

COMMUNITY  
BANKERS ASSOCIATION



# 2022 Convention & Trade Show

July 14 & 15, 2022  
Wichita, KS



EXHIBITOR BROCHURE

## Dear Friends and Colleagues,

What if you could spend just three days this summer making valuable connections, gaining leads, learning about the challenges and solutions that matter most to your customers ... and kick back among friends, too?

The great news is, you can.

We invite you to the 44th Annual CBA of Kansas Convention and Trade Show, July 14 and 15, 2022, in beautiful and laid-back Wichita, Kan. Please make plans now to join us for Midwestern hospitality and top-notch educational and networking opportunities.

What do past vendors have to say about the CBA of Kansas Convention and Trade Show? Here is one example:

*"The annual conference was valuable for myself and CalTech as I could connect with decision-makers at community banks across Kansas that I would not get to at other events. Between the happy hours and exhibit time, I was able to have productive conversations with many bankers that I was hoping to connect with."*

— Jonny Hulse, Business Development Executive, CalTech

**If you've joined us at CBA's Trade Show over the years, you know it's not your average trade show. It's well worth your time and investment.**

- We are continuing the seven-minute stage demonstrations for exhibiting companies to introduce their business, product, or service to the audience. Past exhibitors have expressed appreciation for this focused opportunity. Bankers enjoy learning more about a company before committing to a one-on-one conversation which could lead to months of follow up after a booth visit.
- To ensure your time is meaningful, we're limiting the number of demonstrations again this year; only 20 spots are available.
- CBA Trade Show's focus provides more qualified leads than traditional expos.
- Our team works for you to provide banker awareness by offering various networking opportunities.

We look forward to seeing you CBA's Annual Convention & Trade Show.



**Shawn Mitchell**

President/CEO

Community Bankers  
Association of Kansas

# Exhibitor Benefits

## DEMONSTRATION COMPANY EXHIBITOR BENEFITS

### One 8'x8' booth includes:

- » Seven minutes of demonstration time on the general session stage
- » Exhibit Booth during both days of the general session
- » One complimentary full convention registration
- » 8' high draped backdrop
- » 3' high side draped booth dividers
- » Booth identification sign
- » One 6' skirted table
- » Two chairs and a waste basket
- » Attendee registration list furnished prior to the conference for advance marketing opportunities
- » Company description, logo and contact information listed in the CBA convention event app

\*Room is carpeted

\*Each demonstration company must participate in a consultation with CBA staff prior to the event

## TRADITIONAL EXHIBIT BOOTH BENEFITS

### One booth 8'x8' includes:

- » One complimentary full convention registration
- » Exhibit booth during both days of the general session
- » 8' high draped backdrop
- » 3' high side draped booth dividers
- » Booth identification sign
- » One 6' skirted table
- » Two chairs and a waste basket
- » Attendee registration list furnished prior to the conference for advance marketing opportunities
- » Company description, logo and contact information listed in the CBA convention event app

## PAYMENT SCHEDULE

A nonrefundable deposit of \$650 per exhibitor is due at the time the Exhibitor Application and Contract is submitted. The remaining balance is due no later than May 15, 2022. Exhibiting companies may be reassigned or canceled if payments are not received by indicated dates.



*"I have had the pleasure of partnering with the CBAK and it has been a tremendous experience. The interactions and relationships I have made with members has been nothing short of outstanding. The CBAK goes out of their way to let me know they value our partnership and support. I look forward to continuing the relationship for years to come!"*

**Thomas Badolato**

Senior Vice President, Bank Relationships  
BHG Bank Group

## HOW TO RESERVE YOUR SPOT

Complete the enclosed Exhibitor Application and Contract and return it to Yvonna Hansen at [yvonna@cbak.com](mailto:yvonna@cbak.com). Exhibit booths and demonstration time slots are given out on a first come, first served basis so sign up early! For questions or more information, email Yvonna Hansen or call 785.271.1404.

## EXPAND YOUR BRAND EXPOSURE POST-CONFERENCE

Distributed to all community banks in Kansas, CBA's In Touch magazine ads are seen by thousands of community banking professionals. Promote your message, product or service through In Touch for maximum exposure. For more information contact Heather Wolsey with The newsLINK Group, LLC at [heather@thenewslinkgroup.com](mailto:heather@thenewslinkgroup.com) or at 801.676.9722.

## ACCOMMODATIONS

Hyatt Regency Wichita  
400 West Waterman • Wichita, Kansas 67202  
Phone: 800-233-1234

Room Rate: \$151.00 Single/Double

Accommodations must be reserved under the CBA room block to ensure the conference rate and availability.

\*Room is carpeted

# Tentative Agenda

## Thursday July 14, 2022

8:00 am - 4:00 pm	Registration	1:00 pm - 2:18 pm	General Session Demos 7-9
9:00 am - 9:15 am	<b>Opening General Session Speaker</b>	1:00 pm - 1:07 pm	Demo Company 7
9:15 am - 10:00 am	<b>General Session Topic</b>	1:08 pm - 1:15 pm	Demo Company 8
10:00 am - 11:11 am	General Session Demos 1-3	1:16 pm - 1:23 pm	Demo Company 9
10:00 am - 10:07 am	Demo Company 1	1:24 pm - 1:55 pm	<b>General Session Topic</b>
10:08 am - 10:15 am	Demo Company 2	1:56 pm - 2:02 pm	Demo Company 10
10:16 am - 10:23 am	Demo Company 3	2:03 pm - 2:10 pm	Demo Company 11
10:24 am - 10:49 am	<b>General Session Topic</b>	2:11 pm - 2:18 pm	Demo Company 12
10:50 am - 10:57 am	Demo Company 4	2:20 pm - 2:40 pm	Break with Exhibitors
10:58 am - 11:05 am	Demo Company 5	2:40 pm - 3:15 pm	<b>General Session Topic</b>
11:06 am - 11:13 am	Demo Company 6	3:15 pm - 5:00 pm	Reception with Exhibitors
11:13 am - 11:33 am	Break with Exhibitors	6:00 pm - 8:00 pm	Event - TBD
11:33 am - 12:15 pm	<b>General Session Topic</b>		
12:15 pm - 1:00 pm	Lunch with Exhibitors		

