

## TABLE OF CONTENTS

*Note: The italicized documents on this list will come from IIBEC's show decorator, Shepard Exposition Services, in January 2025.*

IIBEC Welcome Letter  
Checklist of Important Dates

◆ **Convention Schedule**

Exhibitor Budget (Economy) Booth Package  
Exhibitor Instructions Booth Setup  
Exhibitor Briefing  
Convention Schedule  
IIBEC Exhibitors to Date

◆ **Registration**

Convention & Trade Show Registration Directions  
Additional Rep Registration & Tickets Form  
Attendee Registration Form

◆ **Golf**

Golf Registration Information

◆ **Preferred Vendors**

Preferred Vendor List

◆ **Required Forms – Return to IIBEC**

Certificate of Insurance  
Signature Page – Official Show Rules & Regulations  
Code of Conduct  
Assumption of Risk  
EAC Assumption of Risk and Code of Conduct  
Convention Mobile App Information  
Request for Hospitality Reception Rooms  
Request for Business Meetings

◆ **Marketing to IIBEC Members**

Sponsor Exhibit Prospectus  
Sponsorship Form  
Product Demonstrations  
Attendee Bag Insertions / Stuffers  
Media Kit

◆ **Hotel & Travel**

Hotel & Travel Accommodations

◆ **Show Rules & Regs/Security**

Official Show Rules & Regulations  
Security Guidelines  
IAEE Guidelines for Display Rules & Regulations 2023 Update

◆ **Tradeshow/Vendor Services**

*Show Information*  
*Information*  
*Utility/Ancillary Information*  
*Move Out Information*  
*Economy Booth Package*  
*Online Ordering*  
*Method of Payment*  
*Terms & Conditions*  
*Third Party Payment*  
*Exhibitor-Appointed Contractor Form*

◆ **Shipping**

*Where Does It Go? Grid*  
*Shipping versus Material Handling*  
*Shepard Logistics*  
*Shepard Logistics Services (SLS)*  
*International Freight & Customs Brokerage*  
*Outbound Material Handling Authorization & Label Request*  
*Advance Warehouse Shipping Label*  
*Direct to Show site Shipping Label*  
*Material Handling Rates*  
*Material Handling Information*  
*Material Handling 101*  
*Cartload Service*  
*Mobile Spotting Fee*  
*Personally Operated Vehicle (POV) Unloading Information*  
*Forklift and Ground Rigging*  
*On-Site Storage*  
*Warehouse Storage*

◆ **Booth Cleaning Services**

*Booth & Carpet Cleaning*  
*Exhibit Disinfectant Services*  
*Bulk Waste Removal*

◆ **Shepard Furnishings & Décor Catalog**

*Standard Furnishing*  
*Specialty, Displays & Drapery*  
*Flooring*

◆ **Cort 2023 Tradeshow Catalog**

*Soft Seating Collections*  
*Accent Chairs*  
*Individual Seating*  
*Benches & Ottomans*  
*Cube & Swivel Ottomans*  
*Accent Tables: Cocktail & End*  
*Accent Tables: Side*  
*Bar Tables, Bars & Counters*

*Café Tables*  
*Bar Stools*  
*Conference & Worktables*  
*Executive Seating, Desks & Storage*  
*Dividers*  
*Accessories*

◆ **Exhibits**

*Graphic & Signs*  
*Uploading Graphics 101*  
*Shepard Graphic Guidelines*  
*Elevate Your Exhibit*  
*Shields & Barriers*  
*Exhibit Counter Rentals*  
*Product Displays & Charging Station Rentals*  
*Custom Exhibit Counters*  
*Inline Booth Rentals*  
*Fabex Booth Rentals*  
*Fabex Backlit Booth Rentals*  
*Island Booth Rentals*

◆ **Hanging Signs and Overhead Rigging**

*Fabric Hanging Signs*  
*Advanced Warehouse Hanging Sign Shipping Label*  
*Hanging Signs 101*  
*Structural Integrity Statement*  
*Hang Sign Assembly/Disassembly*  
*Overhead Rigging Labor*  
*Overhead Rigging Equipment*

◆ **Install-Dismantle Labor**

*Labor Rules & Regulations*  
*Shepard Blue Labor*  
*Exhibitor Supervised Labor*

◆ **Other Services**

- ◆ *Smart City Ordering Guide (Internet, Telephone, Cable TV)*
- ◆ *Commonwealth Electrical and Utilities Order Form*
- ◆ *AV Concepts Order Form (AV, Production, Rigging)*
- ◆ *Lead Retrieval Order Form & 101- Coming Soon*
- ◆ *Aventura Catering Menu & Order Form*
- ◆ *Photography Order Form - Coming Soon*



International Institute of Building Enclosure Consultants (IIBEC)  
2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

Dear Exhibitor:

Welcome to the 2025 IIBEC International Convention & Trade Show! This year's event is being held Thursday-Sunday, March 6-9, at the Rosen Shingle Creek in Orlando, Florida.

Please refer to this Exhibit Service Manual for any questions you may have. We trust that this manual will be a valuable tool for you in preparation for the show. It is crucial that you read the entire manual. Enclosed are important guidelines, rules, and regulations, as well as forms from the decorator, show management, and contractors. Please adhere to all deadlines on the enclosed forms.

Take a moment to review the [Official Show Rules & Regulations](#) and ensure that all booth personnel are also familiar with them. All exhibitor and booth personnel are invited to join a **Zoom Exhibitor Briefing**, Wednesday, January 22 at 2:00 p.m. ET. This pre-show effort will help proactively answer your questions in advance of the show. Please note that this Zoom meeting will be recorded for your future reference.

Please note that IIBEC has negotiated special discounted sleeping room rates for convention attendees at the Rosen Shingle Creek.

We look forward to helping you make this event a positive, productive investment for your firm. Should you have any questions, please do not hesitate to contact me via email at [mcunningham@iibec.org](mailto:mcunningham@iibec.org) or by calling the IIBEC office at 800-828-1902.

Sincerely,

Mendy Cunningham  
Director of Events & Meetings

**The mission** of IIBEC is to advance the profession of building enclosure (roofing, waterproofing and exterior wall) consultants.



**Checklist of Important Dates**

**RETURN TO IIBEC**

|   |                   |
|---|-------------------|
| Advertise in <i>IIBEC Interface</i> (February Convention Issue) | January 6, 2025   |
| Official Show Rules & Regulations - Signature Page              | January 16, 2025  |
| Booth Additional Personnel Registration Form                    | January 16, 2025  |
| Certificate of Insurance (COI)                                  | January 16, 2025  |
| Complete Information for Convention App                         | February 14, 2025 |
| Attendee Bag Insertions / Stuffers                              | February 14, 2025 |
| Sponsorship Opportunities                                       | Ongoing           |

**HOTEL ACCOMMODATIONS**

|  |                  |
|--|------------------|
| Discount Cutoff for Hotel Reservations | February 7, 2025 |
|--|------------------|

**SHIPPING & RECEIVING**

|   |                            |
|---|----------------------------|
| Advance Shipping to Warehouse             | Beginning February 5, 2025 |
| Last Warehouse Delivery without Surcharge | February 27, 2025          |
| Last Day for Warehouse Deliveries         | March 3, 2025              |
| First Day for Shipping to Show Site       | March 6, 2025              |

**EXHIBITOR LABOR**

|  |                  |
|--|------------------|
| Exhibitor-Appointed Contractor (EAC) and COI | January 16, 2025 |
| Labor Order Forms                            | February 5, 2025 |

**EXHIBIT FURNISHING AND SERVICES**

|   |                   |
|---|-------------------|
| Shepard Rental Exhibit Order Form – Custom    | February 5, 2025  |
| Shepard Rental Exhibits Order Form – Standard | February 14, 2025 |
| Shepard Method of Payment Form                | February 14, 2025 |
| Budget (Economy) Booth Package                | February 14, 2025 |
| Shepard Furnishings & Accessories Order Forms | February 14, 2025 |

**RIGGING, POWER, AUDIO VISUAL**

|   |                   |
|---|-------------------|
| Millennium Technology Internet & Telecommunications Service | February 20, 2025 |
| Encore Audio-Visual, Electrical & Rigging Order Form        | February 20, 2025 |



2025 IBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Exhibitor Budget (Economy) Booth Package**

## **BUDGET (ECONOMY) BOOTH PACKAGE**

Each 10x10 Budget (Economy) Booth Package includes the following:

- One (1) 24"x6' skirted table
- Two (2) side chairs
- One (1) wastebasket

Total Budget (Economy) Booth Package

**\$238.00**

**NOTE:** This package applies to advance orders only and will not be available for floor orders. Deadline is **February 14, 2025**. No substitutions. If Budget (Economy) Booth Package is ordered after the deadline, exhibitor will be billed at regular list prices for each item.

Rosen Shingle Creek Trade Show floor is carpeted.



# INSTRUCTIONS FOR EXHIBITOR BOOTH SETUP FOR Thursday, March 6, 2025 1:00 PM – 6:00 PM

Each 10 x10 booth will receive three (3) peel-off temporary badges. Peel-off badges will be sent to the designated contact (POC) indicated on the individual IBEC Exhibitor Contract.

**\*Peel-off badges are designed for temporary use (by EACs),** permitting access to the trade show floor on **Thursday, March 6** for **EXHIBITOR BOOTH SETUP ONLY**. Friday, March 7, setup hours are from 8:00 AM – 1:00 PM (for pop-up displays and arranging products only).

The complete registration packet with permanent badge will be provided to registered exhibitor reps upon onsite registration during the times outlined below:

## **REGISTRATION AND BADGE PICK-UP INFORMATION**

**Where: St. John's Registration, Level 2**

|                    |                   |
|--------------------|-------------------|
| Wednesday, March 5 | 7:00 AM – 4:00 PM |
| Thursday, March 6  | 7:30 AM – 5:00 PM |
| Friday, March 7    | 7:30 AM – 4:00 PM |
| Saturday, March 8  | 7:30 AM – 4:00 PM |
| Sunday, March 9    | 7:30 AM – 4:00 PM |

