

IAFE TRADE SHOW FACT SHEET



Indiana Convention Center, Indianapolis, Indiana
SHOW DATES: November 28-29, 2022

SET-UP DATES AND TIMES

Exhibitors can set up their exhibits from **8 a.m.-6 p.m.** on **Sunday, November 27**, and from **8 a.m.-12:30 p.m.** on **Monday, November 28**. **NOTE:** Exhibitors utilizing the dock for unloading will need to arrive **prior to 6 p.m.** on **Sunday** and **before 11:30 a.m.** on **Monday**. Please refer to **SETTING UP OF EXHIBITS** regarding specific set up instructions. **Exhibits must be ready by 12:30 p.m. Monday, November 28 — 1 hour before opening.**

OPENING AND CLOSING OF EXHIBITS

Monday, November 281:30 p.m. to 5:30 p.m.
Tuesday, November 2911:00 a.m. to 1:00 p.m. and
3:00 p.m. to 5:30 p.m.

**Exhibits MUST be open and staffed
AT ALL TIMES during show hours.**

REMOVAL OF EXHIBITS

Exhibits **must not** be disturbed, dismantled, or removed before **5:30 p.m. Tuesday, November 29**. However, exhibits **must be** dismantled, packed, and **removed from the convention center** by **12:00 Noon Wednesday, November 30**.

BOOTHS

All individual exhibit spaces measure **10 feet wide by 10 feet deep**. The booths will feature a back wall **8 feet high** and side rails **36 inches high**. The floor is **NOT** carpeted. **Show Management strongly suggests ordering carpet from the official show decorator, Paramount Convention Services, for a more professional appearance and for the comfort of your feet.** Background color (drapes) will be **black**. Each booth will be equipped with one **7" x 44"** two-line identification sign. Height of built displays shall not exceed **8 feet** across the back without first receiving permission from the Trade Show Management. Sides must not block out adjacent booths; that is, the exhibit may not extend farther than **4 feet** from the back wall if the exhibit is over **3 feet** tall. Side rails on corner booths may be removed. Any special signs may be ordered from the decorator.

CEILING HEIGHT, FLOOR LOAD, AND FREIGHT ACCESS DOORS

Ceiling height in Halls D & E of the **Indiana Convention Center** are **35 feet** and maximum floor load is **350 pounds per square foot**. Freight doors leading to the Halls can easily accommodate any road legal vehicles/trailers.

SETTING UP OF EXHIBITS

Paramount Convention Services and the **IAFE** value you as a customer and want your experience in Indianapolis to be a pleasant one. The following information should be helpful in planning your participation in the IAFE Trade Show.

Exhibitors that will be driving in their materials in their own Privately Owned Vehicles (POVs) will be allowed to move in on their own through a clearly marked door to be designated by **Paramount Convention Services**. POVs will only include cars, SUVs, or pick-up trucks. Exhibitors would need to hand carry all material — as material handling equipment cannot be used. All other vehicle types will need to hire labor to unload.

Exhibitors desiring to unload at the convention center dock area should **obtain clearance** from **Paramount Convention Services before** pulling into the loading/unloading area. A **Paramount Convention Services** representative will be stationed near the loading/unloading area located on the south side of the convention center. The dock hours are **8 a.m.-6 p.m.** on **Sunday, November 27**, and **8 a.m.-11:30 a.m.** on **Monday, November 28**. Exhibitors that include trailers or vehicles as part of your exhibit **must** move in on **Sunday**.

Exhibitors will be allowed to pull up to the outside dock area to unload. At no time will you be allowed to leave your vehicle unattended — for emergency reasons, so one person MUST remain with your vehicle at ALL times. You will be limited to 20 minutes in the unloading area so that other exhibitors will be able to move in. Please staff accordingly to comply with these rules.

For items that cannot be hand carried, **Paramount Convention Services** will have a POV rate to move in exhibitors based on a roundtrip package of $\frac{1}{2}$ hour increment for the in and $\frac{1}{2}$ hour for the out. Exhibitors will be able to find this information in the Paramount Exhibitor Kit, which will be posted online at **www.iafeconvention.com** around **September 1st**.

Exhibitors who "hand-carry" cartons and products into the hall will be responsible for removing and returning empty containers off-site. **NO STORAGE WILL BE ALLOWED IN THE EXHIBIT AREA PER THE FIRE MARSHAL.** This rule will be strictly enforced. Your cooperation is appreciated.