## Friday July 15, 2022

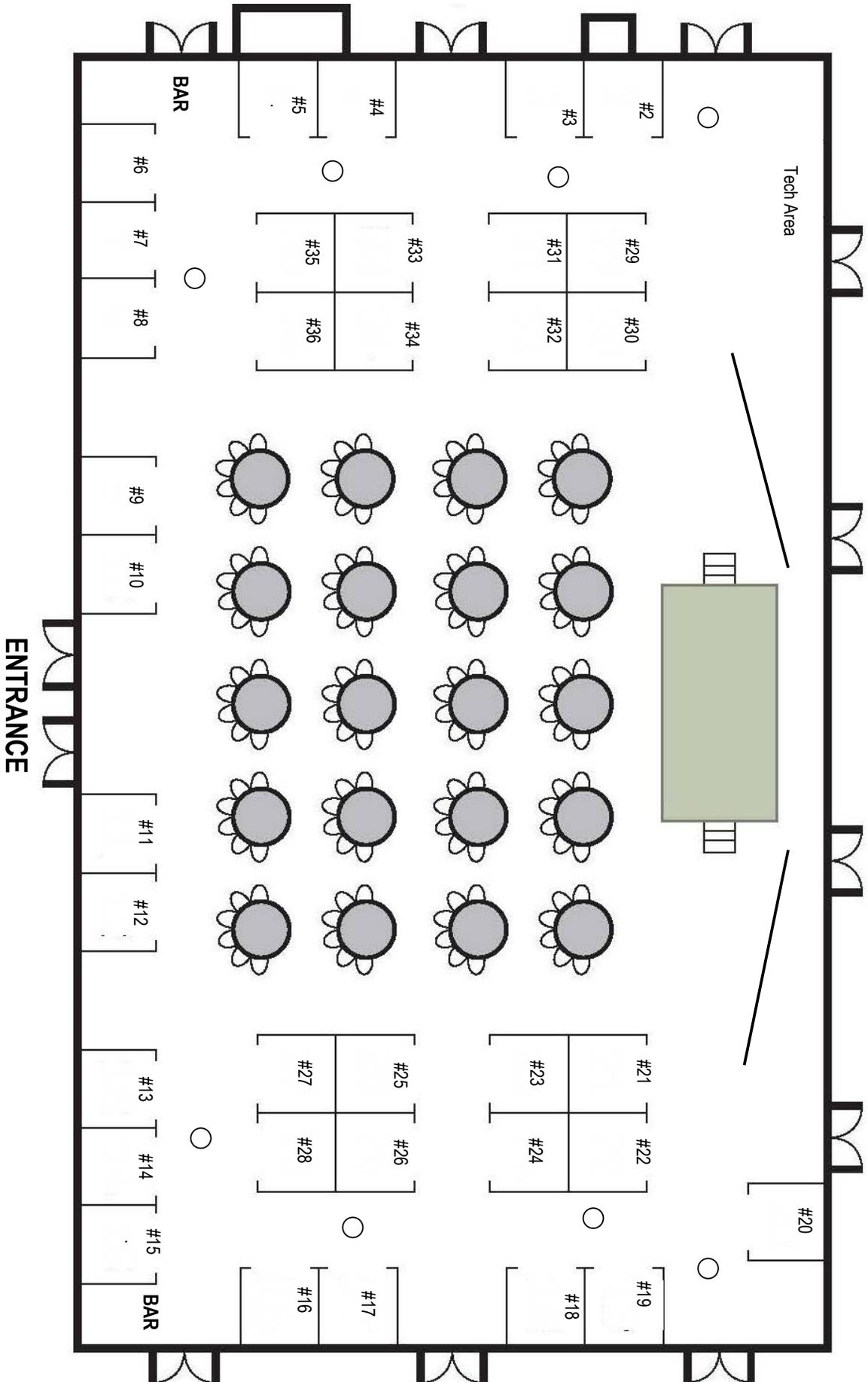
8:00 am - 4:00 pm	Registration	10:32 am - 10:39 am	Demo Company 19
9:00 am - 9:30 am	<b>Opening General Session Speaker</b>	10:40 am - 10:47 am	Demo Company 20
9:30 am - 10:35 am	<b>General Session Demos 13 - 16</b>	10:48 am - 11:05 am	Break with Exhibitors
9:30 am - 9:37 am	Demo Company 13	11:05 am - 11:25 am	<b>General Session Topic</b>
9:38 am - 9:45 am	Demo Company 14	11:30 am - 12:00 pm	Annual Business Meeting
9:46 am - 9:53 am	Demo Company 15	12:15 pm - 5:15 pm	Open Afternoon
9:54 am - 10:01 am	Demo Company 16	5:00 pm - 5:15 pm	Officer Photos
10:02 am - 10:15 am	<b>General Session Topic</b>	5:15 pm - 6:00 pm	Chairman's Reception
10:16 am - 10:23 am	Demo Company 17	6:00 pm - 7:15 pm	Chairman's Dinner
10:24 am - 10:31 am	Demo Company 18	7:15 pm - 10:00 pm	Live Auction



*"The annual conference was valuable for myself and CalTech as I could connect with decision-makers at community banks across Kansas that I would not get to at other events. Between the happy hours and exhibit time, I was able to have productive conversations with many bankers that I was hoping to connect with."*

**Jonny Hulse**  
Business Development Executive  
CalTech

# Floor Plan



# Exhibitor Application & Contract

By submitting this signed copy of CBA's APPLICATION & CONTRACT, we request space in CBA's 2022 Annual Trade Show in accordance with our preferences listed below.