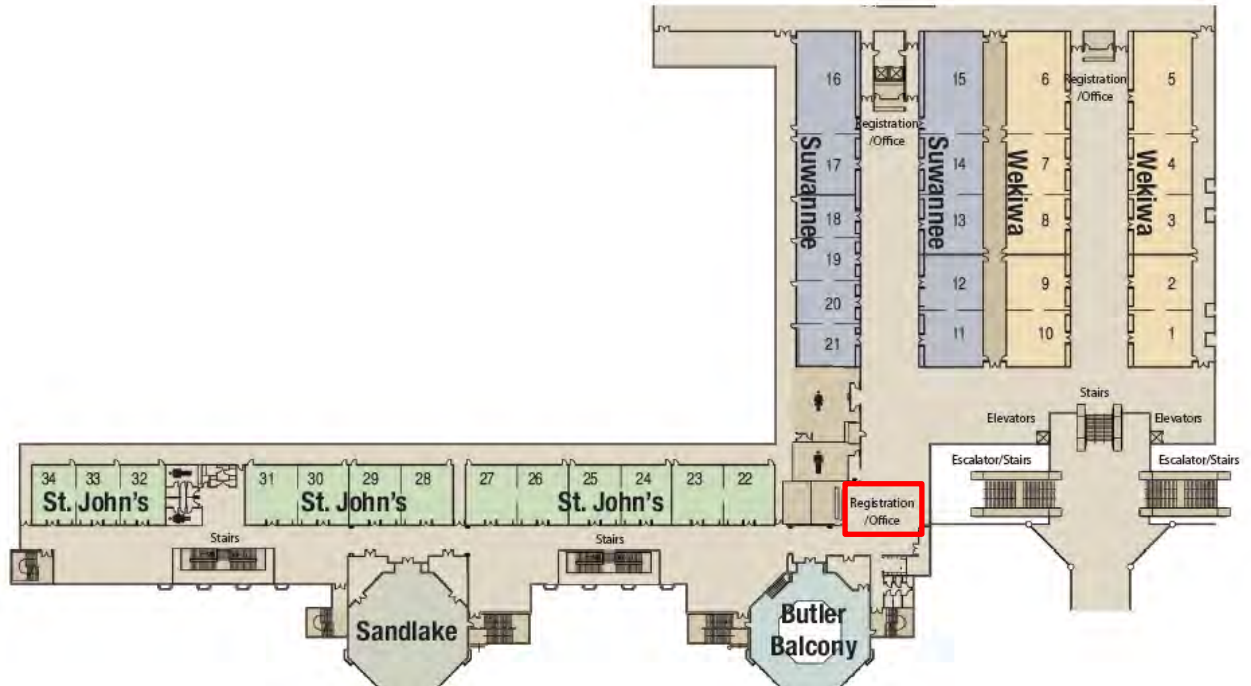
**Exhibitor Booth Setup**

**Level 1 Floorplan**



## Exhibitor Booth Setup

### Level 2 Floorplan



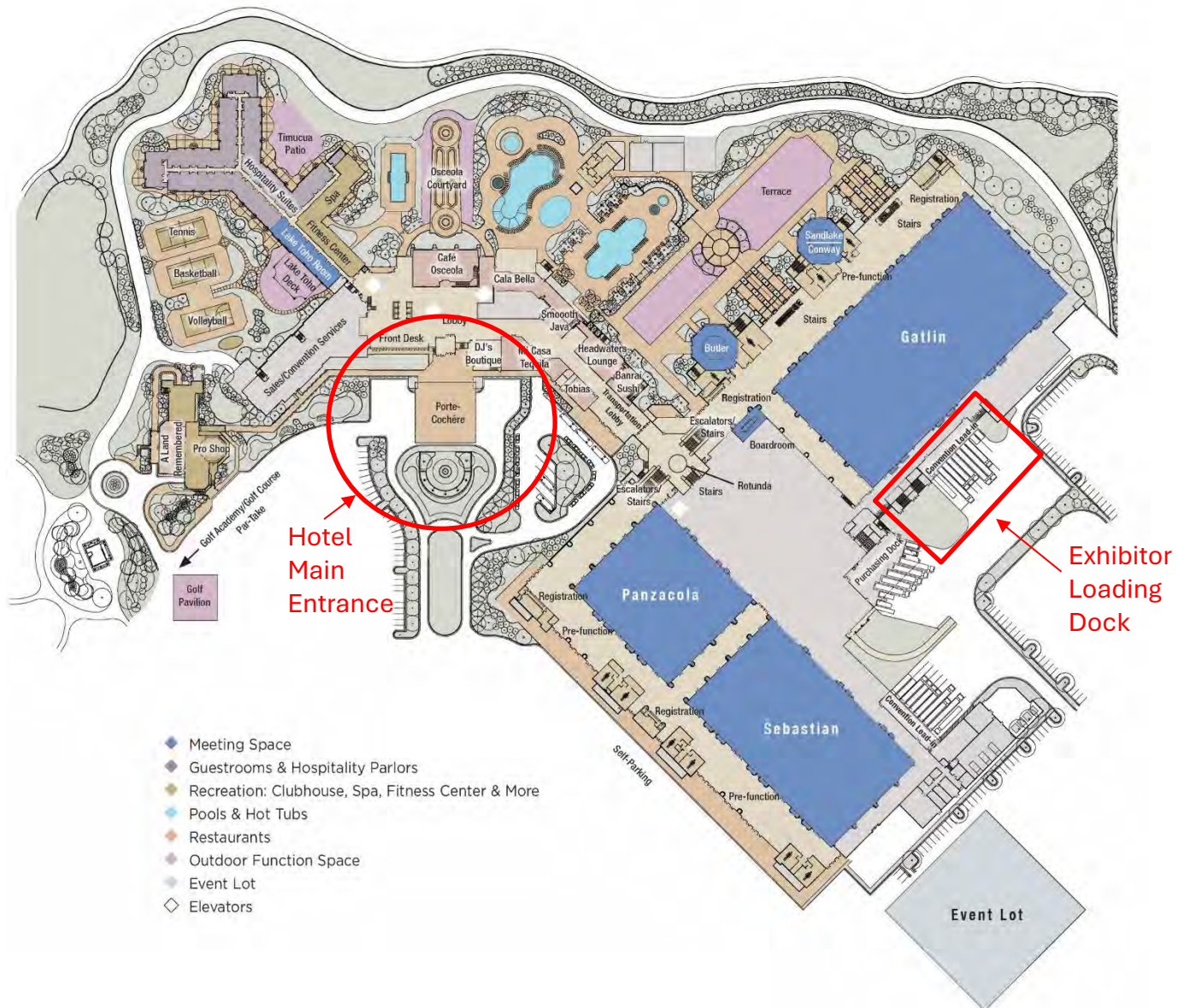
### **\*NOTE TO EACs SETTING UP:**

An Exhibitor Appointed Contractor (EAC) is a company other than the “general or official” service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as “exclusive” to a designated provider, or by the event organizer in a contract as an exclusive service for the general or official service provider or other third party.

No EAC will be allowed to work in an exhibitor’s booth if the Shepard Exhibitor Appointed Contractor EAC form isn’t completed (see page in manual entitled “Exhibitor Appointed Contractors (EAC).” Additionally, a valid form of insurance (COI), a third-party Method of Payment form, and an exhibitor Method of Payment form must be completed by an authorized representative and received by Shepard by the due date noted on the ‘Checklist of Important Dates.’ The form must be completed for each third party (as well as any other third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor. Note: IBEC must also receive a copy of the EAC’s COI.



**Exhibitor Loading Dock and Main Entrance Map**  
**Exhibit Hall: Gatlin Ballroom B-D**



## Exhibitor Booth Setup

### Navigating to the Exhibitor Loading Dock



1. Turn off Universal Blvd. to enter Rosen Shingle Creek.
2. Stop at the **'Shack'** and let security know you will be exhibiting in the **'Gatlin Ballroom'**, and they will direct you to the correct loading dock.

# DON'T MISS THE EXHIBITOR BRIEFINGS

Wednesday, January 22, 2025  
2:00 p.m. – 3:30 p.m. Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89626193746?pwd=LdnX8sgiqxKaNgGDGA7fcr9bmcFAsV.1>

Meeting ID: 896 2619 3746

Passcode: 919026

## Get Your Questions Answered:

- Exhibitor Kit
- Event Hub
- Crate Dismantle Expectation
- Map of halls/facility and loading dock
- And more!

**FRIDAY, March 7, 2025 (onsite)**

**11:45 AM – 12:15 PM**

Product Demonstration Area  
Gatlin Ballroom B-D  
Rosen Shingle Creek



**Convention Schedule**

Page 1 of 2

**Wednesday, March 5**

|                   |                                      |
|-------------------|--------------------------------------|
| 7:30 AM – 4:00 PM | Convention Registration              |
| 8:00 AM – 4:00 PM | 2024-2025 Board of Directors Meeting |

**Thursday, March 6**

|                    |   |
|--------------------|---|
| 7:30 AM – 4:00 PM  | Convention Registration                                 |
| 8:00 AM – 4:00 PM  | <b>Auxiliary Seminar – Waterproofing</b>                |
| 8:00 AM – 1:00 PM  | RCI-IIBEC Foundations’ Golf Tournament                  |
| 12:00 PM -1:30 PM  | Lunch on Own  |
| 1:00 PM – 6:00 PM  | <b>Trade Show Exhibitor Setup – Gatlin Ballroom B-D</b> |
| 1:00 PM – 6:00 PM  | IIBEC Committee Meetings                                |
| 6:00 PM – 7:00 PM  | IIBEC Welcome Reception                                 |
| 7:15 PM – 10:00 PM | Exhibitor Hospitality Receptions                        |

**Friday, March 7**

|                            |   |
|----------------------------|---|
| 7:30 AM – 5:00 PM          | Convention Registration   |
| 7:30 AM – 12:00 PM         | RCI-IIBEC Foundations’ Board Meeting  |
| <b>8:00 AM – 1:00 PM</b>   | <b>Trade Show Exhibitor Setup – Gatlin Ballroom B-D</b>                       |
| 8:00 AM – 9:15 AM          | Educational Program – General Session   |
| 9:30 AM – 10:30 AM         | Educational Programs – Concurrent Sessions                                    |
| 10:45 AM – 11:45 AM        | Educational Programs – Concurrent Sessions                                    |
| <b>11:45 AM - 12:15 PM</b> | <b>Exhibitor Briefing – Gatlin Ballroom B-D (Product Demonstration Area)</b>  |
| 12:00 PM – 1:15 PM         | IIBEC Regional Meetings (with box lunch)                                      |
| 1:30 PM – 3:15 PM          | Opening Ceremony & Keynote Presentation                                       |
| <b>3:15 PM – 7:15 PM</b>   | <b>Trade Show Exhibit Grand Opening &amp; Reception – Gatlin Ballroom B-D</b> |
| 4:15 PM – 4:45 PM          | Product Demonstration – Sika Corporation                                      |
| 5:15 PM – 5:45 PM          | Product Demonstration – Polyglass USA, Inc.                                   |
| 6:15 PM – 6:45 PM          | Product Demonstration – McElroy Metal   |
| 7:15 PM – 10:00 PM         | Exhibitor Hospitality Receptions  |

**Saturday, March 8**

|                           |   |
|---------------------------|---|
| 7:30 AM – 4:00 PM         | Convention Registration   |
| <b>8:00 AM – 12:00 PM</b> | <b>Trade Show with Full Breakfast Buffet – Gatlin Ballroom B-D</b>    |
| 9:15 AM – 9:45 AM         | Product Demonstration – Elevate Commercial Roofing Systems and Lining |
| 10:15 AM – 10:45 AM       | Product Demonstration – Carlisle SynTec Systems                       |
| 11:15 AM – 11:45 AM       | Product Demonstration – Westlake Royal Roofing Solutions              |
| <b>12:00 PM – 8:00 PM</b> | <b>Trade Show Exhibit Dismantle – Gatlin Ballroom B-D</b>             |
| 12:15 PM – 1:15 PM        | Awards Luncheon   |
| 1:30 PM – 2:45 PM         | Educational Programs – General Session                                |
| 2:00 PM – 3:00 PM         | Jury of Fellows Meeting   |
| 3:00 PM – 4:00 PM         | Educational Programs – Concurrent Sessions                            |
| 4:15 PM – 5:15 PM         | Educational Programs – Concurrent Sessions                            |
| 6:00 PM – 7:00 PM         | Emerging Professionals Reception                                      |



**Convention Schedule**

**Sunday, March 9**

|                     |   |
|---------------------|---|
| 7:30 AM – 4:00 PM   | Convention Registration                         |
| 8:00 AM – 9:15 AM   | Educational Program – General Session           |
| 9:30 AM – 10:30 AM  | Educational Programs – Concurrent Sessions      |
| 10:45 AM – 11:45 AM | Educational Programs – Concurrent Sessions      |
| 12:00 PM – 1:30 PM  | Annual Meeting of the Members (Lunch Served)    |
| 1:45 PM – 2:45 PM   | Educational Programs – Concurrent Sessions      |
| 3:00 PM – 4:00 PM   | Educational Programs – Concurrent Sessions      |
| 4:15 PM – 5:00 PM   | Educational Program – General Session           |
| 6:00 PM – 7:30 PM   | RCI-IIBEC Foundations' Live Auction & Reception |
| 7:30 PM – 10:00 PM  | President's Annual Banquet                      |

**Exhibitor List as of November 2024**

For a current list of exhibitors and map, visit  
<https://s23.a2zinc.net/clients/iibec/iibec2025/Public/eventmap.aspx?shmode=E>

- |   |  |                                  |
|---|--|----------------------------------|
| Advanced Construction Testing, LLC (ACT)                | IKO Industries                             | SOPREMA                          |
| Advanced Roofing Inc                                    | International Leak Detection LLC (ILD)     | T Clear Corp                     |
| AES Sunoptics, Inc.                                     | IR Analyzers                               | Thaler Metal Industries Ltd      |
| Air Barrier Association of America                      | Johns Manville                             | The Barrett Company, LLC.        |
| All Weather Insulated Panels                            | JR Jones                                   | The Valcourt Group               |
| Anchor Products   | Kattsafe                                   | TRUFAST / ABC US                 |
| ATAS International                                      | Kemper System America, Inc.                | TuffWrap Installations, Inc.     |
| Atlas Roofing Corporation                               | Kingspan Insulation                        | USG Securock                     |
| AVM Industries  | Leadax                                     | VADA LLC                         |
| Axis Building Detection, Inc.                           | Leading Edge Safety                        | VaproShield                      |
| BASF Corp – Construction, SPF Products Wall and Roofing | MAPEI Corp                                 | Versico Roofing Systems          |
| Berridge Manufacturing Company                          | McElroy Metal                              | Western Colloid                  |
| Bitec Inc   | Metal-Era                                  | Westlake Royal Roofing Solutions |
| Brava Tile  | MIRO Industries, Inc.                      | York Flashings                   |
| Butler Manufacturing Roof Systems                       | Mule-Hide Products                         |                                  |
| Carlisle Construction Materials                         | National Gypsum                            |                                  |
| CertainTeed Corp  | National Roof Deck Contractors Association |                                  |
| CETCO   | Nations Roof LLC                           |                                  |
| Detec Systems LLC                                       | Noble Company                              |                                  |
| Dorcken Systems Inc                                     | O’Hagin LLC                                |                                  |
| EcoStar LLC   | OMG Roofing Products                       |                                  |
| Epro Services, Inc.                                     | PAC-CLAD   Petersen                        |                                  |
| Everest Systems, LLC                                    | Performance Roof Systems                   |                                  |
| EVERROOF  | Polyglass USA, Inc.                        |                                  |
| FiberTite Roof Systems                                  | Revere Copper Products Inc                 |                                  |
| FlashCo   | ROCKWOOL                                   |                                  |
| Flex Membrane International Corp.                       | Roof Hugger LLC                            |                                  |
| GAF   | Roof Penetration Housings                  |                                  |
| Global Roofing Group                                    | Rooftop Anchor Inc                         |                                  |
| H.B. Fuller Construction Adhesives / GSSI               | RTC Restoration & Glass, Inc.              |                                  |
| Hanover Architectural Products                          | S-5!                                       |                                  |
| Hartsfield and Nash Insurance Agency, Inc               | Schöck North America                       |                                  |
| Holcim Brands   | Sherwin Williams Roofing Solutions         |                                  |
| IB Roof Systems   | ShieldWorks                                |                                  |
| IIBEC Announcement Area                                 | Sika Corporation                           |                                  |
|   | Siplast                                    |                                  |
|   | Situra, Inc.                               |                                  |



2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

## Registration Directions

### **Forms Due: Thursday, January 16, 2025**

#### **Included in the Comp Rep Registration:**

- Welcome Reception
- Education Sessions (CEHs)
- Opening Ceremony & Keynote
- Trade Show
- Emerging Professionals Reception (40&under)

#### **Included in the Additional Rep Registration:**

- Welcome Reception
- Opening Ceremony & Keynote
- Trade Show
- Emerging Professionals Reception (40&under)

#### **The following events require an additional ticket purchase:**

- Region Meeting Luncheon (\$65.00)
- Awards Luncheon (\$75.00)
- Annual Meeting of Members Lunch (\$65.00)
- President's Annual Banquet (\$150.00)
- Auxiliary Seminar (\$400 Member/\$550 Nonmember)
- [Golf Tournament \(follow link for pricing\)](#)

#### **To Register Complimentary Booth Personnel**

For every 100 sq. ft., booth receives three (3) Complimentary Exhibitor Registrations. Ex: 10'x10' receives three, 10'x20' receives six, and so on

#### **NEW! Each Exhibitor representative is responsible for completing his/her own registration.**

In December when online registration opens, the exhibit point of contact (POC) listed on the exhibitor contract will receive a **company-specific discount code** for each complimentary rep to register themselves. The discount code will only allow a preset number of uses based upon the size of the exhibit booth and number of comp reps included in the contract.