ICCLOS (Indiana Convention Center & Lucas Oil Stadium) is the official provider of electrical service for the 2022 IAFE Convention and Trade Show. Contact information for **ICCLOS** will be provided in the Exhibitor Kit posted online around **September 1st**. **All electrical orders must be placed with ICCLOS.**

ELECTRICAL LIGHTING

General illumination in the exhibit area is good and is equipped with Metal Halide lighting with 360 watt lamps. Additional lights and electrical outlets may be arranged through the electrical contractor, **ICCLOS**.

INSURANCE REQUIREMENTS

Each exhibitor is required to furnish an original certificate of insurance in order to participate in the Trade Show. The certificate, in accordance with the following requirements, must be sent to the IAFE office **on or before November 1, 2022**. The insurance policy must cover the show dates including set-up and teardown (**November 27-30**). The coverage must be for **General Liability** with a **combined single limit minimum of \$1,000,000**. All insurance must be on an occurrence policy and must include the **IAFE** and the **Indiana Convention Center** as an additional insured. If you do not currently have a General Liability policy, you can purchase insurance coverage from the **IAFE**. Please contact the IAFE office for details.

COOKING OR FOOD SERVICE

Cooking and/or serving food or beverages will be permitted only with the approval of the **IAFE** and the **Indiana Convention Center** and **Sodexo Live**. In addition to the insurance requirements for all exhibitors, companies serving food or beverage must have a policy that includes **product liability**. Additional permitting through Marion County Health Department may be required — so please contact Show Management for information on food service options in the Trade Show.

THE DISPLAY OF ANIMALS

Any exhibitor who wants to display an animal must first receive permission from the IAFE Show Management.

DEMONSTRATIONS AND PERFORMANCES

Booth demonstrations and performances shall not disturb adjacent exhibitors and their patrons. Musical instruments and P.A. systems may not be used. Performances utilizing the Beyond the Booth areas are subject to approval by IAFE Show Management. **No hazing, smoking, or fog is permitted with any exhibit.**

FIRE DEPARTMENT REQUIREMENTS AND MOTORIZED VEHICLES

- a. Any display of a static vehicle must first be approved by show management and then the Fire Marshal. Visqueen is required under all displayed vehicles.
- b. Once approved, automobiles, trucks, motorcycles, and other motorized vehicles displayed shall have their batteries removed or battery cables disconnected. The fuel tank should not be more than one-fourth of a tank full and the fuel tank must be sealed with tape or locked. Garden tractors, snowmobiles, chain saws, or other gasoline-powered equipment must be safeguarded in a similar manner. Contact IAFE Show Management for information.

OFFICIAL SHOW DECORATOR AND OFFICIAL DRAYAGE FIRM

Paramount Convention Services
Phone: 314-621-6677

SHIPPING INSTRUCTIONS

Exhibitors desiring to ship freight must send all freight directly to **Paramount Convention Services** on a **PREPAID** basis. **COMPLETE SHIPPING INSTRUCTIONS** will be included in the Exhibitor Kit.

REGISTRATION

A kit of pertinent materials and trade show admittance badges for the people manning your exhibit will be available for pickup **Sunday, November 27**, from **8 a.m.-6 p.m.**, or **Monday, November 28**, from **7 a.m.-1:30 p.m.** **Each exhibitor will receive 4 badges for the first booth purchased and 2 additional badges for each additional booth purchased. Badges above the allotment are \$50.**

Please note that the list of people manning your exhibit must be received in the IAFE office by **October 21**.

LOUNGE AREA

A lounge area will be included as part of the floor plan. We feel this area will offer exhibitors a break and resting area and help retain attendees to the Trade Show area.

TRADE SHOW COMMITTEE

The IAFE Trade Show Committee will monitor the Trade Show and have authority to act on behalf of Trade Show Management. Vendors who are not registered Trade Show exhibitors will be asked to leave.

TRADE SHOW DRAWINGS

If exhibitors hold individual prize drawings at their booths, IAFE show management must approve the drawing. Show management will not announce booth drawings on the microphone but will provide an area/signage to post winners. All gifts or prizes distributed by exhibitors through drawings must be registered and approved in writing by IAFE show management **prior to November 29**.

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