ACCEPTANCE OF TERMS -- I, the duly authorized representative of the undersigned company, on behalf of the said company, subscribe and agree to all the terms, conditions, authorizations and covenants contained in this APPLICATION & CONTRACT for exhibit space, and the GENERAL INFORMATION, RULES, AND REGULATIONS. I understand a letter/email will be sent to the contact person confirming these arrangements.

In order to process your application, you must complete all sections below. No reservations will be accepted over the telephone. The following information will be printed in the registration directory.

Company: \_\_\_\_\_

Contact for Event Coordination: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Requested Demo Time Slot: \_\_\_\_\_ Requested Exhibit Booth Number: # \_\_\_\_\_

Do you plan on giving away a prize at the end of General Session?  Yes  No If yes, what is the prize? \_\_\_\_\_

BOOTH PERSONNEL: (One booth personnel is complimentary per booth registration, each registrant has to have an email address): Also, please mark the events you plan to attend, to help us obtain a more accurate food and beverage count.

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Welcome Reception (Wed. PM)  Special Event - TBD (Thur. PM)  Banquet (Fri. PM)  Live Auction - TBD (Fri.)

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Welcome Reception (Wed. PM)  Special Event - TBD (Thur. PM)  Banquet (Fri. PM)  Live Auction - TBD (Fri.)

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Welcome Reception (Wed. PM)  Special Event - TBD (Thur. PM)  Banquet (Fri. PM)  Live Auction - TBD (Fri.)

*Note: Demo Company/Booth space is assigned on a first-come, first-served basis.*

*Every effort will be made to ensure that competitors are not placed side-by-side.*

# Pricing & Payment

## PRICING INFORMATION

Registration Type	MEMBER (Before 4/10/22)	MEMBER (After 4/10/22)	NON-MEMBER (Before 4/10/22)	NON-MEMBER (After 4/10/22)
<b>Demo Company &amp; Full Convention Registrant</b>	\$1,299	\$1,499	\$1,699	\$2,000
Each Additional Registrant	\$569	\$684	\$684	\$684
<b>Traditional Booth &amp; Full Convention Registration</b>	\$850	\$899	\$999	\$1,099
Each Additional Registrant	\$569	\$684	\$684	\$684
<b>Each Full Convention Only Registration</b>	\$1,499	\$1,599	\$1,700	\$1,899

Registration Type      1<sup>st</sup> Registration \_\_\_\_\_ \$ \_\_\_\_\_

Additional Registrants      # of Additions \_\_\_\_\_ x Registration Type \_\_\_\_\_ \$ \_\_\_\_\_

**Total Cost of Convention Registration**      \$ \_\_\_\_\_

## PAYMENT METHOD

I have enclosed a check for my registration fees.     Email me my invoice and I will pay by credit card online.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Send completed registration form and fees to:**  
**CBA • 5897 SW 29<sup>th</sup> Street • Topeka • KS 66614 • yvonna@cbak.com**  
**Questions? (785) 271-1404**



# CBA's 44<sup>th</sup> Annual Convention & Trade Show

## **SPONSORSHIP OPPORTUNITIES**

The Community Bankers Association's Annual Convention is aimed specifically at chief executive officers, directors and bank personnel of community banks throughout Kansas. **Exhibits and sponsorships are excellent marketing opportunities** to place your products and services in the most advantageous atmosphere. One that is personal, face-to-face, and takes you directly to an important source of your sales - community bankers!

**CBA's trade show produces results by gathering a targeted audience with decision-making authority.** You gain a cost-effective method of generating sales leads and customer orders.

### Sponsorships of \$1,500

**As a sponsor you will receive:**

- Listed on Sponsor Sign at registration desk
- Company recognition in registration packet
- Listing in the CBA Convention App with full color company logo
- Recognition in In Touch magazine
- Exposure on [www.cbak.com](http://www.cbak.com)
- Attendance during the Thursday Chairman's Welcome Reception

### Sponsorships of \$3,000

**As a sponsor you will receive:**

- All of the above benefits plus...
- Banker attendee's list
- Recognition in Pocket Brochure
- 25% discount on two golf tournament registrations
- Full color company logo in Convention Brochure
- Personal recognition and acknowledgment during event

### Sponsorships of \$5,000

**As a sponsor you will receive:**

- All the above benefits plus...
- 25% off two full additional registrations
- Free Advertisement insert (provided by you) in convention registration packet

### Sponsorships of \$7,500

**As a sponsor you will receive:**

- All the above benefits plus...
- 50% off full convention registration fee (maximum of 2 registration)
- Free advertisement paragraph in CBA magazine, In Touch, prior to Convention



# 2022 CONVENTION SPONSORSHIP REGISTRATION FORM

*Partial & Co-Sponsorships are available!*

*Just indicate the amount you wish to contribute on the registration form.*

**Sponsorship opportunities are awarded on a first come first serve basis. Please mark the event and amount you want to sponsor:**

