

## IASB EXHIBIT Trade Show FAQs

### Important Dates

MAR 1	Exhibitor Registration & Housing Opens
SEP 1	Advertising & Sponsor Deadline - payments due
OCT 3	Deadline to be listed in Official Conference Program - all payments due
OCT 14	Deadline to cancel and receive a refund (minus \$400 cancellation fee)
NOV 2	Exhibitor Badge Request Form Due
NOV 17	Exhibitor Setup Day (8:30 a.m.–5:30 p.m.)
NOV 18	Exhibit Show Hours (8:30 a.m.–5 p.m.) Open to exhibitors at 7:30 a.m.
NOV 19	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, Exhibit Manager, 2921 Baker Drive, Springfield, IL 62703. If paying by credit card complete the credit card authorization form and email to [nduke@iasb.com](mailto:nduke@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, Exhibit Manager, 2921 Baker Drive, Springfield, IL 62703. If paying by credit card complete the credit card authorization form and email to [nduke@iasb.com](mailto:nduke@iasb.com) or fax to 217/241-2411. **Housing forms are not processed until completed exhibitor contract and full payment has been received.**

**Exhibit Setup** is Thursday, Nov. 17, 8:30 a.m. – 5:30 p.m. The floor will close at 5:30 p.m. No one is allowed on the show floor after closing unless prior arrangements have been made, contact [nduke@iasb.com](mailto: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](mailto:nduke@iasb.com).

Badge forms not received by Wednesday, November 2, 2022 deadline, will need to request badges onsite.

#### 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 3, 2022.
- 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. Exhibitors are 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** IASB staff will walk the show floor starting at 1:45 p.m. to note which booths are still intact and manned. These companies will have the chance to win one of three prize packages for the 2023 show. Any dismantled and/or unmanned booth will not be eligible for drawing. The drawing will be held at the Exhibitor Registration Desk at 2 p.m.

Winners will be notified by email. Prize package includes:

- 50% of one (1) booth space for the 2023 show
- 2023 Priority Empty Container Return

## 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 [bkusturin@iasb.com](mailto:bkusturin@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 [bkusturin@iasb.com](mailto:bkusturin@iasb.com) with questions. **Deadline September 1.**