Save the Date:
IAHCSMM
2019 Annual Conference & Expo
Exposition • April 29 & 30
Exhibitor Prospectus
For 60 years, the International Association of Healthcare Central Service Materiel Management (IAHCSMM) has served as the premier Association for professionals in the Central Service/Sterile Processing (CS/SP) field. IAHCSMM provides structured educational opportunities, professional development resources, and a forum for information exchange to nearly 30,000 CS/SP professionals worldwide. IAHCSMM is an advocate dedicated solely to the advancement and enhancement of Central Service and Sterile Processing.

**Why Exhibit With IAHCSMM?**

**All the Decision-Makers**
Expand your customer relationships with key decision-makers in the CS/SP fields at the IAHCSMM Annual Conference & Expo. The managers and supervisors who will be in attendance are directly responsible for the purchase, supply, maintenance and distribution of surgical instrumentation supplies and equipment for hospitals, clinics and surgery centers. The IAHCSMM Exposition attracts CS/SP professionals from across the U.S. and around the world who continually invest in their departments - and they’re looking for products and services like yours. That buying mindset not only sets IAHCSMM’s Exposition apart - it also helps you turn more leads into sales.

**All In One Place**
When it comes to trade shows, we understand you need to know that the right customers will be there and that your investment will impact sales. The IAHCSMM Exposition has a strong track record of bringing decision-makers together in one place - many with a list of inventory needs to fill. No other show delivers the same opportunity to meet face-to-face with quality leads across the CS/SP market. Participation as an exhibitor enables your company to introduce new products or services to your target audience and maximize your exposure to current and prospective customers. You’ll establish quality leads with potential new clients and have the opportunity for hands-on product demonstrations with a large group of customers.

**All In Your Hands**
For many years, the IAHCSMM Exposition has been the CS/SP industry’s premier event, connecting thousands of hospital, clinic and surgery center managers and supervisors with suppliers. This is where purchasing decisions will be made, relationships will be built and deals will be closed. It’s where you need to be to maintain and grow your share of the lucrative CS/SP market.
ATTENDEE STATS

13,065 Leads Generated At The 2018 Conference
129 Average Leads Per Exhibitor
92% Exhibitor Retention Rate
75% Have Direct Influence On Purchasing Decisions
91% From Canada & the United States
76% Hospital-Based
44% Are First-Time Attendees

Attendees Seek:
- Biological Indicators
- Chemical Indicators
- Cleaning Verification
- Decontamination Items
- Disinfection Supplies
- Endoscopic Products
- Infection Control Materials
- Instrument Repair
- IUSS Containers
- PPE Providers
- Recruitment
- Staffing Solutions
- Specialty Instrumentation
- Surgical Instrumentation
- Sterilizer Equipment
- Workstations & Sinks

Attendees Buy For:
- Central Service
- Decontamination
- Dentistry
- Hospitals/Medical Centers
- Infection Control
- Inventory Management
- Sterile Processing
- Supply & Distribution
- Surgery Centers
- Surgical Departments
- Veterinary

More Than 1,400 Attendees Are Expected In Anaheim!
Maximum exposure. Immediate benefits. Year-round value. Although face-to-face contact at the Exposition can be invaluable, IAHCSMM encourages vendors to partner with the Association to enjoy added publicity throughout the year to the entire IAHCSMM membership, in addition to the conference attendees. Since 2007, IAHCSMM has offered a corporate partner program aimed at helping build your brand and deliver high visibility of your company to the Association’s ever-growing membership. When you take full advantage of one of our partner packages, you will enjoy a results-driven method of reaching key purchasing decision makers and end users who rely on our conference education, publications and website content every day.

Each of our partner packages include credit toward exhibit space fees, as well as additional advertising to over 30,000 CS/SP professionals in our bi-monthly magazine, *Communiqué*, the *Conference Program & Guide to the Expo* attendee handout book, and online on our website. Purchasing a bundled package affords the partnering exhibitor substantial savings with annual exposure.

To receive Partner Package discounts, all renewals and new partnerships must be received and paid in full no later than November 15, 2018 (to commence January 1, 2019).