## Golf Sponsorships

- Tournament Gifts (\$2,500) \$ \_\_\_\_\_
- Tournament Cold Towels (\$2,500) \$ \_\_\_\_\_
- Continental Breakfast (\$1,500) \$ \_\_\_\_\_
- Tournament Lunch (\$1,500) \$ \_\_\_\_\_
- Course Refreshment Cart (\$2,000) \$ \_\_\_\_\_
- Golf Carts (\$2,000) \$ \_\_\_\_\_
- \*Hole Prize (\$300) \$ \_\_\_\_\_

*\*No partial hole sponsorship please. Hole sponsors are allowed the opportunity to stand at that hole and pass out amenities. Please indicate if you will be standing at a hole.*

## Event Sponsorships

- General Sponsorship (\$700) \$ \_\_\_\_\_
- Room Key Cards (\$3,000) \$ \_\_\_\_\_
- Banker Attendee Gift (\$6,000) \$ \_\_\_\_\_
- CBA Convention App (\$3,000) \$ \_\_\_\_\_
- Wednesday Evening Chairman's Reception (\$3,000) \$ \_\_\_\_\_
- Thursday Keynote Speaker (\$3,000) \$ \_\_\_\_\_
- Thursday Morning Beverage Station (\$1,500) \$ \_\_\_\_\_
- Thursday Morning Break (\$2,000) \$ \_\_\_\_\_
- Thursday Lunch Buffet (\$5,000) \$ \_\_\_\_\_
- Thursday Afternoon Break (\$2,000) \$ \_\_\_\_\_
- Thursday Exhibitor Reception (\$4,000) \$ \_\_\_\_\_
- Thursday Evening Entertainment (\$5,000) \$ \_\_\_\_\_
- Friday Morning Beverage Station (\$1,500) \$ \_\_\_\_\_
- Friday Morning Break (\$2,000) \$ \_\_\_\_\_
- Friday Grand Prize Drawing (\$1,500) \$ \_\_\_\_\_
- Preferred Customer Drawing (\$1,500) \$ \_\_\_\_\_
- Friday Chairman's Reception & Banquet (\$10,000) \$ \_\_\_\_\_
- Live Auction Refreshments (\$3,000) \$ \_\_\_\_\_

## CBA Annual Convention & Trade Show Sponsorship

**Hyatt Regency, Wichita, Kansas  
July 14 – 15, 2022**

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

FAX:(\_\_\_\_) \_\_\_\_\_

E-mail (required): \_\_\_\_\_

**SEND COMPLETED REGISTRATION FORM AND FEES TO:**

CBA ■ 5897 SW 29<sup>th</sup> Street ■ Topeka ■ KS ■ 66614

Questions? Call the CBA office at (785) 271-1404 or email Yvonna at [yvonna@cbak.com](mailto:yvonna@cbak.com)



# General Information, Rules & Regulations

## 1. SHOW SPONSORSHIP AND MANAGEMENT

The CBA Convention and Trade Show is produced by and is the property of Community Bankers Association of Kansas (“CBA”). Each prospective exhibitor (hereinafter “Exhibitor”) is required to complete the EXHIBIT BOOTH APPLICATION AND CONTRACT (the “Contract”) for space. By doing so, he subscribes to all terms set forth in these GENERAL INFORMATION, RULES AND REGULATIONS (the “Regulations”), which are expressly incorporated into and made a part of the Contract. Each Exhibitor, for itself and its employees and agents, agrees to abide by these Regulations.

## 2. BOOTH ASSIGNMENTS

Sole control of the exhibit hall(s) used by CBA (the “Exhibit Hall”) rests with CBA. All booth spaces are assigned on a first-come, first-served basis in the order the executed Contract, together with the Deposit (as defined in paragraph 7 below), are received. Receipt by a potential Exhibitor of the CBA conference advertising materials, a form Contract or these Regulations is not an offer or invitation on the part of CBA for that particular person or entity to exhibit at CBA, nor does any potential Exhibitor have the right to exhibit at CBA unless and until a Contract, duly executed and delivered by such potential Exhibitor, has been accepted and executed by CBA and confirmation thereof has been returned to such potential Exhibitor. Exhibitor acknowledges and agrees that any trade show exhibit location that is designated in writing or in any other manner as assigned to Exhibitor is subject to relocation within the Exhibit Hall at any time, as CBA may determine necessary or desirable. In particular, CBA has the right to relocate an Exhibitor’s booth if the planned exhibit area is not completely sold; provided that reasonable efforts will be made to avoid locating an Exhibitor’s booth next to a direct competitor of such Exhibitor. Exhibitor hereby further agrees that CBA may, at any time, for any reason and without any prior notice, refund the money paid by Exhibitor for exhibit space pursuant to these Regulations.

## 3. WHAT MAY BE EXHIBITED – CONTROL OF THE SHOW

CBA’s tradeshow is designed for display and demonstration of financial institution-related products and services. Exhibits and activities are subject to inspection and prohibition by CBA in its sole and absolute discretion at any time from the beginning of setup through the duration of the show. Distribution of exhibit materials/literature or giveaway items is permissible provided it does not in any way imply endorsement of Exhibitor’s product/service by CBA, CBA or any of their affiliates, except as otherwise expressly agreed in writing. Exhibitor acknowledges and agrees that CBA has the exclusive right to interpret these

Regulations and to make final decisions regarding matters related to the operation of the convention and Trade Show not covered hereby. Any decision by CBA regarding the matters covered by this paragraph will be final and binding on Exhibitor.