#### **To Register Additional Booth Personnel**

Each exhibit has the option to register Additional Representatives for **Trade Show Only** (Friday-Saturday, March 7-8).

To register an Additional Rep, see the form labeled '[Additional Rep Reg and Tickets Form](#)' – this form is ONLY for registering additional reps; complimentary reps must register themselves. Should your additional reps wish to attend the events not included in their registration, please fill out the 'Add-On Tickets' section on the Additional Rep Registration Form.

The POC may fill out and return the Additional Rep Registration Form to [meetings@iibec.org](mailto:meetings@iibec.org).

#### **Full Registration is an option for any exhibitor rep.**

Any exhibitor rep may upgrade to a Full Registration. Full Registration includes all convention and trade show events (and eligibility to earn IIBEC CEHs) except Auxiliary Seminar(s) and the Golf Tournament which require an additional fee/registration.



**2025 IIBEC International Convention & Trade Show**  
**Thursday-Sunday, March 6-9, 2025**

## **Registration Directions**

Additionally, Full Registrations have the option to add a personal (non-professional, non-industry) Guest. Guests in turn have access to all convention and trade show events excluding Auxiliary Seminar(s), Golf Tournament, educational presentations, and CEHs.

To upgrade to a **Full Registration**, register online [here](#). Paper registration is available if necessary. Click [here](#) to download the Registration PDF Form.

### **Cancellation and Substitution Policies:**

Cancellation/refund requests received on or before February 7, 2025, will be accepted and issued a 50% refund of the total registration fee. No refunds or credits will be issued for those canceling after February 7, 2025, to include No Shows.

Individual substitutions may be accepted through February 28, 2025, and each will be subject to a \$25 administrative fee. No substitutions will be accepted after this date.

There is a \$25 processing fee for each substitution request, and for all returned checks. Cancellations and Substitutions must be processed by the Meetings & Events Team, [meetings@iibec.org](mailto:meetings@iibec.org).



2025 IBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

- This form is **NOT** to be used for Complimentary Rep registrations.
- All information below is required for registration.
- The \$125 Additional Rep fee includes the Welcome Reception, Opening Ceremony & Keynote, Trade Show, and Emerging Professionals Reception (for age 40 & under).
- Please complete this form to ensure your **Additional** Reps are registered correctly. Make sure to RSVP for the events your rep has indicated they will be attending.
- Use the checkboxes below to add additional tickets for event/activities not automatically included.
- No phone registration will be accepted.
- All personnel working your Exhibit must have a badge (see Booth Set-up Instructions).
- Substitutions may be allowed through Feb 28, 2025, and will be subject to a \$25.00 administration fee. To make a substitution, send the name of the original registrant along with the substitute attendee's name and contact information utilizing this form to [meetings@iibec.org](mailto:meetings@iibec.org).

**Type or Print Clearly**

**Exhibitor Company (as it will appear on badge):** \_\_\_\_\_  
**Exhibitor POC:** \_\_\_\_\_

**#1 Additional Rep**  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Nickname (if applicable): \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Designations (if applicable): \_\_\_\_\_ City, State: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone (indicate cell or office): \_\_\_\_\_  
 Dietary Restrictions/Special Needs: \_\_\_\_\_

**RSVP** for the following events included with this registration:

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Welcome Reception                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Emerging Professionals Reception | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Additional Rep Registration Subtotal: \$125.00**

**Add-On Tickets**

|                   |  |
|-------------------|--|
| Thursday, March 6 | Golf Tournament – <a href="#">Register Online Separately</a>                             |
| Thursday, March 6 | <input type="checkbox"/> Auxiliary Seminar – Waterproofing- \$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8 | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members Lunch - \$65.00                       |
| Sunday, March 9   | <input type="checkbox"/> President's Annual Banquet - \$150.00                           |

**Add-On Tickets Subtotal: \$** \_\_\_\_\_

**Subtotal Combined (Rep Fee + Add-On Tickets): \$** \_\_\_\_\_

**Return Form To: Meetings & Events Team – [meetings@iibec.org](mailto:meetings@iibec.org)**



**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

**#2 Additional Rep**  
 F First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Nickname (if applicable): \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Designations (if applicable): \_\_\_\_\_ City, State: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone (indicate cell or office): \_\_\_\_\_  
 Dietary Restrictions/Special Needs: \_\_\_\_\_

**RSVP** for the following events included in this registration:

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Welcome Reception                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Emerging Professionals Reception | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Additional Rep Registration Subtotal: \$125.00**

**Add-On Tickets**

|                   |  |
|-------------------|--|
| Thursday, March 6 | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6 | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8 | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |

**Add-On Tickets Subtotal: \$ \_\_\_\_\_**

**Subtotal Combined (Rep Fee + Add-On Tickets): \$ \_\_\_\_\_**

**#3 Additional Rep**  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Nickname (if applicable): \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Designations (if applicable): \_\_\_\_\_ City, State: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone (indicate cell or office): \_\_\_\_\_  
 Dietary Restrictions/Special Needs: \_\_\_\_\_

**RSVP** for the following events included in this registration:

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Welcome Reception                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Emerging Professionals Reception | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Additional Rep Registration Subtotal: \$125.00**

**Add-On Tickets**

|                   |  |
|-------------------|--|
| Thursday, March 6 | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6 | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8 | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |

**Add-On Tickets Subtotal: \$ \_\_\_\_\_**

**Subtotal Combined (Rep Fee + Add-On Tickets): \$ \_\_\_\_\_**





**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

|   |  |
|---|--|
| <b>#4 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |
| <b>#5 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Subtotal (including 125.00 rep fee above): \$ _____</b>          |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |





**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

|   |  |
|---|--|
| <b>#6 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |
| <b>#7 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |



**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

|   |  |
|---|--|
| <b>#8 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |
| <b>#9 Additional Rep</b>  |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |

**Return Form To: Meetings & Events Team – [meetings@iibec.org](mailto:meetings@iibec.org)**



**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

|   |   |
|---|---|
| <b>#10 Additional Rep</b>   |   |
| First Name: _____   | Last Name: _____  |
| Nickname (if applicable): _____                                     | Job Title: _____  |
| Designations (if applicable): _____                                 | City, State: _____  |
| Email: _____  | Phone (indicate cell or office): _____  |
| Dietary Restrictions/Special Needs: _____                           |   |
| <b>RSVP</b> for the following events included in this registration: |   |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |   |
| <b>Add-On Tickets</b>   |   |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>   |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing - \$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                              |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00  |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                              |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                   |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |   |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |   |
| <b>#11 Additional Rep</b>   |   |
| First Name: _____   | Last Name: _____  |
| Nickname (if applicable): _____                                     | Job Title: _____  |
| Designations (if applicable): _____                                 | City, State: _____  |
| Email: _____  | Phone (indicate cell or office): _____  |
| Dietary Restrictions/Special Needs: _____                           |   |
| <b>RSVP</b> for the following events included in this registration: |   |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                  |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |   |
| <b>Add-On Tickets</b>   |   |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>   |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing- \$400 Member/\$550 Nonmember  |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                              |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00  |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                              |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                   |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |   |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |   |

**Return Form To: Meetings & Events Team – [meetings@iibec.org](mailto:meetings@iibec.org)**



2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Additional Rep Registration Form**

**Deadline Date: January 16, 2025**

|   |  |
|---|--|
| <b>#12 Additional Rep</b>   |  |
| First Name: _____   | Last Name: _____   |
| Nickname (if applicable): _____                                     | Job Title: _____   |
| Designations (if applicable): _____                                 | City, State: _____   |
| Email: _____  | Phone (indicate cell or office): _____   |
| Dietary Restrictions/Special Needs: _____                           |  |
| <b>RSVP</b> for the following events included in this registration: |  |
| Welcome Reception   | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| Emerging Professionals Reception                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No                                 |
| <b>Additional Rep Registration Subtotal: \$125.00</b>               |  |
| <b>Add-On Tickets</b>   |  |
| Thursday, March 6   | Golf Tournament – <a href="#">Register Online</a>  |
| Thursday, March 6   | <input type="checkbox"/> Auxiliary Seminar – Waterproofing -\$400 Member/\$550 Nonmember |
| Friday, March 7   | <input type="checkbox"/> Regional Meeting Luncheon - \$65.00                             |
| Saturday, March 8   | <input type="checkbox"/> Awards Luncheon - \$75.00                                       |
| Sunday, March 9   | <input type="checkbox"/> Annual Meeting of Members - \$65.00                             |
| Sunday, March 9   | <input type="checkbox"/> President’s Banquet - \$150.00                                  |
| <b>Add-On Tickets Subtotal: \$ _____</b>                            |  |
| <b>Subtotal Combined (Rep Fee + Add-On Tickets): \$ _____</b>       |  |

|  |
|--|
| <b>GRAND TOTAL: \$ _____</b>   |
| <b>Additional Rep and Add-On Tickets Payment Information</b>   |
| <input type="checkbox"/> <b>Check</b> (payable to IIBEC – U.S. Funds Only) <input type="checkbox"/> <b>MasterCard</b> <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>American Express</b> <input type="checkbox"/> <b>Discover</b> |
| <b>Card Number:</b> _____ <b>Exp. Date:</b> _____ <b>3- or 4- Digit Verification Code:</b> _____   |
| <b>Card Billing Address:</b> _____   |
| <b>City:</b> _____ <b>State:</b> _____ <b>Zip Code:</b> _____  |
| <b>Signature:</b> _____  |

Cancellation/refund requests received on or before February 7, 2024, will be accepted and issued a 50% refund minus a \$25 administrative fee. No refunds or credits will be issued for cancellations after February 7, 2025, to include No Shows.

Individual substitutions may be accepted through February 28, 2025, and each substitution will be subject to a \$25 administrative fee. No substitutions will be accepted after this date.

A \$25 processing fee will be applied for each returned check.

All cancellations and substitutions must be processed by the Meetings & Events Team, [meetings@iibec.org](mailto:meetings@iibec.org).

**Return Form To: Meetings & Events Team – [meetings@iibec.org](mailto:meetings@iibec.org)**



# 2025 IIBEC International Convention and Trade Show | March 6-9, 2025 | Orlando, FL

## Full Registration (Attendee) and Guest Registration Form

### One Registration Form Per Individual (and One Guest, if applicable)

(page 1 of 2)

This registration form is designed to facilitate easy registration of the exhibitor rep who wants to upgrade to full registration with or without a guest. Any additional exhibit rep (non-comp) who wishes to upgrade to add education to their registration. With this upgrade they may choose to add a guest. If you have questions regarding how to complete this form, please call 800-828-1902 or email [ccummings@iibec.org](mailto:ccummings@iibec.org).

### Description of Registration Types

**Full Registration** includes educational programs, welcome reception, opening ceremony & keynote, regional meetings luncheon, trade show, awards luncheon, emerging professionals reception, annual meeting of members luncheon, foundation live auction & reception, president's annual banquet.

**Guest Registration** includes welcome reception, opening ceremony & keynote, trade show, awards luncheon, emerging professionals reception, annual meeting of members luncheon, foundation live auction & reception, president's annual banquet. Does not include regional meeting lunch. May not be used for industry professionals.

**Single-Day Registration** depending on which day is purchased, includes educational programs, opening ceremony & keynote, regional meetings luncheon, emerging professionals reception, trade show, annual meeting of members luncheon (if applicable for day of purchase). The awards luncheon, foundation live auction & reception, and president's annual banquet are not included.

**Student Registration** includes educational programs, welcome reception, opening ceremony & keynote, regional meetings luncheon, trade show, awards luncheon, emerging professionals reception, annual meeting of members luncheon, foundation live auction & reception, and president's annual banquet. Must be a current full-time student of engineering, architecture, construction management or similar discipline and provide copy of student ID or proof of full-time student status.

**Trade Show Only Registration** includes admittance to trade show activities only, both days. Not for staff of an exhibiting company.

## 1 Attendee Information

|                 |           |   |                        |                              |
|-----------------|-----------|---|------------------------|------------------------------|
| First Name      | Last Name | Member ID Number  | First IIBEC Convention | <input type="checkbox"/> Yes |
| Company Name    |           | Phone Number  |                        |                              |
| Company Address |           | City  | State/Province         | Postal Code                  |
| Email Address   |           | If One Day Registrant, Click here: See Box 5, below, to select which day. |                        |                              |
| Job Title       |           | Nickname  |                        |                              |

## 2 Guest Information One Guest (non-industry) may be added to a Full Registration. Email will be used to update regarding events.

|               |           |              |                        |                              |
|---------------|-----------|--------------|------------------------|------------------------------|
| First Name    | Last Name | Phone Number | First IIBEC Convention | <input type="checkbox"/> Yes |
| Address       |           | City         | State/Province         | Postal Code                  |
| Email Address |           | Nickname     |                        |                              |

## 3 Payment Method

### Payment Type

- Check (Payable to IIBEC in U.S. funds)
  MasterCard
  Visa
  Discover
  American Express

### Return forms with payment to:

Name of Cardholder \_\_\_\_\_

Card Number \_\_\_\_\_

3- or 4-Digit Verification Code \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Events & Meeting Specialist  
Caroline Cummings  
[ccummings@iibec.org](mailto:ccummings@iibec.org)

### Cancellation Policy:

Cancellation/refund requests received on or before February 7, 2025, will be accepted and issued a 50% refund. Substitution requests may be accepted on or before February 28, 2025.