**PREMIUM** $10,000 ($12,000 savings)

**Annual Benefits**
- One full page color ad in each issue of *Communiqué* $14,370 value
- Color logo enhancement and six category picks in the Online Buyer’s Guide $1,500 value
- Complimentary CE credit for approved programs
- Membership discounts

**Conference Benefits**
- Credit toward exhibit space rental $5,000 value
- Full page ad plus color logo in the *Conference Program & Guide to the Expo* $2,100 value
- 5 exhibitor priority points

**PROFESSIONAL** $5,000 ($6,000 savings)

**Annual Benefits**
- One quarter page ad in each issue of *Communiqué* $8,070 value
- Color logo enhancement and three category picks in the Online Buyer’s Guide $1,200 value
- Complimentary CE credit for approved programs
- Membership discounts

**Conference Benefits**
- Credit toward exhibit space rental $2,000 value
- Color logo in the *Conference Program & Guide to the Expo* $100 value
- 2 exhibitor priority points
EXHIBIT BOOTHS

FEES
Companies may opt to purchase exhibit space without a Partner Package, and space will be rented at the rate of $2,400 per 10’x10’ linear space, with a $100 additional charge for each corner assigned.

PAYMENT AND CANCELLATION
A minimum 50% deposit of exhibit space must accompany the exhibit contract, if received prior to December 31, 2018. After that date, new exhibitors are required to pay the full amount with their exhibit contract. Space may be held during an initial 30 day period, but will not be published or guaranteed until a booth payment has been received. Applications will not be processed nor space assigned without a booth payment. Failure to receive any balance payment due 30 days prior to the exposition shall be interpreted that the exhibiting company no longer wishes to keep the reservation space and space reservation shall be considered forfeited. Exhibitors shall not be entitled to a refund of any part of any fee paid should the exhibitor for any reason be unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements. In the event that fire, strike or other circumstances beyond the control of show management causes the exposition to be cancelled, a full refund of the exhibit rental fees paid will be made, which is the limit and extent of IAHCSMM’s liability for such cancellation.

INCLUSIONS
- Exclusive exhibit hall hours: no educational sessions will be held outside the exhibit hall
- Complimentary 7”x44” ID sign with company name and booth number
- Draped back wall and side rails (back wall does not apply to island booths; side rails do not apply to island or endcap booths)
- 24-hour perimeter security services
- Company name, booth number and 150 maximum word company description online, the mobile app and in the Conference Program & Guide to the Expo
- 4 complimentary exhibitor booth staff registrations per 10’x10’ space for exhibit hall and non-credit education sessions attendance only
- Complimentary one time use of attendee contact lists: pre-show (30 days prior to show date) and post-show (within 7 days of show close)
- Priority point designation toward 2020 Expo placement

EXCLUSIONS
- Exhibit hall is not carpeted
- Electrical, internet, lead retrieval and other accessories are not included
- Exhibitor badges do not allow admittance to social events, hands-on labs, workshops or additional paid events. To attend these events or receive CE credit for educational sessions, additional fees are required.
Sponsorship is one of the best ways to brand your organization as a leader in the CS/SP community and to highlight your commitment to advancing the profession. Becoming a sponsor makes your marketing dollars go further and last longer. Through sponsorship, you’ll enhance attendees’ conference experience, while increasing your company’s presence and making impressions with customers.

As a sponsor, your company receives select benefits tied directly to dollars spent, including direct advertising to conference attendees, logo acknowledgements, priority points, conference waivers of registration and special recognition. Choose from any of the Annual Conference sponsorships first, and opt to enhance further with advertising opportunities. Combined (or solely as a sponsor), these dollars will accrue toward benefits of one of the following tiers:

**DIAMOND**

- Button Ad in Conference E-blast
- Double-Sided Light Box Ad
- Full Page Ad in the *Guide to the Expo*
- Logo in Mobile App
- Logo in Conference Program
- Logo on Transition Slides
- Logo on Conference Website
- Recognition from Podium
- Sponsor Floor Decals Around Booth
- Bag Insert
- 7 Conference Registration Waivers
- 20 Priority Points

**PLATINUM**

- Full page ad in *Guide to the Expo*
- Logo in Mobile App
- Logo in Conference Program
- Logo on Transition Slides
- Logo on Conference Website
- Bag Insert
- 5 Conference Registration Waivers
- 10 Priority Points