## 4. BOOTH & SPACE LIMITATIONS

Minimum booth size is 8’ deep x 8’ wide per Exhibitor. No guarantee is made regarding the availability of any particular booth size or configuration. Combinations of two or more of the spaces shown in the booth diagram may be requested.

## 5. ARRANGEMENTS OF EXHIBITS

Standard booth equipment (back and side wall drapes, an 6’ skirted table, 2 chairs, a waste basket and an identification sign) will be provided by Hyatt Regency through Henry Helgerson Company without cost to the Exhibitor if ordered no later than June 1, 2022. If Exhibitor plans to install a completely constructed display of such a character that the Exhibitor will not require or desire the use of standard booth equipment, no part thereof shall project or extend beyond the space allotted to the Exhibitor. No Exhibitor’s products, equipment or booth construction may be so placed as to obstruct the view of the neighboring exhibits for visitors passing through the aisles, as determined by CBA in its sole and absolute discretion. No part of any display may be over eight feet in height. The back three feet of rented space may be occupied from the floor up to eight feet in height; the front of the rented space may be occupied from the floor up to 48 inches only. All aisle space and utility cords belong to the show. Exhibitor agrees to provide for storage as needed within its assigned booth area, and agrees that no item will be stored in the utility cords. Standing in aisles or in front of exhibit booths of other Exhibitors to attract persons to a particular booth or for advertising purposes is strictly prohibited.

## 6. SUBLETTING OF BOOTH SPACE

Exhibitor agrees that its space is to be used solely for the person or entity whose name appears on the Contract, and Exhibitor will not assign, sublet, or apportion booth space or any part thereof allotted to Exhibitor, nor to exhibit or advertise goods other than those manufactured or sold by Exhibitor in the regular course of business, without the prior written consent of CBA (which consent may be withheld in its sole and absolute discretion).

## 7. PAYMENT

A non-refundable deposit in the amount of \$650 for each 8’ x 8’ exhibit booth is due at the time the Exhibit Booth Application and Contract is submitted. Payment in full of the specified booth fee as provided for under the Contract shall be due on or before May 15, 2022, and shall also be non-refundable except as specifically set forth to the contrary herein.

#### 8. CANCELLATION OR WITHDRAWAL

Exhibitor may cancel or withdraw from CBA Convention and Expo subject to the following conditions and restrictions:

- a. Exhibitor shall give CBA notice in writing of its intention to cancel or withdraw from the expo.
- b. In the event CBA receives such notice on or before May 10, 2022, all fees paid by Exhibitor to CBA in excess of the Deposit will be refunded.
- c. In the event such notice is received between May 11, 2022 and up to and including June 3, 2022, Exhibitor shall be entitled to one-half of payment in excess of the Deposit. Cancellations on or after June 4, 2022 will not be entitled to a refund of any fees paid to CBA, including the Deposit, and Exhibitor shall be obligated and agrees to pay the total specified booth fee as provided for under the Contract.
- d. In the event of cancellation, CBA shall have the right to use any exhibit space assigned to Exhibitor to suit its convenience, including making such space available to another exhibitor, without any rebate or allowance to Exhibitor and (ii) CBA assumes no responsibility for having included the name of Exhibitor or descriptions of its products and/or services in the show catalog, website, brochures, news releases, or other materials.

#### 9. BOOTH PERSONNEL

Exhibitor shall keep at least one attendant in its booth at all times during published show hours, commencing July 14-15, 2022. Each person in Exhibitor's booth at any time must be, or must be accompanied by, an employee or authorized representative of Exhibitor who is capable of positively identifying himself as such, and any other person shall be subject to immediate expulsion from the Exhibit Hall. Any failure to comply with the requirements of this paragraph 9 will entitle CBA, in its sole and absolute discretion, to (i) immediately remove Exhibitor's booth from the Exhibit Hall at Exhibitor's expense and (ii) ban Exhibitor from participating in future CBA shows.

#### 10. EXHIBITOR'S BADGES

CBA will provide Exhibitor badges by name for personnel assigned by Exhibitor to staff its booth. Badges are not transferable. Badges will be available only at the Exhibitor registration counter. Temporary day badges will be issued to personnel properly identified as authorized to work in the hall during installation and dismantling. Badges must be worn in the hall at all times.

**BADGES WILL NOT BE ISSUED UNTIL THE SPECIFIED BOOTH FEE HAS BEEN PAID IN FULL. EXHIBITOR ACKNOWLEDGES AND AGREES THAT PERSONS UNDER THE AGE OF 18 SHALL NOT BE ENTITLED TO RECEIVE OR UTILIZE BADGES OR OTHER SHOW CREDENTIALS.**

#### 11. REGISTRATION AND ADMISSION

CBA Convention and Trade Show will not be open to the general public. An official badge, issued to all attendees upon registration, entitles the wearer to unlimited attendance at CBA during scheduled trade show hours. This official badge must be worn at all times in the Exhibit Hall, and is not transferable. CBA shall have sole control of all admission policies at all times, including admission of visitors to the trade show.

#### 12. INSTALLATION AND DISMANTLING

CBA will establish specific requirements with respect to the time for installation and dismantling of exhibits, and these requirements will be provided to each Exhibitor prior to commencement of the show. Such requirements shall be binding upon the Exhibitor as though fully set forth herein. All displays must be in place and set up no later than 5:00 p.m. on Wednesday, July 13, 2022. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during the show without the prior written consent of CBA. Dismantling of exhibits will not be permitted until after the official close of the show. **ABSOLUTELY NO DISMANTLING WILL BE PERMITTED PRIOR TO THE ANNOUNCED CLOSING TIME.** Any failure to comply with the requirements of this paragraph 12 will entitle CBA, in its sole and absolute discretion, to ban Exhibitor from participating in future CBA Convention and Trade Show.

