

GENERAL INFORMATION

Your Booth Includes

- 8 foot high back drape (colors: black and white)
- 3 foot draped side walls (linear booths only - color: black)
- Booths 300 sq. ft. or less will receive a 7 inch x 44 inch booth one-line identification sign with company name and booth number
- Company name, description, product, and brand name listing in onsite Exhibitor Directory (distributed to all attendees)
- Listing in the conference app
- 24-hour perimeter security
- Complimentary post-show attendee list (mailing addresses only)
- Twenty (20) complimentary Exhibit Hall Only Guest Passes for clients to visit the hall
- Four (4) complimentary Exhibitor Registrations per 10'x10' for exhibit hall only access. Additional Exhibitor badges may be purchased for \$125 each. **Exhibitor Registrations doesn't include access to sessions, meals, receptions, or conference materials.** Exhibitors who wish to purchase full conference badges for \$630.
- Preferred selection time to reserve booth space for the 2019 APIC Annual Conference (June 12-14 in Philadelphia, PA) before space opens to non-exhibiting companies. 2019 space selection will occur onsite in Minneapolis.

Exhibiting companies are responsible for carpeting, furnishing (i.e. tables, chairs, wastebaskets, etc.), cleaning, electrical, air/water/drain, material handling, in-booth catering, AV, and phone/internet service for their booth (see order forms in the kit). **Note: All exhibit booths must be carpeted. Show management will carpet any booth(s) not carpeted by 9 am on June 13, 2018 at the exhibitor's expense.** Aisle carpet will be Tuxedo (black & white speckled carpet).

Booth Inspection

All displays are to be completely installed and ready for inspection by show management by Wednesday, June 13 at 9 am – **no exceptions!** Management will check displays from 9 am – 10 am. This inspection is to ensure that all booths meet the rules and regulations found in this manual and contained within the enclosed IAEE 2014 Display Guidelines.

Installation

All booths must be completely installed and show-ready by 9 am on Wednesday June 13. The exhibit hall opens at 10:30 am on Wednesday; however, time must be allotted for cleaning and inspecting the exhibit hall. **No unpacking of cartons or crates will be permitted after 9 am on Wednesday!**

Dismantle

Dismantling and removal of displays may not begin before 1:00 pm on Friday, June 15 and must be completed by 10 am on Saturday, June 16. Failure to remove on the date and time specified will constitute authority of the Exhibits Manager to remove the exhibit at the expense of the exhibitor. No packing of equipment, literature, etc. or dismantling of exhibits is permitted until after 1:00 pm on Friday, June 15.

Guest Passes

Each company is allotted twenty (20) guest passes to visit the exhibit hall through the [badge registration website](#). Once logged in, click "Booth Promotion" at the top, then "Invite a Customer". Access to sessions is not included with this pass, nor are any meals provided in the exhibit hall. Passes are not intended and may not be used for staff (see enclosed exhibitor registration form to learn how to register the individuals staffing your booth).

GENERAL INFORMATION (Cont.)

Pre-Show Attendee List

The pre-show attendee list may be ordered through CompuSystems. Visit the [badge registration site](#) and select “Booth Promotion” at the top and then select list rental. The cost is \$0.30/record with a \$350 order minimum. It will include the names and mailing addresses only of conference attendees who allowed the release of their information. E-mail, phone, and fax **won’t** be included in this list. Questions? Contact CompuSystems at 708-786-5565 or APIC@compusystems.com.

Post-Show Attendee List

A complimentary post-show attendee list will be automatically sent to exhibitors approximately 2 weeks after the conference. There is no need to request this list and it will include the names and mailing addresses only of conference attendees allowed the release of their information. E-mail, phone, and fax won’t be included in this list.

Press

Press releases may be emailed to APICexhibits@conferencemanagers.com. Exhibitor press releases will be given to media in advance of the conference. If you have a press kit or would like to hold a press event, please see the “APIC Annual Conference Media Policy” page within this kit. **Note: It is APIC’s policy not to share media lists with exhibitors.**

Lead Retrieval

Easily capture the multiple of qualified leads you’ll receive at the conference with a lead retrieval machine. Order forms can be found in the “Other Service Providers” section of this manual.

Satellite Education & Hospitality Events

Exhibitor-sponsored satellite education and hospitality events will be scheduled at the convention center and host hotels. Should you wish to book an exhibitor-sponsored satellite education, hospitality event, or other ancillary event, contact Jennifer Kerhin, Sponsorship Manager, at (301) 200-4616 or via email at APICsponsorships@sponsorshipboost.com. Neither the hotels nor convention center will book exhibitor events without prior approval from show management.

Staff Meetings

Requests for staff meetings must be sent to Jennifer Kerhin, Sponsorship Manager, at (301) 200-4616 or APICsponsorships@sponsorshipboost.com. Please do not contact the hotel or convention center directly. Neither the hotels nor convention center will book exhibitor events without prior approval from show management.