**GOLD**

- Half page ad in *Guide to the Expo*
- Logo in Mobile App
- Logo in Conference Program
- Logo on Transition Slides
- 3 Conference Registration Waivers
- 5 Priority Points

**SILVER**

- Logo in Mobile App
- Logo in Conference Program
- 1 Conference Registration Waiver
- 1 Priority Point
EDUCATIONAL SPONSORSHIPS

- Opening Keynote Address: $45,000
- Closing Keynote Address: $25,000
- Poster Presentations: $20,000
- Pre-Conference Workshop: $5,000
- Conference General Session: $5,000
- Conference Concurrent Session: $2,500

NETWORKING SPONSORSHIPS

- Opening Reception: $20,000 - $100,000
- Evening Reception: $20,000 - $40,000
- Attendee Lunches: $10,000 - $50,000
- Board of Directors Dinner: $10,000
- International Hospitality Suite: $10,000

ATTENDEE GIVEAWAYS

- Attendee Conference Bags: $25,000
- Portable Phone Chargers: $10,000
- Lanyards: $7,500
- Padfolio Notebooks: $7,500

ADVERTISING

Whether it is an advertisement in our print, digital or online offerings, or signage in the hotel or convention center, getting your message seen by conference attendees is a vital part of your exhibit experience. Becoming a conference advertiser helps create and spread brand awareness as well as directly sell your products and services to incentivized attendees.

IAHCSMM offers different opportunities tailored to every budget, to help get you noticed and remembered by conference attendees. We hope you’ll join us as a conference advertiser.

ADVERTISING ENHANCEMENTS - PRINT

- Conference Program & Guide to Expo: $100 - $5,000
- Pocket Program Back Cover: $3,500
- Bag Inserts: $2,500 each
- Hotel Room Drops: $10 per attendee
- Hotel Key Cards: $10,000

ADVERTISING ENHANCEMENTS - DIGITAL

- Mobile App: $100 - $5,000
- Conference Website: $2,500 - $5,000
- Attendee Registration Email: $5,000
- Transition Slide: $3,000

ADVERTISING ENHANCEMENTS - SIGNAGE

- Light Boxes: $3,500
- Meter Signs: $2,000 - $2,500
- Floor Clings: $2,500 - $5,000
- Charging Stations: $4,500 - $6,500

More details and descriptions can be found at www.iahcsmm.org/2019Expo.

Please note: to be a sponsor or advertiser at the conference, the company must be an exhibitor on the expo floor.
RULES & REGULATIONS

EXPOSITION SCHEDULE

Exhibitor Move-In
Friday, April 26, 2019 2pm - 6pm
Saturday, April 27, 2019 8am - 5pm
Sunday, April 28, 2019 8am - 5pm
Monday April 29, 2019 8am - 11am

Show Hours
Monday, April 29, 2019 1pm - 5pm
Tuesday, April 30, 2019 8am - 12pm

Exhibitor Dismantle and Move-Out
Tuesday, April 30, 2019 12pm - 8pm
Carriers must be checked in by 5pm

If the official exhibit hall schedule changes, all exhibitors will be notified in writing.

1. GENERAL

The purpose of the IAHCSMM Exposition is to supplement the educational meetings by enabling registrants to see, hear, examine, question, and evaluate the latest developments in medical devices and services. IAHCSMM reserves the right to determine the eligibility of any exhibit, either before or after the proper execution of the exhibit contract. IAHCSMM shall have full latitude and discretion in the interpretation and enforcement of all rules and regulations governing exhibitors. All matters that are not specifically addressed in these Rules and Regulations shall be subject to the judgment and decision of IAHCSMM. These Rules and Regulations may be amended at any time by IAHCSMM and any such amendment shall become a part of the contract between all exhibitors.

2. RATES, DEPOSITS AND PAYMENTS

Space will be rented at the rate of $2,400 per 10’x10’ linear space, with a $100 additional charge for each corner assigned. A minimum 50% deposit of exhibit space must accompany the exhibit contract, if received prior to December 31, 2018. After that date, new exhibitors are required to pay the full amount with their exhibit contract. Space may be held during an initial 30 day period, but will not be published or guaranteed until a booth payment has been received. Applications will not be processed nor space assigned without a booth payment. Failure to receive any balance payment due 30 days prior to the exposition shall be interpreted that the exhibiting company no longer wishes to keep the reservation space and space reservation shall be considered forfeited. Exhibitors shall not be entitled to a refund of any part of any fee paid should the exhibitor for any reason be unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements. In the event that fire, strike or other circumstances beyond the control of show management causes the exposition to be cancelled, a full refund of the exhibit rental fees paid will be made, which is the limit and extent of IAHCSMM’s liability for such cancellation.

