

THE IMAA TRADE SHOW

INSTRUCTIONS TO EXHIBITORS

BOOTH SET UP: Exhibit set-up time Monday, February 5
11:00 AM to 3:00 PM – ALL EXHIBITS MUST BE READY TO OPEN BY 4:00
PM

OPEN EXHIBIT SCHEDULE:

Welcome Reception	Monday, February 5 4:00 PM to 6:30 PM
Breakfast	Tuesday, February 6 7:00 AM to 8:45 AM
Pre-Lunch Break	Tuesday, February 6 11:00 AM to 12:30 PM
Associates Reception	Tuesday, February 6 4:00 PM to 6:30 PM

The Exhibit Hall will be locked during non-exhibit hours. Booth removal will begin immediately following the Reception on Tuesday evening.

BOOTH REMOVAL: Booths & Exhibits must be removed from Exhibit Hall after 6:30 PM on Tuesday or between 8:00 AM and 11:00 AM on Wednesday. **To maintain the integrity of the show, a Penalty Fee of \$200 will be charged to any exhibits removed from the Hall before 6:30 PM, Tuesday without written consent of the Association. The Association will make a general announcement to exhibitors if there is a weather event that may cause event disruption.**

BOOTH RESTRICTIONS & LIMITATIONS:

1. **The IMAA Winter Workshops and Trade Show is a MEMBERS ONLY event. Companies not belonging to the IMAA will not be allowed to exhibit. Exhibiting companies must be in good standing with the Association.**
2. The Exhibitor will not sublet space or any portion thereof, or place on exhibit any merchandise not ordinarily sold in his regular course of business, without written consent of the Association.
3. The Association reserves the rights to decline, reject, or prohibit an exhibit or Exhibitor or proposed Exhibitor not approved by the Association.
4. Exhibits must not project beyond the space allocated. They should not obstruct the view of other exhibits. Space must be provided within the confines of the booth for interviews, demonstrations, distributions of materials, etc. Distribution from stand to stand or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted. Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted.
5. Electrical wiring must conform to National Electrical Code safety rules and all city and state regulations.
6. Audio/Video equipment will be permitted if it does not conflict with other exhibits. Audio-visual presentations and closed circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices, to attract attention are prohibited.
7. Exhibits must be manned at all times the Trade Show is open.
8. Exhibitors shall not injure or deface the walls or floors of the building, booths or equipment. When such damage appears, the exhibitor is liable to the owner of the property so damaged. **No Helium Balloons or outside Food/Beverages (with the exception of small promotional snack giveaways, for example having a candy dish).**
9. The Association reserves the right to restrict or remove exhibits which fail to abide by these rules and regulations or threaten the integrity of the Trade Show. In the event of such restriction or removal, IMAA will not be liable for any refunds or other exhibit expenses.

SPACE ASSIGNMENT: Early Exhibitor registration is open after December 5, 2023 until January 5, 2024, during which time a payment of \$740 must accompany registration to reserve a booth. After January 5, the Regular Exhibitor registration rate of \$840 will be required to reserve a booth. Exhibitors will choose their booth space

during online registration, and booths will be reserved on a first-come, first-serve basis. Exhibitor registration is limited to 68 participants.

BOOTH SPECIFICATION/PROVIDED SERVICES: The exhibit booth size is 10' w x 10' d x 10' h and must not exceed this space individually. IMAA will provide a skirted 6 ft table or high boy table, two chairs, wastebasket, pipe and drape, and booth identification sign to all exhibitors and 1 electrical outlet if indicated. Front of table must stay within marked area. The exhibit hall is carpeted. Basic wireless internet is provided for the conference, however exhibitors can purchase an upgraded wireless or wired internet connection separately through Markey's Rental at the JW Marriott. Markey's Rental will contact exhibitors before the conference for any services or additional item rentals/purchases not included with IMAA booth registration.

LIABILITY: IMAA or any officer, agents or staff members thereof will not assume responsibility for the safety of the property of the exhibitors but will use reasonable care to protect exhibits from such loss.

CONTRACT: The application for space and full payment of rental charges constitute a contract for the right to use the space. In the event of circumstances beyond the control of IMAA rendering the exhibit area unavailable for use, or causing the exhibit to be canceled 10 days or more prior to the opening date of such exhibit, this contract will be considered void and payments or accounts of exhibit rental will be refunded.

PAYMENT: Early Exhibitor registration must be accompanied by full payment of \$740 to IMAA, 11711 N. College Avenue, Ste. 180, Carmel, IN 46032 by January 5, 2024. Exhibitor registration after January 5 is \$840. **If space is canceled within less than 10 days prior to opening, no refund will be made.**

NON-ENDORSEMENT: Rental Space does not constitute an endorsement of exhibitor's products or services by the Indiana Mineral Aggregates Association.

By signing below, the Exhibitor agrees to abide by all of the above instructions and guidelines.	
Name	Date
Company	