



Association of Inspectors General  
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212-237-8001  
[exec@inspectorsgeneral.org](mailto:exec@inspectorsgeneral.org)

Exhibitor  
Agreement  
Austin Conference  
November 15 – 17, 2017

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Name of Organization (as you want it listed in the Program)

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Address

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City, State, Zip Code

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Phone and e-mail contact information

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Your Contact Person's Name

Your Website link

<http://>

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### **Terms and Conditions of Exhibitor Agreement**

- AIG will contact the hotel regarding tables and their placement such that participants can engage the Exhibitor by choice.
- Exhibiting organizations with a record of past support and attendance will be given priority in assignment of tables over those organizations participating intermittently. The final place of each Exhibitor's table is made at the discretion of AIG.
- AIG must receive your agreement and payment in full 30 days prior to the event in order to properly acknowledge your organization. Payment should be made by credit card on our Event webpage.
- Exhibitors seeking Internet access and electrical outlets will need to make arrangements directly with the hotel and assume responsibility for their fees.
- Exhibitors are to provide all display hardware and or software, signage, sign holders or banners for their table.
- Cancellation Policy – Cancellation in writing must be received by AIG no later than 45 days prior to the date of the event to receive a full refund. Cancellations received 44 days or less will result in a cancellation fee of 25%.
- Exhibitors will be provided with a list of paid participants for which we expect respect for the privacy of the participants by not conducting mass e-mailings or telephone solicitations.

Signature of Authorized Representative

Date

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