3. ASSIGNMENT OF BOOTH SPACE

Assignments will be based on booth size requirements, number of years company/division has exhibited, partnership and sponsorship agreements, date of receipt, and proximity of competitors. IAHCSMM reserves the right to modify the plan to accommodate space, sales or change as necessary to avoid conflict. Failure to occupy space by April 29, 2019 will result in forfeiture of space, and IAHCSMM may resell, reassign or use the space for exhibit management without refund. To reserve exhibit space, complete and return the exhibit contract (available as a PDF download through the IAHCSMM website). This contract is the only method by which space can be reserved. Visit our website, www.iahcsmm.org/2019Expo, for regular floor plan updates and to view available spaces.

4. INSTALLATION AND DISMANTLING OF EXHIBIT SPACE

IAHCSMM reserves the right to fix the time for the installation of a booth prior to the show opening and for its removal after the conclusion of the show. Under no circumstances is the addition to or removal of any portion of an exhibit permitted during show hours. All booths must remain intact until the close of the show. All booths must be properly installed, fully operational and show-ready no later than two hours prior to show opening on April 29, 2019. Dismantling may not begin until after show closing on April 30, 2019 and must be completed by 8pm on April 30, 2019. Early dismantle and/or removal of an exhibit may result in the loss of exhibit privileges for future shows.

5. CONTRACTOR SERVICES

GES is the official contractor to provide all services in the exhibit area. Complete information, instructions and schedule of prices regarding shipping, drayage, labor for installation and dismantling, electrical service, furniture, etc. will be included in the Exhibitor Service Kit, to be forwarded from GES no later than January 2019. An Exhibitor’s Service Center will be maintained onsite during applicable hours to facilitate services requested for additional needs of exhibitors. Under no circumstances will IAHCSMM or the Anaheim Convention Center assume responsibilities for loss or damage to goods consigned to the official contractor. Advance shipments of exhibit materials must be made to GES as specified in the Exhibitor Service Kit. Should any shipments not be made as specified in the manual, it will be removed by GES and stored until the hall is ready to accept materials for the exhibition, and all costs involved will be charged to the exhibiting company. Exhibitors are responsible for all information provided in the Exhibitor Service Kit.

6. ARRANGEMENT OF EXHIBITS

Any portion of an exhibit that obstructs the view, interferes with the privileges of other exhibitors, extends beyond the designated booth space or for any reason becomes objectionable, must be immediately modified or removed by the exhibitor. The regulations listed herein are not intended to unduly restrict exhibits as to either design or utility. The spirit in which the rules are presented is to create and maintain an open atmosphere on the exhibit floor. In designing exhibits, traffic flow, good judgment and consideration for neighboring exhibitors and attendees should be primary objectives. IAHCSMM provides four different exhibit options:

- **LINEAR BOOTHs**: arranged so that only one side is exposed to an aisle and are generally arranged in a series along a straight line. Maximum height of 8 feet is allowed only in the rear of the booth space, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle. Linear booths against a corner booth may incur an additional 8 foot wall separator.

- **CORNER BOOTHS**: arranged so that two sides are exposed to an aisle. Maximum height of 8 feet is allowed only in the rear, with a 4 foot height restriction imposed on all materials in the remaining space forward to the aisle.

- **CORNER ENDCAPS**: arranged so that three sides are exposed to an aisle, and are composed of two corner booths. Maximum height of 8 feet is allowed through any portion of the endcap.

- **ISLAND BOOTHS**: any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height of 20 feet, including signage, hanging or stationary, banners, trusses and hanging light systems. Only island booths are permitted to have hanging signs, and any hanging signage will be hung at 20 feet from the floor to the top of the sign.

7. SUBLEASING OF SPACE

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the contracted exhibitor. No sign or courtesy card is to be displayed for any equipment or product for demonstration purposes unless the supplier of such equipment is also a contracted exhibitor.