Each honored cancellation and substitution will incur a \$25 administrative fee. Cancellations and Substitutions must be processed by the Meetings & Events Team, [meetings@iibec.org](mailto:meetings@iibec.org).

## Full Registration (Attendee) and Guest Registration Form

### 4 Registration Information

**RSVP** See previous page for events included with your registration fee.

**Registration fees on or before February 7**

- Full Reg - Member ..... \$645
- Full Reg - Nonmember ..... \$875
- Guest (Non Industry)..... \$195
- Student ..... \$225
- Single Day - Member ..... \$385
- Single Day - Nonmember ..... \$485
- Trade Show Only ..... \$125

**Registration fees after February 7**

- Full Reg - Member ..... \$745
- Full Reg - Nonmember ..... \$975
- Guest (Non Industry)..... \$195
- Student ..... \$225
- Single Day - Member ..... \$385
- Single Day - Nonmember ..... \$485
- Trade Show Only ..... \$125

Attendee (Full or Single Day)  
Full Name

Registration fee

\$ \_\_\_\_\_

Guest  
Full Name

Registration fee

\$ \_\_\_\_\_

|                                   |   |                                    |                                      |                                 |  |                                       |   |                                   |   |
|-----------------------------------|---|------------------------------------|--------------------------------------|---------------------------------|--|---------------------------------------|---|-----------------------------------|---|
| Welcome Reception – Thursday, 3/6 | Regional Meetings (w/Box Lunch) – Friday, 3/7 | Trade Show Reception – Friday, 3/7 | Trade Show Breakfast – Saturday, 3/8 | Awards Luncheon – Saturday, 3/8 | Emerging Professionals Reception – Saturday, 3/8 | Annual Meeting Luncheon – Sunday, 3/9 | Foundation Live Auction & Reception – Sunday, 3/9 | President's Banquet – Sunday, 3/9 | Auxiliary Seminar – Waterproofing – Thursday, March 6 |
| <input type="checkbox"/>          | <input type="checkbox"/>                      | <input type="checkbox"/>           | <input type="checkbox"/>             | <input type="checkbox"/>        | <input type="checkbox"/>                         | <input type="checkbox"/>              | <input type="checkbox"/>                          | <input type="checkbox"/>          | <input type="checkbox"/>                              |

**Note:** Auxiliary Seminar is an additional fee at \$400 Member/\$550 Nonmember.

**Register Online:** <https://iibecconvention.org/register/>

### 5 Single-Day Registration *Complete this section only if attendee is a Single-Day Registrant.*

**Day of Attendance** [indicate day you will attend]

Friday, 3/7

Saturday, 3/8

Sunday, 3/9

### 6 Special Needs *Please let us know by February 7 of any special dietary, accessibility or other needs.*

Attendee:

Guest:



# 2025 FOUNDATIONS' GOLF OUTING

## THURSDAY, MARCH 6, 2025

### EVENT DESCRIPTION

Join the RCI-IIBEC Foundation and RCI Foundation Canada for their upcoming golf tournament at the Shingle Creek Golf Club in Orlando, FL on Thursday, March 6. Sponsored by **SOPREMA** and **Performance Roof Systems**, this is a fantastic opportunity to support the foundations' student programs while enjoying a fun day of golf with like-minded professionals.

The format of the tournament will be a four-person scramble, with a cost of \$350 per golfer. This fee includes the golf fee with cart, range balls prior to golf, breakfast, lunch buffet, drinks, and beverage cart service. Cash prizes will be awarded for the first and fifth place foursomes, longest drive men and women (front and back nine), and closest to pin (front and back nine).

But the real value of this event is in the opportunity to make a difference. Proceeds from the tournament will support the Joe Hale Student Sponsorship Fund, the Robert W. Lyons, and Lewis W. Newlan scholarship funds. By participating, you will be supporting the next generation of professionals in the field, helping to ensure that the industry continues to thrive.

The Joe Hale Student Sponsorship Fund (formerly named the student convention fund) has helped sponsor 391 students to attend the IIBEC International Convention and Trade Show and IIBEC Building Enclosure Symposium by covering registration, hotel, meals, and travel expenses. The Lyons and Newlan scholarships are academic scholarships given to up to eight students studying architecture, engineering, building and construction sciences.



Join us on March 6 at the Shingle Creek Golf Club for a day of fun, networking, and making a difference. We hope to see you there!

## ABOUT THE COURSE

Shingle Creek Golf Club is golf reinvented, with the classic Arnold Palmer touch. It is legendary and far from typical.

Designed by the renowned Arnold Palmer Design Company, the Palmer legacy is found in a handcrafted course with design features reminiscent of the finest classics in the world. Strategy and variety are front and center with some of the course's features to harken back to the golden age of golf course design. The elevated greens and strategically placed bunkers are surrounded by enchanting flora and wildlife. Green complexes with fairway-cut surrounds or runoff areas give golfers of all levels more forgiveness and entertaining strategic options. Explore the championship course that challenges your entire game yet rewards the diligent player.



## EVENT DETAILS

### Course Name

Shingle Creek Golf Club  
9939 Universal Boulevard  
Orlando, Florida 32819

### Event Contact

Rick Gardner  
Email: [RGardner@iibec.org](mailto:RGardner@iibec.org)  
Phone: 919-414-6759

### Event Times

Thursday, March 6, 2025

6:30 AM – Registration and Breakfast  
8:00 AM – Event Start Time

Website:

<https://birdease.com/RCIIBECFoundationsGolf2025>

REGISTER





**Preferred Vendor List**

The following have been designated as **Official Show Contractors** and will be available to supply the services shown below.

| SERVICES   | CONTRACTOR  |
|--|---|
| <p><b>Show Management</b></p>  | <p><b>IIBEC</b><br/>434 Fayetteville St, Suite 2400<br/>Raleigh, NC 27601<br/>Phone: 919-859-0742 or 800-828-1902</p>   |
| <p><b>Shipping/Drayage Material Handling</b><br/>Exhibit Setup/Dismantle Labor, Shipping/Material Handling, Furniture, Special Signs, Special Booth Drapery, Floral, Specialty Furniture, Carpet, etc.</p> | <p><b>Shepard Exposition Services</b><br/>Email: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a><br/>Phone: 404-720-8600-Atlanta</p> <p><b>ADVANCE WAREHOUSE SHIPMENT ADDRESS</b><br/><i>Exhibiting Co. Name &amp; Booth Number</i><br/>IIBEC International Convention &amp; Trade Show<br/>c/o Shepard Exposition Services<br/>1701 Boice Pond Rd STE 101<br/>Orlando, FL 32837<br/>Warehouse hours: Monday - Friday 8:00AM - 4:00PM</p> <p><b>DIRECT TO SHOW SITE SHIPMENT ADDRESS</b><br/>c/o Shepard Exposition Services<br/><i>Exhibiting Co. Name &amp; Booth Number</i><br/>IIBEC International Convention &amp; Trade Show<br/>Rosen Shingle Creek Resort<br/>9939 Universal Blvd<br/>Orlando, FL 32819</p>                              |
| <p><b>Audio-Visual, Electrical &amp; Computer Services, Rigging</b></p> <p><b>High-Speed Internet Lines and Telecommunications Service</b></p> <p><b>Food and Beverage – Inbooth Catering</b></p>          | <p><b>Encore</b><br/>Phone: 407-259-7965<br/>Email: <a href="mailto:RSCExhibits@encoreglobal.com">RSCExhibits@encoreglobal.com</a><br/>Order online at:<br/><a href="https://eventnow.encoreglobal.com/myevents/result/index/show_id/951ba4b5-aa90-ef11-ac20-6045bda965aa/">https://eventnow.encoreglobal.com/myevents/result/index/show_id/951ba4b5-aa90-ef11-ac20-6045bda965aa/</a></p> <p><b>Millennium Technology Group</b><br/>Phone: (407) 996-5865<br/>Email: <a href="mailto:ConventionSales@MTG-FL.com">ConventionSales@MTG-FL.com</a></p> <p><b>Rosen Shingle Creek Convention Services &amp; Catering</b><br/>Emma Dornath<br/>Phone: 407-996-8504<br/>Email: <a href="mailto:edornath@rosenshinglecreek.com">edornath@rosenshinglecreek.com</a></p> |

**Preferred Vendor List**

|  |  |
|--|--|
| <p><b>Lead Retrieval</b></p>                 | <p><b>TPNI</b><br/>Order online at: <a href="http://tpni.com/orderlr">http://tpni.com/orderlr</a><br/>Use Code: IIBEC<br/>Phone: 781-688-8000</p>  |
| <p><b>Hotel Accommodations</b></p>           | <p><b><a href="#">Rosen Shingle Creek</a></b><br/>9939 Universal Blvd<br/>Orlando, FL 32819<br/>(407) 996-6338 or toll-free U.S. and Canada 1 (866) 996-6338<br/><a href="#">IIBEC Attendees'/Exhibitors' Hotel Reservation Website</a></p> <p><b>Group Rate:</b><br/>\$239.00 Single/Double (run of house)<br/>Additional Person \$20.00<br/><b>Room Tax:</b> 12.5%<br/><b>Reservation Cut-Off Date:</b> February 7, 2025</p> |
| <p><b>Ground Transportation Services</b></p> | <p><b><a href="#">Orlando International Airport – MCO</a></b><br/><b><a href="#">Driving Directions (from MCO)</a></b></p> <p><i>*Hotel does not offer shuttle services</i></p> <p>Alternate transportation:<br/><b><a href="#">Mears Taxi Transportation</a></b></p>  |

**Certificate of Insurance**

\*Coverage for Thursday, March 6 – Saturday, March 8  
Page 1 of 2

**CERTIFICATE OF INSURANCE (COI)**

**Deadline Date: January 16, 2025**

**NOTE: THE CERTIFICATE OF INSURANCE MUST STATE THE COMPANY NAME AS IT APPEARS ON THE IIBEC EXHIBIT CONTRACT – OR LIST ALL THE CONTRACTING COMPANY’S SUBSIDIARIES.**

**While exhibitors may appoint a qualified nonofficial contractor to provide installation labor and/or supervision, IIBEC and Shepard Exposition Services must receive a copy of the COI for both the exhibiting company as well as for the Exhibitor-Appointed Contractor (EAC) prior to the trade show. No exhibitor or EAC will be allowed on the trade show floor without a COI.**

The Exhibitor must inform **IIBEC and Shepard Exposition Services** that they have subcontracted a nonofficial contractor by completing and submitting the Exhibitor-Appointed Contractor Form located in the official IIBEC Exhibit Service Manual by the designated deadline noted on the ‘Checklist of Important Dates.’ If both **IIBEC and Shepard Exposition Services** do not receive proper notification by the deadline date, then the nonofficial contractor personnel will not be allowed in the exhibit hall except to supervise the work in question, and the official contractor will provide the labor.

The contractor hired by the Exhibitor must, by the deadline date, provide both **IIBEC and Shepard Exposition Services** with a current COI naming IIBEC and Shepard for the time period as noted above\*, with minimum limits for commercial general liability of:

- \$500,000 property damage per occurrence
- \$1,000,000 personal injury per occurrence
- \$2,000,000 annual aggregate
- \$2,000,000 aggregate for products/completed
- \$1,000,000 operations
- \$1,000,000 workers compensation statutory for the state
- \$1,000,000 employers’ liability limits

COIs stating such limits shall also provide that the policy may not be canceled without **10-days’** advance written notice to IIBEC. All property of the Exhibitor is understood to remain in his/her custody and control, in transit to or from the confines of the hall, subject to the rules and regulations of the exhibition and must include **IIBEC and Shepard Exposition Services** as additional insured.



**Certificate of Insurance**

**\*Coverage for Thursday, March 6 – Saturday, March 8**  
Page 2 of 2

**Deadline Date: January 16, 2025**

COI description must include the following details:

- Policy must cover from Thursday, March 6 through Saturday, March 9 inclusive of setup, trade show, and dismantle.
- “Additional Insured: IIBEC and Shepard Exposition Services, 2025 IIBEC International Convention & Trade Show, March 6-8, 2025.”
- Certificate Holder should be the following:  
IIBEC  
434 Fayetteville St, Suite 2400  
Raleigh, NC 27601

The contractor must abide by the rules and regulations of the show and all pertinent union regulations.

**EAC employees must wear approved identification at all times while in the work area, as well as the IIBEC PEEL-OFF TEMPORARY Badge. These Temporary Badges are provided via mail to the identified point of contact (POC) on the Exhibitor Contract prior to the event.**

If you have any specific requirements or additional information that should be included in the certificate, please let us know, and we will do our best to accommodate your needs.

We kindly ask that you provide the COI no later than January 16, 2025. If you anticipate any challenges or require assistance, please don't hesitate to contact us.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to a successful collaboration at the IIBEC International Convention & Trade Show.

**Forward this Request to your  
Insurance Carrier**



2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Signature Page**

**Official Show Rules & Regulations**  
**Friday, March 7 through Saturday, March 8, 2025**

Signature Page to be completed by Exhibit POC.

I have reviewed the IIBEC Official Show Rules & Regulations and IAEE Guidelines for Display Rules & Regulations and agree to abide by the terms and conditions.

