

Exhibit Information

Exhibit Hall Hours

Sunday, November 8—Attendee Guests Welcome

Open (Grand Opening) 12:00 noon-4:30 p.m.
Open (Welcome Reception) 6:00-7:00 p.m.

Monday, November 9*—Registrants Only

Open 10:00 a.m.-2:00 p.m.
Lunch Served 11:15 a.m.-12:45 p.m.

Tuesday, November 10*—Registrants Only

Open 10:00 a.m.-2:00 p.m.
Lunch Served 11:15 a.m.-12:45 p.m.

**Important Note: Exhibit hall hours for Monday and Tuesday are subject to change. For up-to-date times, please go to www.ifebp.org.*

Exhibition Schedule

Only individuals registered for the conference and displaying a badge will be admitted to the exhibit hall.

Exhibitor Registration Hours

Friday, November 6-Monday, November 9 8:00 a.m.-5:00 p.m.
Tuesday, November 10 8:00 a.m.-2:30 p.m.

Badge and Conference Materials Pickup for Exhibitors and Exhibitor Registrants: Exhibitor Registration Desk, Hawaii Convention Center, Hall II.

Setup/Installation Schedule

Friday, November 6 8:00 a.m.-5:00 p.m.
Saturday, November 7 8:00 a.m.-5:00 p.m.

- **No** portable display units or hardwall exhibits may be set and/or constructed after 5:00 p.m. on Saturday, November 7 without prior approval and consent by the International Foundation Exhibit Manager.
- **Please make your travel arrangements with this schedule in mind. No early moveouts.**
- **Union Jurisdictions**—Union labor may be required for your exhibit installation and dismantle. Please see Form G6, Show Site Work Rules, for more information.
- Hanging signs are not allowed in the exhibit hall.
- Exhibitors may store only a one-day supply of promotional giveaway items in the booth. Additional amounts **must** be stored in access storage provided by GES. Storage of any kind behind back drapes or display walls or inside the display areas **is not allowed** by order of the fire marshal. All cartons, crates, containers, packing materials, etc., necessary for repackaging must be marked with an “Empty” sticker and removed from the show floor by GES by 5:00 p.m., Saturday, November 7. Exhibitors may be charged for removal of crates at this time.
- **CHILDREN** are not allowed on the exhibit floor at any time during installation and dismantling hours. There are no exceptions.

Dismantle/Teardown

Tuesday, November 10 2:00-7:00 p.m.

- Exhibition closes at 2:00 p.m. Early departure by an exhibiting firm will sacrifice the opportunity to exhibit at future shows.
- All exhibitor freight must be picked up by designated carrier by 7:00 p.m. on Tuesday, November 10. Otherwise, it will be rerouted onto another carrier at the exhibitor’s expense.
- **Return of empties:** Allow GES two (2) hours for the return of empty shipping containers to all 200+ exhibiting companies on the show floor.
- **Please make your travel arrangements with this schedule in mind.**

Exhibit Hall Admittance

- Attendance at the Annual Conference is open only to individual and organizational members of the International Foundation of Employee Benefit Plans. Therefore, guest passes will not be issued to exhibiting companies for employees of other divisions or subsidiaries, their local clients, guests or family members. **Attendee guests, including children, are allowed in the exhibit hall only on Sunday, November 8 during the Grand Opening and Reception.**
- **All** booth personnel **must be registered** with the International Foundation by completing the Booth Personnel registration form or the Booth Personnel Replacement form on page 14. **Guests and unregistered personnel are not allowed to work the exhibit booth.**
- No more than 4 booth personnel will be permitted for each 10’ x 10’ booth space. All additional personnel must be registered as Exhibitor Registrants, paying the full conference fee of \$1,375 (\$1,625 after September 27).