8. CONDUCT

All exhibits will be to serve the interest of IAHCSMM conference attendees and will be operated in a way that will not detract from other exhibits. All business activities, circulars, and advertising matter of the exhibitors may only be conducted and/or distributed within the booth assigned to the exhibitor. Such materials may not be distributed in other areas of the meeting facilities. X-ray and laser equipment may be shown but not operated. All mechanical apparatus must be muffled so as not to interfere
with, or be objectionable to other exhibitors or attendees. Audio/Visual and other sound and attention-getting devices and effects are permitted only within the confines of rented exhibit space, and in such intensity to not interfere with the activities of neighboring exhibitors. Public address, sound-producing or sound amplifying devices must be set to such intensity to not interfere with the activities of neighboring exhibitors. Public address, sound-producing or amplifying devices which project sound must be tuned to conversational level and will be monitored by the Corporate Advisory Committee (CAC) of IAHCSMM. Promotional giveaways and exhibitor prize drawings will be permitted. All handout materials are expected to be of professional nature. IAHCSMM reserves the right to disallow any material that it believes to be inappropriate. No exhibitor may use the IAHCSMM name or any of its affiliate organizations in conjunction with any promotional activity or award in the exhibit hall without the expressed written consent of IAHCSMM. IAHCSMM reserves the right to determine whether or not to grant this consent.

9. ASSOCIATION NAME AND LOGO USAGE
The IAHCSMM name and logo are the exclusive, trademarked property of IAHCSMM. The IAHCSMM logo may not be used in any way (i.e. promotional literature, giveaways, etc.), without specific written approval from IAHCSMM. Exhibiting companies may use the “IAHCSMM Annual Conference and Expo” name and its designated logo on promotional items for the current conference only. The exhibitor is granted no rights to use other names, slogans, service marks, trademarks, trade names or logos of IAHCSMM, unless with the expressed written permission of IAHCSMM.

10. EXHIBITOR SPONSORED EVENTS
No exhibitor sponsored event, meeting, session, seminar, reception, focus group or similar function to which conference attendees are invited may be held during official IAHCSMM Conference events or the exposition. IAHCSMM reserves the right to determine whether such a conflict exists and request a modification. Please refer to the IAHCSMM conference website for a schedule of events, or contact the Director of Business Development prior to scheduling an exhibitor sponsored event.

II. EXHIBITOR PERSONNEL
All exhibitors should register their personnel in advance online at the conference website, www.iahcsmm.org/2019Expo, beginning November 2018. The exhibitor shall keep an attendant in the booth during all exhibit hours, and exhibit space should be staffed by company specialists who are qualified to discuss details of the exhibitor’s products or services. Exhibitors are permitted up to 4 representatives at a time on the exhibit floor, per 10’x10’ space rented. Each representative of an exhibiting company must wear the official name badge while in the exhibit hall (access is strictly prohibited to individuals not wearing a name badge issued by IAHCSMM). The exhibit is limited to registered program attendees as well as registered exhibiting companies who have contracted or paid for space assignments. No other persons or companies will be permitted to demonstrate their products or distribute any advertising or reference collateral within the exhibit or designated conference areas, and no person will be permitted in the exhibit hall for the purpose of soliciting advertising without the expressed written consent of IAHCSMM.

12. FIRE AND SAFETY
The exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. All exhibit equipment and materials must be located within the booth. Only fireproof materials may be used in displays and the exhibitor must take all necessary fire precautions. No combustible material may be stored in or around exhibit booths. Absolutely no storage is allowed in the electrical alleys located between the booths.

13. LABOR
Labor rules and regulations for union labor are made by the local unions and may change at any given time and without notice. Where union labor is required because of building or contractor requirements, it will be necessary for the exhibitor to comply with these regulations. Information regarding specific regulations that are applicable may be obtained from the official contractor.