#### 13. CONFLICTING MEETING AND SOCIAL EVENTS

Exhibitor agrees not to extend invitations, call meetings, or otherwise take any action that could reasonably be expected to encourage CBA attendees or exhibitors to be absent from the Exhibit Hall during the official hours of the Trade Show or from other scheduled CBA events. If Exhibitor desires or intends to reserve or use a suite or meeting room in any of the CBA conference hotels, it agrees (i) to arrange this space only through CBA and (ii) that this space will be utilized only for approved hospitality or other forms of promotional activity in accordance with the requirements of this paragraph 13.

#### 14. DEFAULT OCCUPANCY

Any exhibit space contracted for by Exhibitor, but not occupied as of one hour prior to the official opening of the show, may be used for other purposes or reassigned (which may include selling such space to another exhibitor) by CBA in its sole and absolute discretion, without notice to the defaulting Exhibitor. In that event, the defaulting Exhibitor shall not be entitled to any refund, rebate or allowance. CBA assumes no responsibility for having included the name of the defaulting Exhibitor, or descriptions of its products and/or services, in the show catalog, website brochures, news releases, or other materials.

#### 15. BUILDING OCCUPANCY

In case the Exhibit Hall shall be destroyed or damaged, or if the show fails to take place as scheduled or is interrupted and/or discontinued, or access to the Exhibit Hall is prevented or interfered with by reason of any strike, lockout, injunction, act



of war, act of God, emergency declared by any governmental agency or by CBA, or for any other reason, the Contract may be terminated by CBA in its sole and absolute discretion. In the event of such termination, Exhibitor releases, acquits and forever discharges CBA and their respective employees and agents, from any and all obligations, liabilities, damages, and claims arising from or in connection with such termination, and agrees that the sole liability of CBA with respect thereto shall be to return to Exhibitor any payment received by CBA from Exhibitor in respect of the specified booth rental fee, less Exhibitor's pro rata share of all costs and expenses incurred and committed by CBA in respect of the show. EXHIBITOR EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE RELEASE PROVIDED FOR IN THIS PARAGRAPH 15 SHALL INCLUDE LIABILITY FOR NEGLIGENCE OF CBA, OR ANY OF THEIR RESPECTIVE EMPLOYEES and the Exhibit Hall may designate contractors to perform work at the Exhibitor's expense. Where union personnel are required by the Exhibit Hall or by the contractors involved, it shall be Exhibitor's responsibility to comply with such requirements. CBA shall not be responsible for the conduct of, or any failure to perform by, any of such contractors, their employees, agents or charges, or for any other matter relating to such contractors or the Exhibit Hall or for any services provided to Exhibitor, including (without limitation) drayage, machinery moving and erecting, furniture rental, booth and floral decorating, photography, drinking water, telephone or other telecommunications services, electricians, plumbers, carpenters, or signs.

#### 16. VIDEO AND SOUND SYSTEMS

The use of video will be permitted, subject to approval by and the control of CBA in its sole and absolute discretion. CBA reserves the right in its sole and absolute discretion to restrict the use of, or prohibit, any sound systems and/or any machines or devices that are deemed to create excessive noise or otherwise disrupt activities within the Exhibit Hall. Exhibitor shall be responsible for securing any and all necessary licenses or consents for any performances, displays, or other uses of copyrighted works or patented inventions and the use of any name, likeness, signature, voice, or other impression, or other intellectual property owned or claimed by any third party, which may be used, directly or indirectly, by Exhibitor or on its behalf. Any royalties payable to a copyright owner, or to ASCAP or BMI on such owner's behalf, which are payable by reason of Exhibitor's action or use of copyrighted works, will be the sole responsibility of and payable by Exhibitor. Exhibitor agrees to, and hereby does, indemnify, defend, and hold CBA harmless from and against any claim of liability in any incident or resulting loss, infringements or other violations of the intellectual property rights, rights of privacy, publicity rights, or any other related rights of any third party, whether enforced by that third party or its representative. CBA reserves the right to discontinue the electricity supply of Exhibitor if Exhibitor is deemed to be in violation of the requirements of this paragraph 17.

#### 17. SUPPLIES FOR OPERATING EQUIPMENT

Arrangements must be made by Exhibitor directly with Henry Helgerson Company, at least three (3) working days before the show opening, for delivery during non-show hours of supplies (including flexible materials, cartons and products to be packaged). No deliveries may be made during show hours.

#### 18. SAFETY, FIRE AND HEALTH

Exhibitor shall comply with all applicable safety, fire and health ordinances, rules and regulations. All displays, exhibit materials and equipment must be reasonably located and protected by safety guards and fireproofing to prevent fire hazards and accidents. No explosive or combustible materials are to be displayed or stored within the Exhibit Hall, and all construction shall be substantial, fixed in position for the duration of the show, and constructed of fire-retardant materials. All construction and other activities of Exhibitor shall be in accordance with all requirements of the Exhibit Hall and CBA. In particular, Exhibitor shall be responsible for compliance with the Americans with Disabilities Act with regard to any presentations and services available at its booth, not including aisle access.

