



IASB EXHIBIT Trade Show FAQs

Important Dates

FEB 15	Exhibitor Registration Opens
JUN 2	Exhibitor Housing Opens
JUN 8	Attendee Registration and Housing Opens
SEP 1	Advertising and Sponsor Deadline
OCT 1	Final Day to be added listed in Conference Program
OCT 15	Cancellations due in writing - No refunds after this date
NOV 1	Exhibitor Badge Request Form Due
NOV 18	Exhibitor Setup Day (8:30 a.m. – 5 p.m.)
NOV 19	Exhibit Show Hours (8:30 a.m. – 5 p.m.), open to exhibitors at 7:30 a.m.
NOV 20	Exhibit Show Hours (8:30 a.m. – 2 p.m.) , open to exhibitors at 7:30 a.m.

Contract Complete all the information on the contract and return with fees to IASB, Registrar, 2921 Baker Drive, Springfield, IL 62703. If paying by credit card complete the credit card authorization form and email to registrar@iasb.com or fax to 217/241-2411.

Booth Space is not confirmed until completed contract and payment has been received.

Housing Form Complete and return with non-refundable deposit(s) to IASB, Registrar, 2921 Baker Drive, Springfield, IL 62703. If paying by credit card complete the credit card authorization form and email to registrar@iasb.com or fax to 217/241-2411. **Housing forms are not processed until completed exhibitor contract and all payment has been received.**

Exhibit Setup is Thursday, Nov. 18, 8:30 a.m. – 5 p.m. The floor will close at 5 p.m. No one is allowed on the show floor after closing unless prior arrangements have been made, contact nduke@iasb.com.

Badges Each booth space purchased receives up to eight (8) badges with complimentary conference registration. No more than 8 complimentary badges will be issued per booth. Additional badges can be obtained at the prevailing registration fee by contacting nduke@iasb.com.

Badge forms not received by the deadline, will need to request badges onsite and wait for printing. Click [here](#) to complete the Badge Request form.

Badge Types

- Company Name Only - Interchangeable.** These badges are interchangeable and preferable if booth staff will be rotating in and out of show. When a representative is leaving the floor they will leave their badge at the Exhibitor Registration Desk for their replacement.
- Individual and Company Name.** These badges are NOT interchangeable.

Booth Fee Includes Fee includes the following items:

- Carpeting
- One 2’x6’ Draped Table
- Booth Pipe and Drape
- One 9”x44” Booth I.D. Sign
- Two Side Chairs
- Complimentary description in the official Conference Program book if booth registration and payment is submitted by October 1, 2021.
- Complimentary listing in the event app
- **WI-FI and electrical are NOT included**

Exhibitor Lounge A complimentary lounge for exhibitors-only will be provided during the show.

2 p.m. Saturday Breakdown Exhibit Show closes promptly at 2 p.m. on Saturday. We strongly encourage exhibitors NOT to dismantle booths prior to the closing time. Exhibitors dismantling booths or departing the show floor with boxes/crates prior to 2 p.m. will be subject to

penalties including, but not limited to, loss of preferred booth space in subsequent years. Reinstatement of booth space will be at the sole discretion of IASB.

Exhibitor-Only Drawing Turn in the green drawing ticket to IASB staff as they walk the show floor for your chance to win one of three prize packages for the 2022 show. IASB staff will begin collecting tickets on Saturday at 1:45 p.m. The drawing will be held at the Exhibitor Registration Desk

as soon as all tickets are collected at approximately 2:15 p.m. Winners will be notified by text message and email. Prize package includes:

- 50% of one (1) booth space for the 2022 show
- 2022 Priority Empty Container Return
- 2022 Priority Post-Show Vehicle Retrieval and Comp Parking (1 vehicle)

Marketing and PR Opportunities

IASB does not provide lead retrieval services.

Advertise in the official Conference Program book. List your booth number to let attendees know exactly where to find you. **See Exhibitor Contract for special pricing.** Contact bbeck@iasb.com with questions. **Deadline September 1.**

IASB Service Associates BINGO will encourage foot traffic and gain exposure with your company by participating in Service Associates BINGO. Attendees must visit every booth on the BINGO card to be eligible for prize drawings. BINGO participants receive special signage and recognition in Conference advertising and social media coverage. *Companies must be an active IASB Service Associate to participate.* **\$125 participation fee.** Contact bbeck@iasb.com with questions. **Deadline September 1.**