14. LIABILITY
Doors to the exhibit area will be locked, immediately after exhibits close and during times of non-use, with security present during these times. IAHCSMM makes no warranty, expressed or implied, that security measures will avert or prevent occurrences that may result in loss or damage to property. Each exhibitor must make provisions for the safe guarding of goods, materials, equipment and display at all times. IAHCSMM will not be liable for loss or damage to the property of exhibitors or their representatives from theft, fire, accident or other causes. IAHCSMM will not be liable for injury to exhibitors or their employees or for damage to property in their custody, owned or controlled by them, which claims for damages or injury may be incident to or arise from, or be in any way connected with their use or occupation of display space, and exhibitors will indemnify and hold harmless against such claim. The exhibitor assumes all liability for any damage to the facility’s floor, walls, lighting fixtures or other facility amenities as a result of exhibitor negligence. The exhibitor will abide by and observe all laws, rules, regulations and ordinances of any government authority and of the contracted facility. Exhibitor will hold IAHCSMM, its Board, members, staff, representatives, the city of Anaheim, and the Anaheim Convention Center harmless from any and all damages, loss or liability of any kind whatsoever resulting from injuries to persons or property occurring within the Anaheim Convention Center or property adjacent thereto occasioned by any negligent act or wrongdoing of the exhibitor or any of its officers, agents, representatives, guests or employees, invitees, or other persons permitted by the exhibitor upon the premises, and the exhibitor will at its own cost and expense defend and protect IAHCSMM, the city of Anaheim, and the Anaheim Convention Center against any and all such claims or demands. Each exhibitor shall be responsible for securing and maintaining the following insurance coverage at the exhibitors expense: (a) Workman’s compensation insurance coverage for exhibitor’s employees which shall be in compliance with the laws of the State of California; (b) Commercial general liability insurance with policy limits of $1,000,000 for combined single limit coverage to include: comprehensive form, premises/operations, contractual, broad form property damage and products/completed operations, providing for terms of coverage to be effective from on or before April 26, 2019 through April 30, 2019, which shall include exhibitor’s move in and move out. Such insurance shall cover any and all damage or injury to any and all persons arising out of such person’s attendance at the exhibitor’s exhibit during the term of the IAHCSMM 2019 Annual Conference and Expo. Other insurance: each exhibitor acknowledges that it is responsible for obtaining any additional insurance coverage solely at its own expense, in such amounts as it deems appropriate to comply with its obligations here under and for its own protection.

EXPAND YOUR MARKET

SAVE THE DATE:
IAHCSMM
2019 ANNUAL CONFERENCE & EXPO
ANAHEIM, CA • APRIL 28 – MAY 1

2019 IAHCSMM ANNUAL CONFERENCE & EXPO • APRIL 28 & 30 • ANAHEIM, CALIFORNIA
Current as of 11/12/2018

To verify current availability, visit: https://s6.goeshow.com/iahcsmm/annual/2019/exhibit_map.cfm
1. COMPANY INFORMATION

Please ensure that the PRIMARY person handling the logistics for your exhibit has the correct contact information listed below. The person listed below will receive ALL exhibitor communications related to the 2019 IAHCSMM Annual Conference & Expo, including the exhibitor service kit.

Company Name (as it should appear in all show materials)

<table>
<thead>
<tr>
<th>Submitted by (Printed Name)</th>
<th>Submitted by (Title)</th>
<th>Submitted by (Signature)</th>
</tr>
</thead>
</table>

Company Street Address    City  State/Province Zip/Postal  Country

Contact Phone Number    Contact Email                  Company Website

2. DETAILS REGARDING YOUR EXHIBIT SPACE

Are there any companies you wish to not be placed near your exhibit space? (IAHCSMM will honor this request to the best of its abilities)

☐ No  ☐ Yes  If Yes, please specify:

Will your booth require Air/Water/Drain Utilities?  ☐ No  ☐ Yes  If Yes, please specify:

Will your company be selling medical products?  ☐ No  ☐ Yes  If Yes, are these products FDA approved?  ☐ No  ☐ Yes

3. EXHIBIT FEES

Partnerships

Partnerships will be invoiced separately, payable by November 2, 2018. Any additional exhibit space rental will require a 50% minimum deposit. (See credits available in payment section)

☐ Premium Partnership $10,000

☐ Professional Partnership $5,000

Booth Space

☐ Linear Booth $2,400  Qty $_________ Total Amount

☐ Corner Booth $2,500  Qty $_________ Total Amount

Space Requests

1st Selection(s) _______ _______ _______  2nd Selection(s) _______ _______ _______  3rd Selection(s) _______ _______ _______

4. SPONSORSHIPS AND ADVERTISING

Please reference the separate sponsorship and advertising insertion order, which can be found online in the Exhibitor Services Center, once confirmed as an exhibitor.