Booth Personnel Responsibilities and Rules

- It is the responsibility of every exhibiting organization to ensure each person scheduled to staff the booth has received, read and understood any and all aspects of the “Contract Terms and Regulations.”
- Each exhibiting organization must have a minimum of one staff/representative in the assigned exhibit booth during the published open hours of the exhibition.
- Exhibit personnel should be in their booth at least 30 minutes prior to opening of exhibit hall to attendees.
- While in the exhibit hall, each representative of an exhibiting company must wear the official International Foundation conference badge at all times, including move-in and move-out periods. **A badge or any registration fees may not be shared.**
- Exhibitor badges will be prepared only in the name of the company shown on the Application to Exhibit. Substituting a business card or company badge is not permitted.
- Lost or forgotten badges will be replaced with a generic floor pass and a deposit may be charged. Lunch tickets may also be forfeited.
- The International Foundation urges you to report any person(s) connected with a nonexhibiting concern that is observed soliciting within the exhibit hall (aisles, food/lounge court areas, etc.).
- Drawings for prizes are permitted at your booth. Winners may not be announced from the booth but may be posted on the electronic message boards in the International Foundation Booth 513. Drawings for prizes may not be conducted in function rooms, sleeping rooms or suites. For more information on prize drawings, please see page 15.

Exhibit Information

Booth Staff Registration Deadline—September 24, 2015

Important—The Exhibit Personnel form must be completed for booth personnel admittance badges even if hotel accommodations are not requested.

- **After September 24**, transactions for new registrants and replacements of booth staff personnel will be subject to a **\$75 administrative fee** payable in full at the time of the transaction.
- **After October 16**, any personnel transactions will be subject to a **\$150 administrative fee** and, based on transaction volume, may not be processed until on site.
- The Booth Personnel Replacement form must be used to notify the Foundation of any booth personnel replacements or late registrations. Written notifications will not be accepted.

On-Site Registrations

- Booth staff registering on site will not be invoiced. Credit cards or checks will be accepted.
- Payment of applicable registration fees plus the **\$150 administrative late fee** will be required.

Hotel Reservations—September 24, 2015

- The International Foundation has secured large blocks of sleeping rooms with special discounted rates at several hotels in Honolulu, Oahu, Hawaii. Rooms are assigned on a first-come, first-served basis, based on availability at time of registration.
- To reserve rooms at the discounted conference hotel room rates, complete and return the Exhibit Personnel Registration form located in the *Exhibitor Prospectus*. After September 24, use the Late Registration form on page 14.
- If you would like your group to be located in the same hotel, please register early.

Booth Cancellations

- No refunds are granted after Friday, May 29, 2015.
- Cancellation of booth space automatically cancels:
 - (1) Hotel reservations
 - (2) The complimentary conference registration (value \$1,375) volunteered by the International Foundation as an inclusion in the cost of booth space.
- You must notify the Foundation of any booth cancellations in writing to the attention of Sandra Lange at sandral@ifebp.org.

Exhibitor-Appointed Contractor (EAC) Deadline—October 16, 2015

EACs are companies other than the Official Service Provider (for this show, GES) that your organization retains to set up and/or dismantle your booth. Please see **Form L4** of this manual for more details. If using an EAC, your organization must complete the Notice of Intent to Use Exhibitor-Appointed Contractor form and return it to GES at the address on the form.

Certificate of Insurance (COI) Deadline—October 16, 2015

You must also supply GES with a COI if you will be using an EAC. This form can be obtained from your insurance provider and should be sent to GES. A SAMPLE COPY is provided in the GES General Information section of this manual.

Contract Terms and Regulations

Please refer to the contract terms and regulations for complete descriptions.

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 distract from the valuable educational experience of the conference. The Foundation requests that each exhibitor review current and 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.

Green Initiatives

The International Foundation has a strong commitment to recycling and lessening impacts on the environment.

Exhibitors may donate usable materials to IF. We will arrange the transportation and donation of items. At the conclusion of the show, please see the Exhibitor Service Desk with items you wish to donate. Items in need: office products, building products, convention bags, nonperishable food and toiletries.

Shipping

Please refer to the shipping guidelines for shipping and handling instructions. If shipping for a Saturday delivery, you must request Saturday delivery or your items **will not arrive** until Monday.