

Exhibitor Information

Location of Exhibits

Mandalay Bay Convention Center
Shoreline Exhibit Hall
Las Vegas, Nevada

Friday, October 21, 2022

8:00 a.m.-5:00 p.m. Exhibitor registration and move-in

Saturday, October 22, 2022

8:00 a.m.-5:00 p.m. Exhibitor registration and move-in
All exhibits must be set by 5:00 p.m. on Saturday.

Sunday, October 23, 2022

8:00 a.m.-4:30 p.m. Exhibitor registration
12:00 noon-4:30 p.m. Registration and exhibit hall open
(Attendee guests are welcome.)
6:00-7:00 p.m.* Exhibitor registration
Opening Reception: exhibit hall
(Attendee guests are welcome.)

Included in Your Per-Booth Fee

- One complimentary full-conference exhibitor registration (value \$1,695)
- One complimentary exhibitor assistant (value \$500)
- Up to two paid exhibitor assistants at \$500 each (exhibit hall only)
- Any additional personnel must be registered as conference registrants at \$1,695 each. After September 12, \$1,995 each.
- Networking opportunities that include lunches and receptions in the exhibit hall
- Complimentary company listings in attendee marketing brochures, on our website and at our conferences throughout the year
- Company listing and 100-word company description in **Directory of Exhibits and Conference App**
- Draped back wall, 10'-wide, 8'-high, 3'-high draped sidewalls, ID sign
- 24-hour exhibit hall perimeter security

Monday, October 24, 2022

8:00 a.m.-4:00 p.m. Exhibitor registration
10:30 a.m.-2:30 p.m.* Exhibit hall open
11:30 a.m.-1:00 p.m.* Lunch served in the exhibit hall

Tuesday, October 25, 2022

8:00 a.m.-2:30 p.m. Exhibitor registration
10:30 a.m.-2:30 p.m.* Exhibit hall open
11:30 a.m.-1:00 p.m.* Lunch served in the exhibit hall
2:30 p.m. Exhibit hall closes
2:30-7:00 p.m. **Dismantle—No early move-out.****

*Exhibit hall schedule subject to change.

**Note: Exhibitors may begin dismantling after 2:30 p.m. on Tuesday, October 25, 2022. Dismantling must be completed by 7:00 p.m. All freight must be picked up by designated carrier by 7:00 p.m. on Tuesday, October 25, 2022 or it will be rerouted to another carrier at exhibitor's expense. No early move-out. Please make your travel plans accordingly.

Membership

The International Foundation Annual Employee Benefits Conference is a closed conference. Therefore, all exhibiting companies must purchase an organizational membership. Membership dues are nonrefundable.

Member benefits include:

- Access to webcasts
- Personalized research
- *Benefits Magazine*
- And more!
- *Today's Headlines*

Visit www.ifebp.org/Membership/Benefits to view all member benefits.

Exhibitor Information

Hotel Reservation Deadline— Friday, September 12, 2022

- The International Foundation has secured large blocks of guest rooms at special discounted rates at several hotels. Rooms are assigned on a first-come, first-served basis, based on availability at time of registration.
- To receive the discounted conference hotel room rates, complete and return the Exhibit Personnel Registration form.
- If you would like your group to be located in the same hotel, please register early.
- Hotel reservations will not be made without the completed booth application, personnel registration forms and payment.
- **Hotel Cancellation Fees**—Hotel deposit is forfeited for cancellations or transfers received within three days of arrival (five days of arrival for Disney properties). For details, see www.ifebp.org/policies.

Exhibitor Registration Deadline— Tuesday, September 12, 2022

- All personnel staffing your exhibit space must be registered by completing the Exhibit Personnel form. This form must be completed for exhibit personnel even if hotel accommodations are not required.
- Guests and unregistered personnel are not allowed to work the exhibit booth. A badge or any registration fees may not be shared.
- After September 12, 2022, transactions for new exhibitors, staff replacements of exhibit personnel, or cancellation of personnel will be subject to a \$150 administrative fee payable in full at the time of the transaction. This fee also applies to any complimentary registration.
- The Exhibit Personnel Replacement form provided in the *Exhibitor Services Manual* will be the only accepted form of notification after July 18, 2022. Email notifications will not be accepted.

On-Site Registrations

- Exhibit staff registering on site will not be invoiced. Credit cards or checks will be accepted.
- Payment of applicable fees plus the \$150 administration fee for any new, replacement or canceled booth personnel will be required.
- Exhibitors canceling booth personnel on or after the opening of the exhibit hall forfeit all registration fees.

Hotel Solicitations

Please be aware of any housing companies (outside of the Foundation) offering to book your hotel rooms at lower rates—They **ARE NOT** working on behalf of the International Foundation. They ARE considered scams and are violating our contracted rights with other hotels.

Attendee Mailing Lists Solicitations

Please be aware of companies (outside of the Foundation) implying exhibitors can purchase the “contact names” and “verifiable emails” of our members. **These companies ARE NOT endorsed by the Foundation, ARE NOT working on behalf of the Foundation for your benefit and are considered scams. Any mail lists purchased through these organizations are not legitimate.** We have received some examples of the list they are supposedly selling and it **does not** contain member information. The International Foundation does not sell the contact information of our attendees. These organizations have obtained a listing of our exhibitors and are contacting you without our authorization or knowledge. As always, if you do not know the caller or recognize the email, do not respond to their inquiry.

Union Jurisdictions

Union labor may be required for your exhibit installation and dismantle. UNION RULES and REGULATIONS will be thoroughly covered in the *Exhibitor Services Manual*.

Know Your Business From the Union Perspective

As you are undoubtedly aware, many of those attending the conference are involved with or friendly toward labor unions. If activities of an exhibitor present an issue with one or more labor unions, the exhibitor could be a target of activities by one or more labor unions. This activity could disrupt the conference’s educational environment and detract from the valuable educational experience of the conference. The Foundation requests that each exhibitor review its current or past activities and advise the Foundation if there are any such issues so that those matters may be discussed in advance of the Annual Conference.