5. AGREEMENTS

Rates, Deposits and Payments:

☐ I understand that space will be rented at the rate of $2,400 per 10’x10’ linear space, with a $100 additional charge for each corner assigned. A minimum 50% deposit of exhibit space must accompany the exhibit contract, if received prior to December 31, 2018. After that date, new exhibitors are required to pay the full amount with their exhibit contract. Space may be held during an initial 30 day period, but will not be published or guaranteed until a booth payment has been received. Applications will not be processed nor space assigned without a booth payment. Failure to receive any balance payment due 30 days prior to the exposition shall be interpreted that the exhibiting company no longer wishes to keep the reservation space and space reservation shall be considered forfeited. Exhibitors shall not be entitled to a refund of any part of any fee paid should the exhibitor for any reason be unable to exhibit. Should an exhibitor reduce the size of their contracted booth space, a 20% service charge of the original contract price will be assessed by IAHCSMM, and IAHCSMM has the right to reassign the exhibitor to a different booth space based on revised size requirements. In the event that fire, strike or other circumstances beyond the control of show management causes the exposition to be cancelled, a full refund of the exhibit rental fees paid will be made, which is the limit and extent of IAHCSMM’s liability for such cancellation.

Rules and Regulations:

☐ I agree to abide by the Rules and Regulations as outlined in this document.

6. PAYMENT

Booth Space

$_________ Total amount for linear booths chosen above

$_________ + Total amount for corner booths chosen above

$_________ - $5,000 credit if choosing Premium Partnership above

$_________ - $2,000 credit if choosing Professional Partnership above

$_________ Grand Total (combine all four lines)

Contracts received prior to December 31, 2018, must include a minimum 50% deposit of the Grand Total. After that date, payment in full is required.

☐ Check enclosed, payable to IAHCSMM. Remit to IAHCSMM, 55 West Wacker Drive, Suite 501, Chicago, IL 60601 USA

☐ Charge my credit card the following amount: $_________. Fax to 312.440.9474, Email to jeff@iahcsmm.org or Mail to address above.

Credit Card Number      Expiration Date  CVV2 Number            Billing Zip Code

Printed Name of Card Holder   Signature of Card Holder                   Email for Receipt
IMPORTANT DATES

August 2018
August 6       Expo Registration Opens
August 31      Sponsorship First Rights of Refusal Expires

September 2018
September 7    Sponsorships & Advertising Available

October 2018
October 1      Speaker Acceptance Notifications

November 2018
November 1     Attendee Registration Opens
November 2     2019 Partnerships Due
November       Educational Topics/Sessions Announced

January 2019
January        GES Service Kits Released

March 2019
March 1        Final Company Descriptions Due
               Booth Education Submissions Due
               Guide to the Expo Ads Due
March 8        Signage and Digital Artwork Due

April 2019
April 3        GES Discounts Expire
April 12       Final Exhibitor Badge Requests Due
April 19       Attendee Bag Inserts Due

Exhibitor Move-In
April 26       2pm - 6pm
April 27       8am - 5pm
April 28       8am - 5pm
April 29       8am - 11am
               (All booths must be show-ready at 11am)

EXPO HOURS
April 29       1pm - 5pm
April 30       8am - 12pm

Exhibitor Dismantle
April 30       12pm - 8pm
               (All exhibit materials must be vacated from the Expo Hall by 8pm)

CONTACT INFORMATION

IAHCSMM
55 West Wacker Drive, Suite 501
Chicago, IL 60601 USA

JEFF WARREN
Director of Business Development
(Partnerships, Exhibits, Sponsorships & Advertising)
800.962.8274 ext. 304, jeff@iahcsmm.org

SIRI SORENSEN
Senior Project Manager
(Conference Registration, Speakers)
800.962.8274 ext. 305, siri@iahcsmm.org

JULIE WILLIAMSON
Director of Communications
(Media Contacts)
800.962.8274 ext. 403, julie@iahcsmm.org

Save the Date:
IAHCSMM
2019 Annual Conference & Expo
Anaheim, CA • April 28 – May 1