#### 19. CARE OF BUILDING

No Exhibitor may allow an article to be brought into, nor permit any act to be done in, the Exhibit Hall which will increase the premiums or void policies of insurance held by or on behalf of the Exhibit Hall, or CBA. No Exhibitor shall permit any act by any of its employees or agents, or by any other persons visiting its booth, which could cause the Exhibit Hall to be marred, defaced or otherwise damaged. Upon the earlier to occur of the conclusion of the show or the termination of the Contract, Exhibitor shall surrender the space in the Exhibit Hall occupied by Exhibitor in the same condition as at the commencement of Exhibitor's occupation of same. Any damages arising from or in connection with any failure to comply with the requirements of this paragraph 19 shall be covered by the indemnity set forth in paragraph 21 below.

#### 20. INSURANCE

CBA and/or the Exhibit Hall may take precautions to safeguard Exhibitor's property by means of regular perimeter guard service. However, none of the Exhibit Hall, CBA or any of their respective employees or agents, shall have any liability for any injury to Exhibitor, its employees or agents, any show visitors or any other person, (ii) any responsibility for safeguarding Exhibitor's property, or (iii) any liability for any damage to or loss of Exhibitor's property through theft, fire, accident or any other cause. In all cases, Exhibitor shall be obligated to insure against any such liability, damage or loss at its own expense.

## 21. INDEMNIFICATION

Exhibitor shall indemnify and hold harmless the Exhibit Hall, CBA, and their respective employees and agents (each, an "Indemnified Person"), from and against any and all liability and every loss, cost, claim, demand, or cause of action (including, without limitation, any damage to person or property, governmental charges or fines, and attorneys' fees) arising from or in connection with the show, any breach or default by Exhibitor of the terms of the Contract, or from any other cause whatsoever (including, without limitation, Exhibitor's installation, removal or maintenance of property in, or occupancy or use of, the Exhibit Hall or any part thereof), excluding any such liability caused directly by or directly attributable to the gross negligence or willful misconduct of such Indemnified Person. EXHIBITOR EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE INDEMNIFICATION PROVIDED FOR IN THIS PARAGRAPH 22 INCLUDES INDEMNIFICATION FOR THE NEGLIGENCE OF EACH INDEMNIFIED PERSON.

## 22. GENERAL

These Regulations may be amended at any time and from time to time by CBA, and all such amendments shall be binding on Exhibitor. The Contract (including these Regulations) shall be binding upon the parties hereto and their respective executors, administrators, successors, and assigns; provided that Exhibitor may not assign the Contract or any rights or obligations arising thereunder without the prior written consent of CBA, which consent may be withheld in the sole and absolute discretion of CBA. The Contract shall be fully performable and venue for any actions related thereto shall lie in Shawnee County, Kansas. A facsimile (fax) copy or email of the fully-executed Contract may be considered an original thereof.

## 23. EXHIBIT HALL RULES

Exhibitor agrees to abide by all additional rules, policies and procedures as may be imposed by the Exhibit Hall at any time and from time to time.

## 24. DEFAULT; TERMINATION

Failure by Exhibitor to comply with any term of the Contract (including these Regulations) may, at the sole and absolute discretion of CBA, result in any one or more of the following: (i) expulsion from the Exhibit Hall, forfeiture of all amounts paid by Exhibitor for exhibit space, removal and storage of Exhibitor's exhibit at Exhibitor's expense, and (iv) termination of the Contract. Upon any such termination, all Exhibitor's rights under the Contract shall cease and terminate, and all payments made by Exhibitor prior to said termination may be retained by CBA as liquidated damages. No termination of the Contract shall affect any rights of CBA, or any obligations or liabilities of Exhibitor, arising prior to such termination.

## 25. TERM

The Contract is valid only for the period commencing on the effective date of the Contract and ending on the earlier to occur of the termination of the Contract pursuant to paragraph 25 and the conclusion of the show; provided that access to and use of the Exhibitor's booth space in the Exhibit Hall shall be limited to authorized times during the show, and a reasonable time before commencement of, and after conclusion of, the show, in all cases as determined by CBA. No guarantee is made regarding the availability of exhibit space in connection with any future CBA Convention & Trade Show shows.

## 26. APPLICABILITY OF LAW

This Agreement shall be governed and construed in accordance with the laws of the State of Kansas without regard to the conflicts of laws principles thereof.

## 27. HEADINGS

The use of paragraph headings is for convenience only and does not define the content or scope thereof.

## 28. HOTEL HOLD HARMLESS CLAUSE

The Exhibitor assumes the entire responsibility and liability for losses, damages, and claims arising out of Exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims. Hotel will not be responsible or liable for any loss, damage nor claims arising out of Exhibitor's activities on the Hotel's premises except for any claims, loss, or damages arising directly from the hotel's own negligence.



# Join us at the Hyatt Regency Wichita in July 2022! We look forward to networking, learning and relaxing (a little) together!



Brochure created and designed by SJC Marketing.  
Visit us online at [www.sjc.marketing](http://www.sjc.marketing).





Conventions Trade Shows Flags & Flag Poles  
 2900 S. Hydraulic Wichita, Kansas 67216  
 316-943-1851 Fax 316-267-4804 Email: info@henryhelgerson.com

**RENTAL  
ORDER  
FORM**

Company Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Ordered by: \_\_\_\_\_ Email: \_\_\_\_\_

Booth # \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 P.O. # \_\_\_\_\_

Following rental prices are for the duration of the show, and include delivery and removal.

