

# Exhibitor Information

## Location of Exhibits

Hawai'i Convention Center  
Honolulu, Hawai'i

### Friday, November 7, 2025

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

### Saturday, November 8, 2025

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, November 9, 2025

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. Exhibit hall open  
Opening Reception: Exhibit hall  
*(Attendee guests are welcome.)*

## Included in Your Per-Booth Fee

- One complimentary full-conference exhibitor registration (value \$1,850)
- 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 \$1,850 each. After September 29, \$2,150 each.
- Networking opportunities that include luncheons 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 on the conference app
- Draped back wall, 10' wide, 8' high, 3'-high draped sidewalls, ID sign
- 24-hour exhibit hall perimeter security

### Monday, November 10, 2025

8:00 a.m.-3:00 p.m. Exhibitor registration  
10:00 a.m.-3:00 p.m. Exhibit hall open  
11:45 a.m.-1:15 p.m. Lunch served in the exhibit hall

### Tuesday, November 11, 2025

8:00 a.m.-3:00 p.m. Exhibitor registration  
10:00 a.m.-3:00 p.m. Exhibit hall open  
11:45 a.m.-1:15 p.m. Lunch served in the exhibit hall  
3:00 p.m. Exhibit hall closes  
3:00-7:00 p.m. **Dismantle—No early move-out.**

Exhibit hall schedule subject to change.

Note: Exhibitors may begin dismantling after 3:00 p.m. on Tuesday, November 11, 2025. 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, November 11, 2025 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
- *Benefits Magazine*
- *Today's Headlines*
- Personalized research
- And more!

# Exhibitor Information

## Hotel Reservation Deadline— Monday, September 15, 2025

- 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. For details, see [www.ifebp.org/column-3/policies/registration-policies](http://www.ifebp.org/column-3/policies/registration-policies).

## Exhibitor Registration Deadline— Monday, September 29, 2025

- 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 29, 2025, transactions for new exhibitors, staff replacements of exhibit personnel, or cancellation of personnel will be subject to a \$300 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 September 29, 2025. **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 \$300 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.