see an interactive map of the floor plan and the other exhibitors who have registered for this year's convention.

All booths come with pipe and drape, two chairs and a 6 ft. skirted table unless a special request was submitted for something additional. **Please bring your own extension cords.**

Special Needs

Electricity is available at no extra cost to exhibitors. Arrangements will be made for all exhibitors who have requested electricity with their booth registration.

Again, please bring your own extension cords.

Advance shipments

Advance shipments may be sent to Best Western Plus Ramkota Hotel 3200 W. Maple St., Sioux Falls, SD 57107. Please ensure all packages are labeled "AIA South Dakota Annual Convention" with your booth number. Packages will not be accepted more than three days prior to the event.

Set Up/Take Down

The Ramkota Exhibit Hall will be open for Exhibitor Set Up from **7 a.m. to 11:30 a.m.** on September 13. Exhibitors may unload in the loading area of the Ramkota Exhibit Hall.

Exhibit Hall Bingo

AIA South Dakota Exhibit Hall Bingo returns with Grand Prize packages!

All registered exhibitors will have their logos placed on a portion of the Exhibit Hall bingo cards. All Platinum sponsors are placed in one of the four corners of **all** cards. All Gold sponsors are on **all** cards.

The bingo prize requirements ask attendees to have their visits to exhibit booths stamped with a bingo dauber. Bingo daubers will be included in all exhibitor packets provided at exhibitor registration, one dauber per company.

Prizes

Thank you to all exhibitors who provide prizes. All contributed prizes committed prior to August 1, 2018 will be advertised to AIA SD members in advance of the convention, with recognition given to the prize donor.

Hourly Giveaways

AIA SD will be giving away door prizes every hour during exhibit hours. If you have any items you'd like us to give away on your behalf, please email angela@aiasouthdakota.org before September 1, 2018.

Exhibitor Social

During the exhibition, cocktails and appetizers will be available for attendees and exhibitors from **4:30 p.m. to 5:30 p.m.** There will be an open bar for beer and wine. The Exhibit Hall closes at **5:30 p.m.**, however the Exhibitor Party continues for another hour until **6:30 p.m.** Exhibitors **can not** dismantle before **5:30 p.m.** All displays must be removed from the Exhibit Hall no later than **10:00 p.m.** on Thursday, September 13.

Exhibitor Lunch and Keynote Speaker – Best Western Plus Ramkota Hotel and Convention Center

Join architects at the networking lunch and keynote presentation. Your booth registration provides you with two complimentary tickets to the lunch. Some sponsorships include access to additional tickets for no extra charge.

Exhibitor Party

Once the Exhibit Hall closes at 5:30 p.m., the party continues to **6:30 p.m.** Beer, wine and appetizers are available at no charge. A cash bar will be available if you prefer mixed drinks. Your booth registration includes two complimentary tickets. Some sponsorships include access to additional tickets for no extra charge.

Parking

The Best Western Plus Ramkota Hotel and Convention Center has ample event parking. All parking is free.

Booking your hotel room—please note the hotel rooms are newly remodeled

Best Western Plus Ramkota Hotel

3200 W. Maple St.

Sioux Falls, SD 57107

Phone: 605-336-0650

Rate: \$104.99/night (please book by **August 19, 2018** to guarantee this rate)

50/50 Raffle to Support the AIA Scholarship Fund

Members of the AIA South Dakota Board of Directors are raising money for the AIA Scholarship fund. Board members will be selling tickets during the convention for \$20. The winner will receive one half of the money received (prior to the match) and the scholarship fund will receive the other half (plus the match). If you would prefer to write a check for a tax-deductible donation, the check can be written to SDCF-AIA Scholarship Fund. The drawing will take place at 6 p.m. during the Exhibitor Party on Thursday, September 13. You do not need to be present to win.

More Questions?

Please don't hesitate to contact Angela Lammers at 605-695-4566 or angela@aiasouthdakota.org.