



Exhibitor information

On behalf of the Big I of Washington and our conference committee we welcome you to the 2025 Go Big Conference. As you prepare for the show, here are a few things to be aware of.

Our exhibit hall this year will be the same as last year but a little different than before 2024. Each space will be 8x10 and you will have a 6 foot skirted table and two chairs available to you. There will not be railings or side and back drops. You are welcome to bring tabletops and/or back drops. We want to make this event more casual and open for you to spread out and for the attendees to have a good time.

Please see the **floor plan** including your table numbers. We will have your name and table number on each table when you arrive.

Our exhibit times will go on throughout the day with meals, classes and presentations mixed in so you will have time to visit with attendees and also enjoy the program. At the end of the day, we will have a reception and our awards dinner and some great entertainment. Should be a great day.

Open Exhibit Table Time on Tuesday

- 8:30 - 9:30 am Breakfast with exhibit tables
- 11:30 am - 1:00 pm Lunch with exhibit tables
- 4:30 - 6:30 pm Reception with exhibit tables

Electrical Hookup

If an electrical outlet is required, the cost will be \$50. If you have already registered and need to add electricity, please contact Suzanne at sarnett@wainsurance.org and we will add it to your exhibitor registration.

Exhibit Setup & Breakdown

Setup: two time options -

Monday, September 22 from 5:00pm – 9:00 pm in the Orca Ballroom

Tuesday, September 23 from 6:30 am – 8:30 am in the Orca Ballroom.

You are welcome to arrive at either hotel entrance and you are also welcome to load at the Ballroom load in area. See attached map. Parking is free.

Breakdown – Exhibitors are required to keep their space assembled and open until 6:30 pm on Tuesday, September 23rd. No exceptions. This policy is to maximize your time with agents and help you get the most out of your time at the conference.

If you need any AV equipment, arrangements can be made through Tulalip Conference Services Department at 360-716-6803 or tulalipav@servicesolutionsav.com.

***Electrical hookup should go through IIABW registration.**

If you need any furniture items (i.e. tables, chairs, tablecloths etc.) please contact Suzanne Arnett at sarnett@wainsurance.org

Drawing

We will do prize drawings at approximately 5:45 pm. We ask if each exhibitor brings a prize to give away to agent attendees. We will be coming around to each table with a microphone to announce winners.

Shipping

Due to the limited storage space, materials cannot be received at the resort casino more than three (3) business days (Monday-Friday) prior to the opening meeting/event. The Tulalip Resort Casino does not at any time guarantee security of any items left in the function rooms or items stored in the hotel.

To avoid confusion or misplaced materials, any mail or package being sent to the Tulalip Resort Casino should be clearly labeled in the following manner:

Name of Contact Person – Your name and company name

IIABW Big I Conference

September 22 – 24, 2025

Ship to: Tulalip Resort: 10200 Quil Ceda Blvd. Tulalip, WA 98271

Attention - Hotel Banquet Department

Shipping Continued

PACKAGE HANDLING FEES:

The resort casino will not be responsible for collecting payment for inbound or outbound packages for individuals or vendors. This is the sole responsibility of the group contact. Shipping charges will be posted to the group master account for all packages shipped to the resort casino for the meeting/event.. This includes packages for hotel and non-hotel guests attending the event. As a courtesy, Tulalip Resort Casino will waive the shipping fee up to five (5) packages that arrive for the group, within the allotted guidelines above (excluding crates and pallets).

Inbound Package Handling Fees:

Boxes Up to 50 Pounds \$20

Boxes Up to 100 Pounds \$30

Crates \$100

Pallets \$200

SHIPPING AND RECEIVING OUTBOUND:

Groups should make arrangements for outbound packages. The group contact is responsible for packing, sealing, and labeling outbound packages. All charges incurred will be charged to the master account for the group if left to the Banquet staff to take care of. For extraordinary services, additional charges may apply.

STORAGE:

The resort casino will store properly sealed and labeled materials for up to 3 days prior to or after the event at no charge. After that, each box will be charged based on weight. The weight will be taken off the FedEx, UPS, or USPS shipping labels. If packages come from another source without weight information, the weight will be determined by the resort scale.

Due to limited storage space, the Tulalip Resort Casino cannot guarantee the security of any materials shipped in advance. In the event that you have a large amount of material that must be pre-shipped, we again strongly recommend that a moving company with storage facilities be utilized or an expo company. Arrangements for storage and movement of your packages can be made with them. Storage for packages and boxes is complimentary for up to **3 days prior and 3 days after** the event as space allows.

SECURITY:

Tulalip Resort does not guarantee security of any items left in the function rooms or items stored in the hotel. Loss or damage to group displays, decorations, or other property brought into the resort casino will be the sole responsibility of the group, with the Tulalip Resort Casino assuming no liability.

Your exhibit table comes with **one booth representative**. That person gets complimentary registration for the entire conference. * this email has been sent to the person we have down as the booth representative – If this is incorrect, please let us know. Extra people will have to register separately (see link below).

An extra person at your table will be \$150.00 (extra Exhibitor attendee) That will be a “Tuesday only” registration. They will be able to participate in all activities and meals for Tuesday. Only Exhibitors, attendees and staff will be admitted to the trade show and name badges must be worn at all times.

If you have someone that wants to join in on the rest of the conference, please register for a full registration or one of the ala cart options.

If you need a hotel room, please [register here](#) for the Tulalip Resort to get our group rate. If you have any issues please contact me.

To see the agenda, registration, sponsorship opportunities and information on the programs please see links on this [page](#).

If you have not paid for your space, please let me know if you need an invoice and I will be happy to send it to you.

We will be sending out attendee lists a few weeks before the conference.

Thanks again for joining us. Please contact me if you have any questions. Should be a great event!

Suzanne

Suzanne Arnett
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