**SHOW COLORS: Blue/Gold**

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
<b>DISPLAY TABLES-Draped 3 Sides</b>					
24"W x 30"H x 4'L	\$28.00	\$25.00			
24"W x 30"H x 6'L	\$32.00	\$28.00			
24"W x 30"H x 8'L	\$42.00	\$38.00			
30"W x 30"H x 8'L	\$42.00	\$38.00			
<b>DISPLAY TABLES (42" Counter Height)-Draped</b>					
24"W x 42"H x 4'L	\$40.00	\$35.00			
24"W x 42"H x 6'L	\$45.00	\$40.00			
24"W x 42"H x 8'L	\$50.00	\$45.00			
30"W x 42"H x 8'L	\$50.00	\$45.00			
<b>DISPLAY TABLES-Undraped</b>					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
<b>SPECIAL DRAPING</b> (additional draping above contracted amount)					
3' high per foot	\$3.00	\$2.00			
8' high per foot	\$5.00	\$4.00			
<b>BOOTH CARPETING</b>					
10' x 10'	\$90.00	\$75.00			
10' x 20'	\$180.00	\$150.00			
10' x 30'	\$270.00	\$225.00			
10' x 40'	\$360.00	\$300.00			
Carpet Padding 1/2 the Price of Carpet Ordered					
<b>Set-up Labor: (available upon request)</b>					
<b>Opening Day Cleaning:</b> \$.24 x _____ sq. ft.					
<b>Daily Cleaning:</b> \$.24 x _____ sq. ft. x _____ # days					
<b>EXPO FURNISHINGS</b>					
42" High Cocktail Table	\$18.00	\$15.00			
42" High Cocktail Table with Tablecloth	\$32.00	\$28.00			
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$20.00	\$16.00			
High Stool with Back	\$20.00	\$16.00			
Floor Easel	\$12.00	\$10.00			
Wastebasket	\$7.00	\$6.00			

**Community Bankers  
Association  
Convention & Trade  
Show**

**July 14, 2022**

**Wichita, Kansas**

**Draping Colors:** Black Plum Black  
 Blue Red Blue  
 Burgundy Silver Gray  
 Green White Green  
 Gold Red

**CLEANING:** Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

**\*NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

RECEIPT REQUEST \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If not specified, no receipt will be sent.

**Payment:\*\*** Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

Check Enclosed  Discover  Amex  
 Credit Card Charge:  Visa  Mastercard

Card Number \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Security Code ( ) \_\_\_\_\_  
 Signature \_\_\_\_\_

SUB TOTAL \$ \_\_\_\_\_  
 7.5% Sales Tax \$ \_\_\_\_\_  
 TOTAL DUE \$ \_\_\_\_\_



2900 S. Hydraulic  
 Wichita, Kansas 67216  
 316-943-1851 – Fax 316-267-4804  
 EMAIL: info@henryhelgerson.com

Community Bankers  
 Association  
 BOOTH  
 # \_\_\_\_\_  
 Hyatt Regency

# FREIGHT HANDLING ORDER FORM & FORK LIFT RENTAL

**THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW**

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
2. SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
3. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
4. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
5. Henry Helgerson Company will receive freight at:

## ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)  
 For: NAME OF SHOW C/O HENRY HELGERSON COMPAN'  
**2900 S. HYDRAULIC, WICHITA KANSAS 67216**  
**ADVANCE TO WAREHOUSE MUST BE RECEIVED NO**  
**LATER THAN JULY 6, 2022.**

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE)	TO WAREHOUSE	TO SHOW SITE.
SHIPPED VIA: _____ PRO# _____		
DATE SHIPPED: _____	ESTIMATED ARRIVAL DATE: _____	
<b>FORK LIFT REQUIRED FOR LOADING/UNLOADING? _____ YES _____ NO ADD \$75.00 PER HOUR</b>		
# OF CRATES: _____	# OF DISPLAY CASES: _____	# OF CARTONS: _____ # OF SKIDS: _____
TOTAL # PIECES: _____	TOTAL WEIGHT: _____ x \$48.00/100 lbs. = _____	TOTAL COST _____

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:
SHIP TO: _____
ATTENTION: _____
ADDRESS: _____
CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)
<input type="checkbox"/> MOTOR FREIGHT (NAME) _____ <input type="checkbox"/> VAN LINE (NAME) _____ <input type="checkbox"/> UPS: <input type="checkbox"/> GROUND <input type="checkbox"/> BLUE(2 <sup>ND</sup> DAY AIR) <input type="checkbox"/> RED(NEXT DAY AIR) – UPS ACCT. # _____ <input type="checkbox"/> FED EX – ACCT# _____ <input type="checkbox"/> OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: <b>Community Bankers Association</b>	Booth: _____
COMPANY NAME: _____	
ORDERED BY: _____	PHONE #: _____

**PAYMENT IN FULL, INCLUDING APPLICABLE SALES TAX, MUST ACCOMPANY YOUR ORDER**

Subtotal	\$ _____	Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Master Card <input type="checkbox"/> Amex <input type="checkbox"/> Discover	
7.5% Sales Tax	\$ _____	Name On Card _____	
Total Due	\$ _____	Expiration Date _____ Security Code _____	
		Signature _____	

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
Community Bankers Association of Kansas Annual Convention & Trade Show		July 13, 2022	July 15, 2022	2
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDER BY	EMAIL		PHONE	

Advanced rates are available if order is placed 10 days or more before show opening.

Email completed form to the Encore Representative listed above.

Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

Labor charges, sales tax, loss damage waiver, and service charges may apply.

SERVICES	QUANTITY	DAY RATE (excludes labor)
POWER STRIP/EXTENSION CORD		\$42.00
SIMPLE WIFI CONNECTION		\$13.00

If You Are Experiencing Technical Difficulties On Site  
Please Contact Encore At **316.262.4923**