**Return to IIBEC by: Thursday, January 16, 2025**

Caroline Cummings, Meeting & Event Specialist – [ccummings@iibec.org](mailto:ccummings@iibec.org)

**COMPANY:** \_\_\_\_\_  
(Please Print or Type)

**SIGNED:** \_\_\_\_\_  
(Company Representative)

**PRINTED NAME:** \_\_\_\_\_  
(Company Representative)

**DATE:** \_\_\_\_\_



**Events Code of Conduct**  
**Exhibitor Signature Form**

IIBEC is committed to providing a safe, productive, and welcoming environment for all meeting participants and IIBEC staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, IIBEC staff members, service providers, and all others, are expected to abide by this IIBEC Events Code of Conduct. This policy applies to all IIBEC meeting-related events, in-person and virtual, including those sponsored by organizations other than IIBEC but held in conjunction with IIBEC events, on public or private property or platforms.

IIBEC has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, we ask that you inform IIBEC's CEO or COO so that appropriate action may be taken.

Unacceptable behavior is defined as:

- Harassment, intimidation, or discrimination in any form
- Verbal or written abuse of any attendee, speaker, volunteer, exhibitor, IIBEC staff member, service provider, or other meeting guest
  - Examples of abuse include, but are not limited to, verbal or written comments related to gender, sexual orientation, disability, physical appearance, body, size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, IIBEC staff member, service provider, or other meeting guest.
- Unwelcome attention or contact with another participant.
- Express or implied threat of physical or professional harm.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by IIBEC throughout the virtual meeting. All participants must comply with the instructions of the moderator and any IIBEC event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. IIBEC reserves the right to remove such messages and potentially ban sources of those solicitations.
  - Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in virtual spaces.

IIBEC reserves the right to take any action deemed necessary and appropriate in IIBEC's sole discretion, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and IIBEC reserves the right to prohibit attendance at any future meeting, virtually or in person.

The agreement applies to exhibiting companies and their exhibitor representatives.

Exhibiting Company Name: \_\_\_\_\_

Print Individual Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**2025 IIBEC International Convention & Trade Show**  
**Thursday-Sunday, March 6-9, 2025**

## **Assumption of Risk**

Attendee assumes all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the IIBEC International Convention & Trade Show. Such risk may include exposure to the COVID-19 virus and any injury, illness, disability, and/or death caused by such exposure. Accordingly, attendee understands and agrees that this release includes any claims based on the actions, omissions, or negligence of IIBEC, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the IIBEC International Convention & Trade Show. Attendee further hereby releases, covenants not to sue, discharges, and holds harmless IIBEC, its employees, agents, and representatives, of and from any other claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

**Events Assumption of Risk & Code of Conduct  
Exhibitor Appointed Contractor (EAC) Signature Form**

## **Assumption of Risk**

Attendee assumes all risks and accepts sole responsibility for any injury (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that attendee may experience or incur in connection with attending the IIBEC International Convention & Trade Show. Such risk may include exposure to the COVID-19 virus and any injury, illness, disability, and/or death caused by such exposure. Accordingly, attendee understands and agrees that this release includes any claims based on the actions, omissions, or negligence of IIBEC, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the IIBEC International Convention & Trade Show. Attendee further hereby releases, covenants not to sue, discharges, and holds harmless IIBEC, its employees, agents, and representatives, of and from any other claims, including all liabilities, claims, actions, damages, costs, or expenses of any kind arising out of or relating thereto.

## **Code of Conduct**

IIBEC is committed to providing a safe, productive, and welcoming environment for all meeting participants and IIBEC staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, IIBEC staff members, service providers, and all others, are expected to abide by this IIBEC Events Code of Conduct. This policy applies to all IIBEC meeting-related events, in-person and virtual, including those sponsored by organizations other than IIBEC but held in conjunction with IIBEC events, on public or private property or platforms.

IIBEC has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. If you experience harassment or hear of any incidents of unacceptable behavior, we ask that you inform IIBEC's CEO or COO so that appropriate action may be taken.

Unacceptable behavior is defined as:

- Harassment, intimidation, or discrimination in any form
- Verbal or written abuse of any attendee, speaker, volunteer, exhibitor, IIBEC staff member, service provider, or other meeting guest
  - Examples of abuse include, but are not limited to, verbal or written comments related to gender, sexual orientation, disability, physical appearance, body, size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, IIBEC staff member, service provider, or other meeting guest.
- Unwelcome attention or contact with another participant.
- Express or implied threat of physical or professional harm.
- Disruption of presentations during sessions, in the exhibit hall, or at other events organized by IIBEC throughout the virtual meeting. All participants must comply with the instructions of the moderator and any IIBEC event staff.





2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Events Assumption of Risk & Code of Conduct**  
**Exhibitor Appointed Contractor (EAC) Signature Form**

- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. IIBEC reserves the right to remove such messages and potentially ban sources of those solicitations.
  - Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in virtual spaces.

IIBEC reserves the right to take any action deemed necessary and appropriate in IIBEC's sole discretion, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and IIBEC reserves the right to prohibit attendance at any future meeting, virtually or in person.

The agreement applies to exhibiting companies and their exhibitor representatives.

EAC Company Name: \_\_\_\_\_

Print EAC Individual Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Serving Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Convention Mobile App/ Event Hub Info**

**Deadline Date: March 1, 2025**

[IIBEC Event Hub Login Page](#)

**It is strongly recommended that you log in to the event hub to review important information, such as the exhibitor kit and relevant deadlines. (Please note this is not the exhibitor portal. Information on the exhibitor portal will be shared in January.)**

The exhibitor point of contact will receive a personalized email with instructions from Arissa Cooper and a2z including a login link to update your company profile information. The email will look like the below information.

- Email will be sent from 2025 IIBEC International Convention and Trade Show:
  - Subject: 2025 IIBEC International Convention and Trade Show Booth Confirmation & Event Hub

Good morning,

Thank you for participating in the 2025 IIBEC International Convention & Trade Show.

**Show Directory:** Please take the time now to complete your event portal information, which we will use for our online exhibitor listing and in the Official 2025 IIBEC International Convention & Trade Show Onsite Directory. The information you provide here will be viewed by our website visitors, attendees who download the mobile app, and will help attendees plan their itinerary.

[Click here](#) to login securely to the 2025 Event Hub and get started. I would encourage you to [watch this video](#) to navigate the new exhibitor portal.

If you logged into the hub for the 2024 Show, your login information is the same. If this is your first time logging in or if you have forgotten your password, please follow directions below.

**STEP 1: Create Your Password**

- A. The first time you visit the Event Hub, you must set a password before you can enter. Start by [clicking here](#).
- B. Click the Login button
- C. Click the Forgot Password/First Time Login hyperlink

- D. Enter your Email address then click Submit.
- E. You will receive an automated email from **Events IdP <noreply@personifyauth.com>** providing a link to set up a password that is unique to your account.

#### STEP 2: Log in to the Event Hub

- A. Once you've completed that form you will be returned to the login screen where you will enter your new credentials – email and new password.
- B. Once logged in, click the Exhibitor Hub link in the top navigation bar. This is where you'll manage your profile information, complete assigned tasks and more.

#### STEP 3: Add Details to Your Public Listing

- A. Add a photo
  - Click the three dots in the top right-hand corner of the cover photo.
  - Click Add Photo to upload your exhibitor logo. Select your image and then click Save.  
**NOTE:** We recommend a company logo image size of 360x360px.
  - Click Add Cover Photo to upload a custom cover banner.  
**NOTE:** We recommend a cover banner image size of 1440x360px.
- B. Add profile details
  - Beneath the Cover Photo, you'll find the profile "About" and "Contact" sections.
  - Click Edit in the upper right corner to update your company description and other details.
    - In the "About" section, add your company website URL, company categories, and a brief brand bio under "What We Do."
    - In the "Contact" section, update your Address and social media URLs.  
**NOTE:** You must click "Save" after editing each section.

**Enter email address that matches the point of contact on file with show management** – If you need additional staff to have a login, please let [Arisa Cooper](#) know and the additional contacts will be added.

**It is strongly recommended that you log in to the event hub to review important information, such as the exhibitor kit and relevant deadlines.**

Please contact Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org) with any questions you may have. Again, thank you for your support and dedication to IIBEC.

Sincerely,

Arisa

Arisa Cooper  
IIBEC Manager of Marketing & Sales



2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025

**Request for Hospitality Reception Rooms**

**Deadline Date: December 16, 2024**

Hospitality/affiliate functions may not be scheduled in conflict with any of IIBEC's official convention activities or trade show hours. **The scheduled times for Exhibitor Hospitality Receptions are THURSDAY, March 6, 7:15 p.m. – 10:00 p.m. and FRIDAY, March 7, 7:15 p.m. – 10:00 p.m.**

If you would like to reserve space at the **Rosen Shingle Creek**, please fill out this form and return it to IIBEC. This hotel has been instructed not to release space without the approval of IIBEC. This procedure protects IIBEC exhibitors from competitive companies who have not purchased exhibit space. Only IIBEC exhibitors are permitted to hold hospitality receptions.

|  |   |   |
|--|---|---|
| Contact Person:                                |   |   |
| Company Name:                                  |   |   |
| Address:                                       |   | City:   |
| State:   | Zip:  | Phone:  |
| Email:   |   |   |
| Date/Time(s):                                  |   | Expected Attendance:                          |
| Approximate Value of Reception: \$             |   |   |
| Select Space Requirements:                     |   |   |
| <input type="checkbox"/> Ballroom Space        | <input type="checkbox"/> Hospitality Suite/Room             | <input type="checkbox"/> One Bedroom & Parlor |
| <input type="checkbox"/> Two Bedrooms & Parlor | <input type="checkbox"/> Outdoor Preferred (Not Guaranteed) |   |

Once hospitality space has been authorized, all further arrangements will be made directly through the hotel. IIBEC will contact you regarding selection of space and forward the name of the hotel staff person handling the IIBEC Convention. These forms will be processed on a first-come, first-served basis.

**Complete and return this form to:**

**IIBEC**  
**Mendy Cunningham – Email or Call**  
**[mcunningham@iibec.org](mailto:mcunningham@iibec.org) || 919.551.6207**



**2025 IIBEC International Convention & Trade Show  
Thursday-Sunday, March 6-9, 2025**

**Request for Business Meetings**

**Deadline Date: January 16, 2025**

Business meetings may not be scheduled in conflict with any of IIBEC’s official convention activities or trade show hours.

If you would like to reserve space at the **Rosen Shingle Creek**, please fill out this form and return it to IIBEC. This hotel has been instructed not to release space without the approval of IIBEC. This procedure protects IIBEC exhibitors from competitive companies who have not purchased exhibit space. Only IIBEC exhibitors are permitted to hold business meetings.

|  |      |                      |
|--|------|----------------------|
| Contact Person:  |      |                      |
| Company Name:  |      |                      |
| Address:   |      | City:                |
| State:   | Zip: | Phone:               |
| Email:   |      | Expected Attendance: |
| Time(s):   |      | Meeting Date:        |
| Approximate Value of Meeting: \$   |      | Type of Meeting:     |
| Room Setup <input type="checkbox"/> Banquet Rounds for 8 <input type="checkbox"/> Classroom <input type="checkbox"/> Audio-Visual Requirement: |      |                      |
| Other: _____   |      |                      |

Once meeting space has been authorized, all further arrangements will be made directly through the hotel. IIBEC will contact you regarding selection of space and forward the name of the hotel staff person handling the IIBEC Convention. These forms will be processed on a first-come, first-served basis.

**Complete and return this form to:**

**IIBEC**  
**Mendy Cunningham – Email or Call**  
[mcunningham@iibec.org](mailto:mcunningham@iibec.org) || 919.551.6207



**LIVE** in '25

2025 IIBEC International  
Convention and Trade Show

# EXHIBITOR PROSPECTUS

**ORLANDO, FL**

**MARCH 6-9**



## JOIN US

Join an expected 1,800 consultants, architects, engineers, design professionals, and other experts who specialize in roofing, waterproofing, windows, cladding, building commissioning, and exterior wall technologies to exchange knowledge, expertise, and the latest advancements in building enclosure technology at the 2025 International Convention & Trade Show.

**Don't miss out on this premier education and networking event.**

## TARGET AUDIENCE

- Design professionals who specialize in roofing, waterproofing, exterior walls, and building commissioning
- Roofing consultants
- Facility managers
- Building owners
- Engineers
- Architects
- Architectural engineers
- Asset managers

# IIBEC

## INTERNATIONAL CONVENTION & TRADE SHOW DEMOGRAPHICS



**43%**

of attendees are owners or principals of building enclosure consulting firms.

**31%**

of IIBEC Consultants in attendance are licensed engineers or architects.

**\$22M+**

per year in building materials influenced by each IIBEC Consultant member on average.

**\$2B+**

of building materials influenced annually by IIBEC Consultants in attendance at convention.

**2024**

**1,600 ATTENDEES**  
(PHOENIX, AZ)

**2023**

**1,500 ATTENDEES**  
(HOUSTON, TX)

**2022**

**1,200 ATTENDEES**  
(ORLANDO, FL)



# WHY

EXHIBIT AT THE

# IIBEC

INTERNATIONAL  
CONVENTION & TRADE SHOW?

## BENEFITS

- Access to more than a thousand building enclosure professionals who design buildings and building systems, and specify millions of dollars in building enclosure products annually.
- A company listing on [www.iibeconvention.org](http://www.iibeconvention.org) and on the convention app.
- 3 complimentary registrations per 10x10 booth with access to education sessions.
- Contact information (excluding email address) of the event registrants:
  - ▶ The pre-registration list (opt-in only) will be sent to exhibitors three weeks prior to the event date.
  - ▶ The final registration list (opt-in only) will be sent to exhibitors within three weeks of event completion.

## PRIORITY POINTS

- Prominently recognized in the pre/postconference IIBEC membership marketing and social media campaigns.
- Listing on a thank-you page in *IIBEC Interface*, IIBEC's technical journal.
- Acknowledgement at the opening ceremony and during the keynote session.
- Recognition in on-site and digital promotional materials.
- Attendees will earn 2.0 CEHs for spending up to four hours at the trade show. Attendees who spend more than four hours at the trade show will receive 3.0 CEHs.
- Earn IIBEC priority points. Learn more about IIBEC's priority system here: <https://iibec.org/wp-content/uploads/Priority-Points-Policy-2023-FINAL.pdf>

# JOIN

## THE LIST OF EXHIBITING COMPANIES (AS OF JUNE 30, 2024)



Advanced Construction Testing, LLC (ACT)

Advanced Roofing Inc

AES Sunoptics, Inc.

Air Barrier Association of America

All Weather Insulated Panels

Anchor Products

ATAS International

Atlas Roofing Corporation

AVM Industries

Axis Building Detection, Inc.

BASF Corp – Construction, SPF Products Wall and Roofing

Berridge Manufacturing Company

Bitec Inc

Brava Tile

Butler Manufacturing Roof Systems

Carlisle Construction Materials

CertainTeed Corp

CETCO

Detec Systems LLC

Dorken Systems Inc

EcoStar LLC

Epro Services, Inc.

Everest Systems, LLC

EVERROOF

FiberTite Roof Systems

FlashCo

Flex Membrane International Corp.

GAF

Global Roofing Group

H.B. Fuller Construction Adhesives / GSSI

Hanover Architectural Products

Hartfield and Nash Insurance Agency, Inc

Holcim Brands

IB Roof Systems

IIBEC Announcement Area

IKO Industries

International Leak Detection LLC (ILD)

IR Analyzers

Johns Manville

JR Jones

Kattsafe

Kemper System America, Inc.

Kingspan Insulation

Leadax

Leading Edge Safety

MAPEI Corp

McElroy Metal

Metal-Era

MIRO Industries, Inc.

Mule-Hide Products

National Gypsum

National Roof Deck Contractors Association

Nations Roof LLC

Noble Company

O'Hagin LLC

OMG Roofing Products

PAC-CLAD | Petersen

Performance Roof Systems

Polyglass USA, Inc.

Revere Copper Products Inc

ROCKWOOL

Roof Hugger LLC

Roof Penetration Housings

Rooftop Anchor Inc

RTC Restoration & Glass, Inc.

S-5!

Schöck North America

Sherwin Williams Roofing Solutions

ShieldWorks

Sika Corporation

Siplast

Situra, Inc.

SOPREMA

T Clear Corp

Thaler Metal Industries Ltd

The Barrett Company, LLC.

The Valcourt Group

TRUFAST / ABC US

TuffWrap Installations, Inc.

USG Securock

VADA LLC

VaproShield

Versico Roofing Systems

Western Colloid

Westlake Royal Roofing Solutions

York Flashings



# EXHIBITOR OPPORTUNITIES

IIBEC's International Convention & Trade Show is the premier event for building enclosure professionals. More than 1,800 professionals from around the globe come together to learn the latest information about roofing, exterior walls, waterproofing, and building commissioning. More than 140 companies make it the largest trade show for building enclosure consultants. Don't miss out on engaging with your current and future customers. [Click here](#) to access IIBEC's 2025 Trade Show exhibitor list.

Contact: Arissa Cooper

Manager, Marketing & Sales

at [acooper@iibec.org](mailto:acooper@iibec.org) or call 800-828-1902.

## EXHIBIT FEES

### 100 SQUARE FEET

\$34.00 USD per square foot—IIBEC members\*

\$42.00 USD per square foot—Nonmembers

### MORE THAN 100 SQUARE FEET

\$32.00 USD per square foot—IIBEC members\*

\$40.00 USD per square foot—Nonmembers

*\*IIBEC members are individuals rather than corporations. To qualify for member rates, contracts must be executed by a current IIBEC member who is associated with the exhibiting company.*



# IMPORTANT DATES AND INFORMATION \*

## EXHIBIT HOURS

Friday, March 7 . . . . . 3:15 p.m.-7:15 p.m.

Saturday, March 8. . . . . 8:00 a.m.-12:00 p.m.

## EXHIBIT SETUP

Thursday, March 6 . . . . . 1:00 p.m.-6:00 p.m.

Friday, March 7 . . . . . 8:00 a.m.-1:00 p.m.

## EXHIBIT DISMANTLE

Saturday, March 8 . . . . . 12:30 p.m.-8:00 p.m.

*\*Times subject to change*

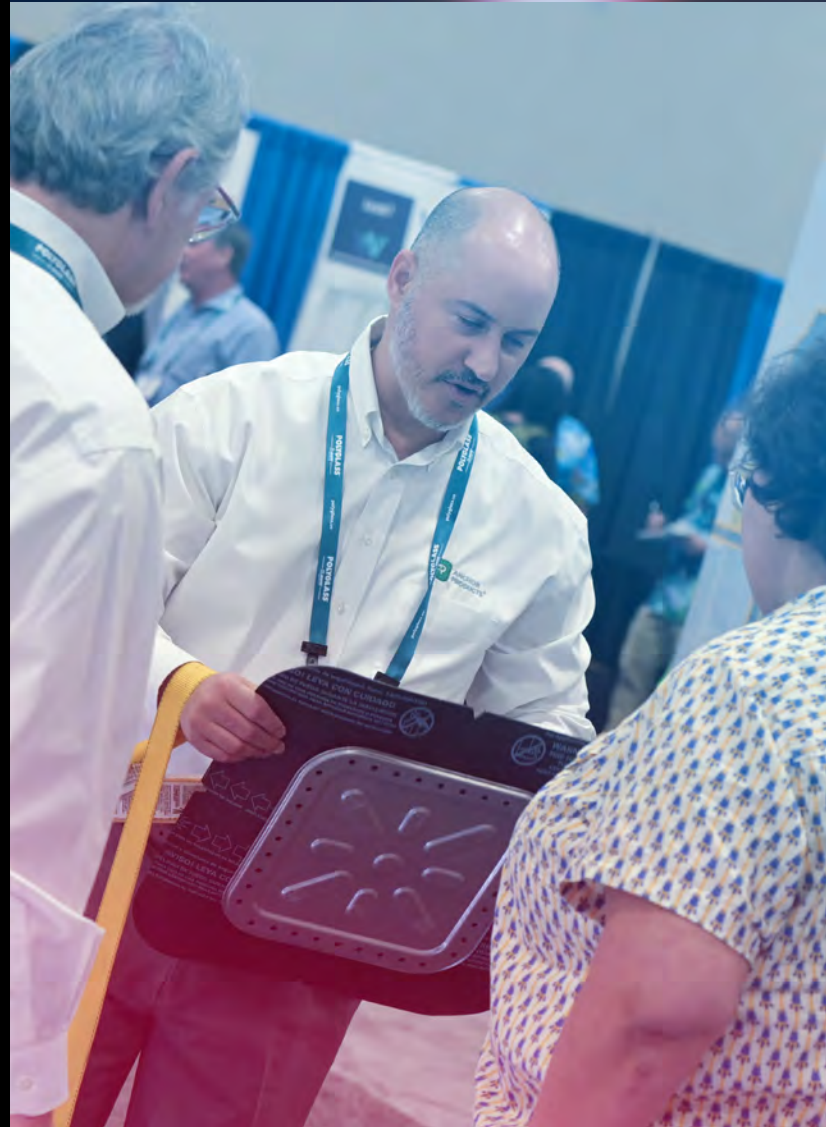
## BOOTH SPECIFICATIONS

Standard 10'x10' booth spaces include 8' draped back walls, 36"-high side rails and an identification sign. Island booths do not include draperies or identification signs.

## DEPOSIT AND REFUNDS

A 50% deposit is due with the contract. The balance of fees is due December 6, 2024. All cancellations are subject to a charge of 50% of the total exhibit fee. Cancellations after December 6, 2024, will receive no refund. Refer to the [Contract for Exhibit Space](#) and Terms and Conditions for more information.

# THE CONTRACT FOR EXHIBIT SPACE





# PRODUCT DEMONSTRATIONS

Why wait for attendees to visit your booth? Get your product out of the booth and onto the stage! Half-hour timeslots will be available for exhibitors to showcase their products or services during the trade show. Advance promotion, prominent signage, and loudspeaker announcements will draw up to 150 curious specifiers to your product demonstration. Contact IIBEC today as demonstration opportunities are available on a first-come, first-served basis. Complete the Product Demonstration Form to secure your spot.

## TIMES FOR DEMONSTRATION

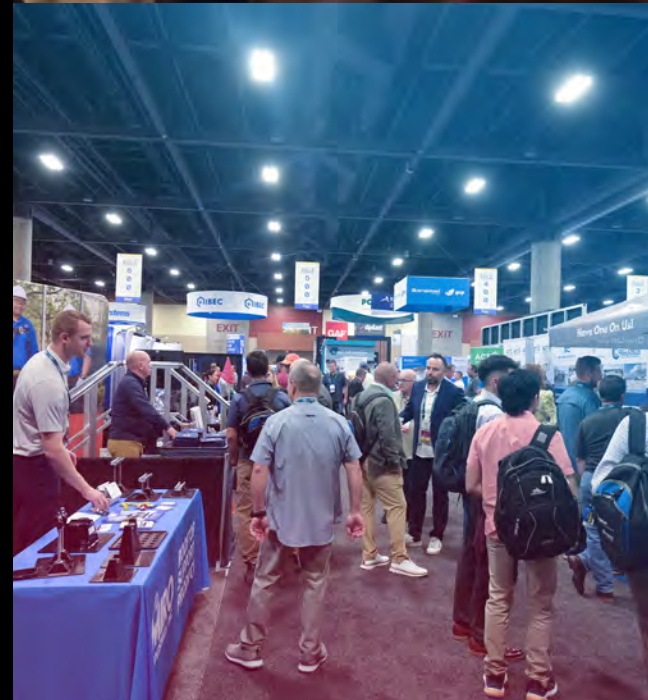
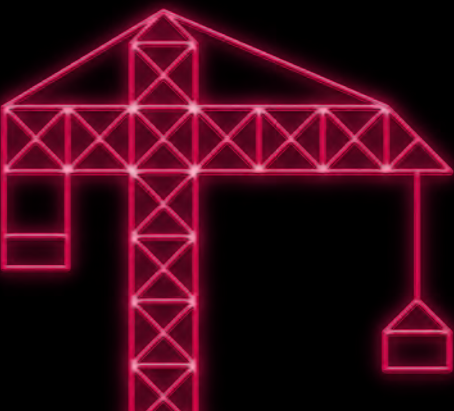
| AVAILABILITY | TIME                                    |
|--------------|---|
| SOLD         | Friday, March 7-4:15 p.m.-4:45 p.m.     |
| SOLD         | Friday, March 7-5:15 p.m.-5:45 p.m.     |
| SOLD         | Friday, March 7-6:15 p.m.-6:45 p.m.     |
| SOLD         | Saturday, March 8-9:15 a.m.-9:45 a.m.   |
| SOLD         | Saturday, March 8-10:15 a.m.-10:45 a.m. |
| SOLD         | Saturday, March 8-11:15 a.m.-11:45 a.m. |



**PRODUCT  
DEMONSTRATION  
FORM**












































# GENERAL GUIDELINES FOR DEMONSTRATION

- Setup and dismantle will occur 15 minutes prior to and after the demonstration on the demo stage. Stage time is half an hour.
- The fee for each demonstration opportunity is \$5,250.
- All props or materials used during the demonstration must be prefabricated and portable for easy setup and dismantling.
- All props or materials used during the demonstration must be removed or disposed of off-site. No on-site debris disposal is permitted.
- The demonstrating company is liable for any damages to staging or host facility equipment or infrastructure.
- Written specifications must be submitted 90 days in advance of the event for review and approval.
- All demos require hotel and/or convention center and fire marshal approval.
- If storage space is needed before or after the demonstration, include a detailed description of the material with this form.
- Provided: 12'×18' stage, screen, AV cart, podium, one handheld microphone, one wireless microphone, one 110-volt power strip. All other AV and electricity are the responsibility of the demonstrating company



# SPONSORSHIP OPPORTUNITIES

All sponsorships include prominent recognition of the company's name and logo before, during, and after the IIBEC International Convention & Trade Show. There are three levels of sponsorship in 2025: Platinum (\$15,000 and up), Gold (from \$7,500 to \$14,999), and Bronze (from \$3,000 to \$7,499).

| SPONSOR BENEFITS BY LEVEL   | PLATINUM<br>\$15,000<br>and up  | GOLD<br>\$7,500 TO<br>\$14,999  | BRONZE<br>\$3,000 TO<br>\$7,499   |
|---|---|---|---|
| Acknowledgment at the sponsored event via signs or verbal acknowledgment before the sponsored event (as applicable) |    |    |   |
| Acknowledgement on the event's PowerPoint loop  | Logo  | Logo  | Name  |
| Acknowledgment in the pre-convention publications (as applicable)   |    |    |   |
| In-app text message with a weblink to sponsor's website   |    |    |   |
| Visual recognition at sponsor's booth (sign)  |    |    |    |
| Easel sign at sponsored event   |    |    |    |
| Verbal acknowledgment before the sponsored event (as applicable)  |    |    |    |
| Corporate logo on inclusive sponsor sign at the registration and trade show entrance                                |  |  |  |
| Complimentary table for eight at the Annual Banquet or Awards Luncheon  |  |   |   |
| Four complimentary tickets to the Awards Luncheon   |   |  |   |
| Acknowledgment in the on-site convention schedule-at-a-glance   |  |  |  |
| Acknowledgment on www.IIBECConvention.org   |  |  |  |
| Acknowledgment in event mobile app  |  |  |  |
| Badge ribbons indicating sponsorship level for company representatives  |  |  |  |
| Priority Points corresponding to sponsorship level  |  |  |  |
| Plaque of recognition and appreciation, and photo of plaque acceptance (at trade show), if applicable               |  |  |  |
| Special acknowledgment in <i>IIBEC Interface</i> technical journal  |  |  |  |
| Floor Clings on trade show floor acknowledging sponsorship level  |  |  |   |

DOWNLOAD

SPONSORSHIP  
FORM



## CONVENTION WI-FI

Thursday, March 6–  
Sunday, March 9

## ANNUAL BANQUET

Sunday, March 9

**SOLD**

## OPENING CEREMONY & KEYNOTE ADDRESS

Friday, March 7

**SOLD**

## CONVENTION/TRADE SHOW MOBILE APP

## OPENING RECEPTION

Thursday, March 6

**SOLD**

### **\$25,000 PLATINUM – EXCLUSIVE OPPORTUNITY**

Statistics show attendees love and appreciate Wi-Fi during education sessions. Your brand will gain multiple impressions as this exclusive sponsor, Wi-Fi will be made available for all four days of the convention. Your company's name will be used as the username to access the Wi-Fi. In addition, you will receive recognition on the conference website and a sponsor sign at registration, as well as the schedule-at-a-glance trifold.

### **\$15,000 PLATINUM – EXCLUSIVE OPPORTUNITY**

Be the exclusive sponsor of IIBEC's annual banquet at the 2025 International Convention & Trade Show. At this premier social event, your company will have ten minutes to welcome guests to the party and thank attendees for their participation at another successful convention. Signage with your company name and logo is prominently displayed at the event entrance, your sponsor booth, and on the inclusive sponsor sign at the registration and at the trade show entrance. Your company will receive additional recognition on the conference website and the mobile app.

### **\$15,000 PLATINUM – EXCLUSIVE OPPORTUNITY**

As the official start of the convention, the opening ceremony and keynote attract a large gathering. You will receive verbal recognition and signage with your company name and logo prominently displayed at the entrance of the event, sponsor booth signage, a PowerPoint loop sponsor page, and an inclusive sponsor sign at registration and trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app. Your company will have 10 minutes to welcome guests to the first gathering of this year's convention.

### **\$15,000 PLATINUM – NEW EXCLUSIVE OPPORTUNITY**

The IIBEC Convention & Trade Show mobile app is an essential and interactive day-planner for attendees to schedule networking, educational, and social events. Interactive maps and trade show exhibitor descriptions make booth-visit planning a snap. As an exclusive sponsor, your corporate logo will stand prominently positioned, without competition, throughout the convention and trade show app. Your branding will be located on the landing page and as a footer ad on the mobile app. In addition, you will receive recognition on the conference website and an inclusive sponsor sign at the registration and at the trade show entrance.

### **\$15,000 PLATINUM – EXCLUSIVE OPPORTUNITY**

As the exclusive sponsor, you will have the first opportunity to welcome attendees at this opening reception. Network with members, the IIBEC Board of Directors, and chapter and region representatives while enjoying complimentary beer and nonalcoholic beverages. Signage with your company name and logo is prominently displayed at the entrance of the event, your sponsor booth, and on an inclusive sponsor sign at the registration area and trade show entrance. Your company will receive additional recognition on the conference website and in the mobile app.

**HOTEL ROOM  
KEY CARDS**

Thursday, March 6–  
Sunday, March 9



**CONVENTION  
ATTENDEE BAGS**

Thursday, March 6–  
Sunday, March 9



**NAME BADGE  
LANYARDS**

Thursday, March 6–  
Sunday, March 9



**TRADE SHOW  
RECEPTION**

Friday, March 7



**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

Hotel room keys are the first item attendees receive when checking into the Rosen Shingle Creek, and are utilized for the duration of the event. As sponsor, your corporate branding will be a companion to approximately 1,800 attendees. Sponsorship includes signage with company name and logo in the sponsor booth as well as an inclusive sponsor sign at the registration and at the trade show entrance. You will also receive recognition on the conference website and in the mobile app.

**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

Your logo is prominently displayed on a convention bag carried by convention attendees throughout the IIBEC International Convention & Trade Show. As the sponsor, your corporate branding will appear without competition on the attendee bag. Option(s) to include in each bag: corporate literature, a novelty, or a product sample. Sponsorship includes signage with the company name and logo in your sponsor booth as well as an inclusive sponsor sign at the registration and at the trade show entrance. In addition, you will receive recognition on the conference website and in the mobile app.

**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

Every attendee receives a name badge and lanyard as part of their registration. For the duration of the convention, networking exchanges will begin with a glance at a name badge held in place by your company's logoed lanyard. Signage with your company name and logo will be prominently displayed in your sponsor booth as well as on the inclusive sponsor's sign at the registration and at the trade show entrance. In addition, you will receive recognition as the exclusive sponsor on the conference website and in the mobile app.

**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

Be the exclusive sponsor of the trade show opening reception. As the sole sponsor of the trade show reception, your company will receive recognition as the benefactor of an appealing spread of dinner food and beverages, including draft beer and other refreshments. Signage will be prominently displayed at all food and beverage areas and at your sponsor booth throughout the hours of the trade show and reception. Additionally, your company name will be front and center on both the trade show entrance unit and inclusive sponsor sign at registration and at the trade show entrance. Exclusive sponsorship recognition will be announced multiple times over the hall loudspeaker throughout the trade show. You will also receive recognition on the conference website and in the mobile app.

**IIBEC AWARDS  
LUNCHEON**

Saturday, March 8

**SOLD**

**TRADE SHOW  
BREAKFAST**

Saturday, March 8

**SOLD**

**IIBEC ANNUAL MEETING  
OF THE MEMBERS**

Sunday, March 9

**SOLD**

**SCHEDULE AT-A-GLANCE  
WALL**

**SOLD**

**IIBEC BOARD OF  
DIRECTORS DINNER**

Wednesday, March 6

**SOLD**

**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

The Awards Luncheon is one of the convention's highest-attended events. Company recognition will be included in the printed awards program provided to all participants. This sponsorship includes verbal recognition during the event and signage with your company name and logo prominently displayed at the event entrance, at your sponsor booth, on a PowerPoint loop sponsor page, and on the inclusive sponsor sign at registration and at the trade show entrance. You will also receive recognition as the sponsor on the conference website and in the mobile app.

**\$15,000 PLATINUM - EXCLUSIVE OPPORTUNITY**

Be the exclusive sponsor of the trade show breakfast. Through this sponsorship, attendees and exhibitors alike will be treated to coffee and a hearty breakfast buffet. Signage will be prominently displayed at all food and beverage areas and at your sponsor booth throughout the hours of the trade show and breakfast. Your company name will be front and center on the trade show entrance unit and inclusive sponsor sign at registration and at the trade show entrance. Exclusive sponsorship recognition will be announced multiple times over the hall loudspeaker throughout the trade show. Additionally, you will receive recognition on the conference website and in the mobile app.

**\$12,000 GOLD - EXCLUSIVE OPPORTUNITY**

At this event, Consultant members meet over lunch to discuss IIBEC's past year, future direction, and to elect leaders for the upcoming year. Boxed lunches will be served with sponsor signage at the boxed lunch pick-up tables. Sponsorship includes signage with your company name and logo at your sponsor booth as well as an inclusive sponsor sign at registration and at the trade show entrance. In addition, you will receive recognition on the conference website and in the mobile app.

**\$12,000 GOLD - EXCLUSIVE OPPORTUNITY**

Your company's name and logo will be front and center, prominently displayed on the Schedule-At-A-Glance wall located in a high-traffic area near registration. This wall-sized display details key events occurring over the days of the convention and trade show. Your sponsorship benefits include signage with your company name and logo in the sponsor booth as well as the inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.

**\$10,000 GOLD - EXCLUSIVE OPPORTUNITY**

Spend the evening with the IIBEC Board of Directors and celebrate their service to IIBEC and the profession. As the exclusive sponsor, you will receive 10 minutes to address the board during the evening. This sponsorship includes signage with your company name and logo in your sponsor booth as well as the inclusive sponsor sign at the registration and trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.



## TRADE SHOW AISLE SIGNS

Friday, March 7–  
Saturday, March 8



## DOOR CLINGS

Thursday, March 6–  
Sunday, March 9

## BADGING LAPTOPS

Thursday, March 6–  
Sunday, March 9

## TRADE SHOW EXIT SIGN

Friday, March 7–  
Saturday, March 8

## REFRESHMENT BREAKS

## DIRECTIONAL SIGNS

### **\$7,500 GOLD – EXCLUSIVE OPPORTUNITY**

Your company's name and logo will be prominently displayed on each aisle sign on the tradeshow floor. Your sponsorship benefits include signage with your company name and logo in the sponsor booth as well as the inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.

### **\$7,500 GOLD – EXCLUSIVE OPPORTUNITY**

Your company's name and logo will be prominently displayed as door clings throughout the education and trade show area where applicable, Your sponsorship benefits include signage with your company name and logo in the sponsor booth as well as the inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.

### **\$7,500 GOLD – EXCLUSIVE OPPORTUNITY**

Your company's name and logo will be prominently displayed on laptops at registration while attendees check in and register. Your sponsorship benefits include signage with your company name and logo in the sponsor booth as well as the inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.

### **\$7,500 GOLD – EXCLUSIVE OPPORTUNITY**

Your company's name and logo will be prominently displayed on large Save the Date exit sign as you leave the trade show floor. The sign will also include a Save the Date for the 2026 location and dates. Your sponsorship benefits include signage with your company name and logo in the sponsor booth as well as the inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app.

### **\$5,000 BRONZE – THREE AVAILABLE**

Provide attendees the fuel they need to last through the day! Sponsor Friday, Saturday, or Sunday all-day refreshment breaks strategically placed near educational sessions and other high-traffic areas during the IBEC International Convention and Trade Show. Signage with your company's logo will be prominently displayed on each schedule-at-a-glance sign and the day's directional sign as well as sponsor-supplied napkins at each coffee station. Additional signage with the company name and logo in your sponsor booth and an inclusive sponsor sign at registration and at the trade show entrance will be provided. Additionally, sponsors will receive recognition on the conference website and in the mobile app.

### **\$5,000 BRONZE – ONE OF THREE AVAILABLE**

Your company's name and logo will be prominently displayed on large directional signs strategically placed in high-traffic areas guiding attendees through their daily convention and trade show activities. Signage with your company name and logo in your sponsor booth as well as an inclusive sponsor sign at the registration and trade show entrance will be provided. Additionally, sponsors receive recognition on the conference website and in the mobile app.

**TRADE SHOW PRIZE  
GIVEAWAYS**

**CONVENTION  
WRITING PENS**

**REGION MEETING  
LUNCHES**

Friday, March 7

**EMERGING  
PROFESSIONALS  
COCKTAIL HOUR**

Saturday, March 8




**\$4,000 BRONZE - THREE AVAILABLE**

Everyone likes to win! Reward IIBEC Consultant members who engage on the trade show floor. Drawings are held throughout the course of the two-day trade show with announcements made over the loudspeaker from the IIBEC booth. Sponsors are encouraged to draw the winning ticket and be on hand to congratulate the lucky winner. This sponsorship includes signage with your company name and logo in your sponsor booth and an inclusive sponsor sign at registration and at the trade show entrance. Additionally, sponsors will receive recognition on the conference website and in the mobile app.

**\$4,000 BRONZE - FOUR OF FIVE AVAILABLE**

As the sponsor, your company's pen with logo will be included in the attendee convention bag, distributed at tables during the regional meeting lunch and Annual Meeting of the Members lunch, and available at the IIBEC registration area. Signage with your company name and logo in your sponsor booth and an inclusive sponsor sign at registration and at the trade show entrance will be provided. Sponsors will additionally receive recognition on the conference website and in the mobile app.

**\$4,000 BRONZE - ONE OF SIX AVAILABLE**

Region I  Region II  Region III 

Region IV  Region V  Region VI & VII

Host one or more region meeting lunches of your choosing and provide a personalized welcome message. This is a great opportunity for regional sales representatives to meet IIBEC members in their territories. Two complimentary tickets per lunch are provided for sponsors. Signage with your company name and logo are prominently displayed at the entrance of the event, at each table in the region you sponsor, in your sponsor booth, and on an inclusive sponsor sign at registration and at the trade show entrance. Additionally, sponsors receive recognition on the conference website and in the mobile app.

**\$1,250 BRONZE - NEW OPPORTUNITY (8 AVAILABLE)**

Emerging professionals are the future of the building consultant industry. The new Emerging Professionals Cocktail Hour brings together young professionals (generally under age 40) looking to expand their network of colleagues over cocktails and appetizers (nonalcoholic beverages also provided). Signage with your company name and logo is prominently displayed at the event entrance, in your sponsor booth, and on the inclusive sponsor sign at registration, and at the trade show entrance. Your company will receive additional recognition on the conference website and the mobile app.

# ADDITIONAL OPPORTUNITIES TO PROMOTE YOUR BRAND

## CONVENTION PROCEEDINGS ADVERTISING

**\$3,500 Three Available** → [Contact Arissa Cooper for more info.](#)

The Convention Proceedings are provided to all attendees digitally and will be available as print-on-demand. The proceedings were downloaded over 1,000 times in 2023.

## EXHIBIT FLOOR PLAN MAP

**\$5,000 Exclusive opportunity** → [Contact Arissa Cooper for more info.](#)

Get your company's logo on two large trade show maps—one positioned at the registration area and one at the trade show entrance.

## AT-A-GLANCE, ON-SITE PROGRAM

**\$2,500 Two Available** → [Contact Arissa Cooper for more info.](#)

Place your highly visible ad in the On-Site At-A-Glance Program provided to all attendees. For five days, the program will be a constant companion for attendees to navigate convention and trade show activities. This sponsorship includes signage with your company name and logo in your sponsor booth and an inclusive sponsor sign at registration and at the trade show entrance. Additionally, you will receive recognition on the conference website and in the mobile app. Advertising is accepted from exhibiting companies only.

## MOBILE APP ADVERTISING/PUSH NOTIFICATIONS

**\$ Price Varies**

The IIBEC International Convention and Trade Show mobile app is a popular and highly useful tool for attendees to plan and interact with their event experience. In past years, approximately 65% of all attendees (over 1,700 total attendees on average) have downloaded the app for use on their mobile devices. With new features and advanced promotion, we are anticipating wider use at this year's event.

## ATTENDEE BAG STUFFERS/INSERTIONS

**\$2,500 Three Available**

Each IIBEC convention attendee with a full registration receives an attendee bag. An insert in the attendee bag puts your information into the hands of IIBEC members. It's an opportunity to increase product awareness and stimulate additional traffic to your exhibit or website. Stuffer examples include (but are not limited to): notepads, pens, keychains, product samples, and brochures.

[Contact Arissa Cooper](#)

[Manager, Marketing & Sales at \[acooper@iibec.org\]\(mailto:acooper@iibec.org\)](#)



[iibeconvention.org](http://iibeconvention.org)

[iibec.org](http://iibec.org)



# Sponsorship Form

## LEVELS OF SPONSORSHIP

All sponsorships include prominent recognition of the company’s name and logo before, during, and after the IIBEC International Convention & Trade Show. There are three levels of sponsorship in 2025: Platinum (\$15,000 and up), Gold (from \$7,500 to \$14,999), and Silver (from \$3,000 to \$7,499).

## SPONSORSHIP OPPORTUNITIES:

|  |          |
|--|----------|
| <b>Convention Wi-Fi</b> , March 6-9  | \$25,000 |
| <b>Convention/Trade Show Mobile App (Opportunity Available thru 12/01/24)</b> , March 8-11 | \$15,000 |
| <b>President's Annual banquet</b> , Sunday, March 9  | \$15,000 |
| <b>Opening ceremony and keynote speaker</b> , Friday, March 7                              | \$15,000 |
| <b>Opening reception</b> , Thursday, March 6   | \$15,000 |
| <b>Hotel guest room key cards</b> , March 6-9  | \$15,000 |
| <b>Convention attendee bags</b> , March 6-9  | \$15,000 |
| <b>Name badge lanyards</b> , March 6-9   | \$15,000 |
| <b>Trade show reception</b> , Friday, March 7  | \$15,000 |
| <b>Trade show breakfast</b> , Saturday, March 8  | \$15,000 |
| <b>Awards luncheon</b> , Saturday, March 8   | \$15,000 |
| <b>IIBEC Annual Meeting of the Members</b> , Sunday, March 9                               | \$12,000 |
| <b>Schedule-at-a-glance wall</b> , March 6-9   | \$12,000 |
| <b>IIBEC Board of Directors’ Dinner</b> , Wednesday, March 6                               | \$10,000 |
| <b>Refreshment Breaks (three available)</b> , March 7-9                                    | \$5,000  |
| <b>Directional sign (three sponsorships available)</b> , March 6-9                         | \$5,000  |
| <b>Trade show prize giveaways (three sponsorships available)</b> , March 7-8               | \$4,000  |
| <b>Convention writing pens</b> , March 6-9   | \$4,000  |
| <b>Region I meeting lunch</b> , Friday, March 7  | \$4,000  |
| <b>Region II meeting lunch</b> , Friday, March 7   | \$4,000  |
| <b>Region III meeting lunch</b> , Friday, March 7  | \$4,000  |
| <b>Region IV meeting lunch</b> , Friday, March 7   | \$4,000  |
| <b>Region V meeting lunch</b> , Friday, March 7  | \$4,000  |
| <b>Region VI &amp; VII meeting lunch</b> , Friday, March 7                                 | \$4,000  |
| <b>Convention Proceedings Advertising (Three available)</b> , March 6-9                    | \$3,500  |
| <b>At-A-Glance, On-site Program, (Two Available)</b> , March 6-9                           | \$2,500  |
| <b>Emerging Professionals Social Hour (8 available)</b> , Saturday, March 8                | \$1,250  |

| <b>SPONSOR BENEFITS BY LEVEL</b>  | <b>PLATINUM<br/>\$15,000<br/>and up</b> | <b>GOLD<br/>\$7,500 to<br/>\$14,999</b> | <b>SILVER<br/>\$3,000 to<br/>\$7,499</b> |
|---|---|---|--|
| Acknowledgment at the sponsored event via signs or verbal acknowledgment before the sponsored event (as applicable) | +                                       | +                                       |  |
| Acknowledgement on the event's PowerPoint loop  | Logo                                    | Logo                                    | Name                                     |
| Acknowledgment in the pre-convention publications (as applicable)   | +                                       | +                                       |  |
| In-app text message with a weblink to sponsor's website   | +                                       | +                                       |  |
| Visual recognition at sponsor's booth (sign)  | +                                       | +                                       | +  |
| Easel sign at sponsored event   | +                                       | +                                       | +  |
| Verbal acknowledgment before the sponsored event (as applicable)  | +                                       | +                                       | +  |
| Corporate logo on inclusive sponsor sign at the registration and trade show entrance                                | +                                       | +                                       | +  |
| Complimentary table for eight at the Annual Banquet or Awards Luncheon  | +                                       |   |  |
| Four complimentary tickets to the Annual Banquet or Awards Luncheon   |   | +                                       |  |
| Acknowledgment in the on-site convention schedule-at-a-glance   | +                                       | +                                       | +  |
| Acknowledgment on <a href="http://www.IIBECConvention.org">www.IIBECConvention.org</a>                              | +                                       | +                                       | +  |
| Acknowledgment in event mobile app  | +                                       | +                                       | +  |
| Badge ribbons indicating sponsorship level for company representatives  | +                                       | +                                       | +  |
| Priority Points corresponding to sponsorship level  | +                                       | +                                       | +  |
| Plaque of recognition and appreciation, and photo of plaque acceptance (at trade show), if applicable               | +                                       | +                                       | +  |
| Floor Clings on trade show floor acknowledging sponsorship level  | +                                       | +                                       |  |

## COMPANY INFORMATION

Company name: \_\_\_\_\_  
 Contant name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## PAYMENT METHOD

Invoice  
 Check (payable to IIBEC - U.S. funds)  
 American Express  
 Visa  
 MasterCard  
 Discover

Card number: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_  
 Name on card: \_\_\_\_\_  
 Signature: \_\_\_\_\_

## TERMS AND CONDITIONS

I have read and agree to the Terms and Conditions on pages three through five.

## CONTACT INFO

For details, availability, and additional terms, contact Arissa Cooper, [acooper@iibec.org](mailto:acooper@iibec.org), 800-828-1902

\_\_\_\_\_  
 Signature of company representative

\_\_\_\_\_  
 Date



# TERMS AND CONDITIONS

## DEFINED TERMS

The term Event means "IIBEC International Convention and Trade Show" The Event is owned, produced, and managed by the International Institute of Building Enclosure Consultants (IIBEC). The term "Exhibitor" means, collectively, the entity or person that executes this Contract as the "Exhibitor" and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable. The term "Contract" means this agreement, all amendments, and modifications thereto, and all other materials, documents, rules and regulations expressly incorporated herein by reference.

## CONTRACT ACCEPTANCE

This Contract shall become binding and effective only when it has been signed by the Exhibitor and accepted as valid by a duly authorized representative of IIBEC. The final exhibit space specifics and/or location may be different from the Exhibitor's original requests. IIBEC reserves the right to deny access to any company.

## QUALIFICATIONS OF EXHIBITOR

IIBEC, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who manufacture, remanufacture, or supply products, tools, equipment, supplies, or services used for the building enclosure industry. IIBEC reserves the right to restrict or remove any exhibit which IIBEC, in its sole discretion, believes is objectionable or inappropriate. Show management reserves the right at any time to refuse the rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibition, or to remove or change exhibits it finds offensive.

## CONTRACT

Any terms referenced in the Exhibitor Contract, including all payment terms, are incorporated into these terms and conditions.

## CANCELLATION BY EXHIBITOR

If Exhibitor cancels this Contract, Exhibitor may only do so by giving notice thereof in writing sent to IIBEC with evidence of receipt. If such written notice is received at least 90 days prior to the opening date of the Event, then Exhibitor will remain liable for 50% of the total exhibit fee. If notice of cancellation is received less than 90 days prior to the Event, Exhibitor will remain liable for 100% of the total exhibit fee, regardless of when this Contract is executed by Exhibitor. In addition, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships and promotional products, regardless of when this Contract is executed or cancelled by Exhibitor. These amounts are considered to be liquidated and agreed upon damages, for the injuries IIBEC will suffer as a result of Exhibitor's cancellation. This provision for liquidated and agreed upon damages is a bona fide

provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability and, if applicable, the cancellation of sponsorships and/or promotional materials, in each case at a time when other parties would be interested in such space and/or products, will cause IIBEC to sustain substantial damages that will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Contract as a valid pre-estimate of these damages. The date of cancellation shall be the date IIBEC receives the notice. IIBEC reserves the right to treat Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space, and Exhibitor may be required to move to a new location.

## CANCELLATION OF THE EVENT

If IIBEC cancels the Event due to circumstances beyond the reasonable control of IIBEC (such as riot, strike, civil disorder, act of war, act of God, terrorism, epidemic, pandemic, government mandated restrictions, or any cause whatsoever that is not within IIBEC's reasonable control), IIBEC shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a 25% administrative processing fee, in full satisfaction of all liabilities of IIBEC to Exhibitor. IIBEC reserves the right to cancel, rename or relocate the Event or change the dates on which it is held. If IIBEC changes the name of the Event; relocates the Event to another event facility and/or city or converts the Event to virtual/digital in nature; or changes the dates for the Event to dates that are not more than 90 days prior or 13 months later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but IIBEC shall assign to Exhibitor, in lieu of the original space, such other space as IIBEC deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. If IIBEC elects to cancel the Event other than for a reason previously described in this paragraph, IIBEC shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of IIBEC to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the Event.

## SPONSORSHIP

Sponsorship offerings are available to current-year Exhibitors. Should an Exhibitor, who is also a sponsor, cancel their exhibit space, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships and promotional products, regardless of when this Contract is executed or cancelled by Exhibitor. See Clause Cancellation by Exhibitor. Any cost incurred for any changes after the artwork is submitted will be the responsibility of the sponsor.

## INSTALLATION & DISMANTLING

Exhibitors must comply with the move-in and move-

out times indicated provided by IIBEC or if applicable denoted in the Exhibitor Service Manual. If an Exhibitor fails to remove an exhibit in the allowed time, IIBEC shall be permitted (at Exhibitor's sole expense) to remove and place same in a warehouse subject to the Exhibitor's disposition, and/or to ship to Exhibitor via common carrier with all charges to follow at no liability to IIBEC. All exhibits must remain intact until the Exhibition is officially closed.

### **LIABILITY AND WAIVER SUBROGATION**

IIBEC, the convention facility and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employees, from any cause whatsoever arising out of participation in the Event prior, during or subsequent to the period covered by this exhibit application, excluding that caused by or resulting from the negligence of IIBEC or convention facility and their employees and representatives. Exhibitor shall indemnify, defend and hold harmless IIBEC, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by any reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including Exhibitor, its employees and agents, or any business invitees of or related to Exhibitor's occupancy or use of the booth space and any other leased area(s) of the convention center. The terms of this provision shall survive the termination or expiration of this Contract. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance applications for real and personal property. If requested, the exhibitor, as a condition to participation in the Event, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.

### **INSURANCE**

Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

### **GENERAL LIABILITY INSURANCE**

The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide that the policy may not be cancelled without 15 days advance written notice to IIBEC and must be in effect starting with the first move-in day of the show through the last move-out day of the show. All property of the exhibitor is understood to remain under his/her custody and control, in transit to or from the confines of the hall, subject to

the rules and regulations of the trade show. Note: If applicable, IIBEC, Shepard Exposition Services (Official Trade Show Exhibitor Service Contractor) hotel or convention center require an Insurance Certificate on file for the exhibiting company as well as the Exhibitor-Appointed Contractor (EAC) prior to the tradeshow. Exhibitors will not be allowed on the tradeshow floor without an Insurance Certificate or Waiver of Liability.

### **EXHIBITOR UPDATES**

If applicable, IIBEC will provide Exhibitor information and updates to the designated representative of the Exhibitor, including the Exhibitor Service Manual. The designated representative of the Exhibitor will also receive updates about the Event via fax, mail, e-mail and/or SMS.

### **INCORPORATION OF RULES & REGULATIONS**

Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this Contract shall be subject to determination by IIBEC in its sole discretion. IIBEC may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Manual (if applicable) or similar document) are an integral part of this Contract and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations made by IIBEC as soon as they are communicated to Exhibitor. This Contract (including the Exhibitor Service Manual (if applicable) and any additional rules or regulations adopted by IIBEC from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

### **GENERAL TERMS & CONDITIONS**

IIBEC has sole control over show policies. Except as expressly provided in this Contract, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, IIBEC in its sole judgment may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompanying rules and regulations. Any amendment to this Contract must be in writing and signed by an authorized representative of IIBEC.

### **ASSUMPTION OF RISKS; RELEASES**

Exhibitor expressly assumes all risks associated with, resulting from, or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage, or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any

subrogation claims by its insurer. Neither IIBEC nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither IIBEC nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities described in this paragraph.

### **GIVEAWAYS, DRAWINGS & DISTRIBUTION OF GIFTS AND/OR FOOD PRODUCTS**

IIBEC holds the right to restrict or prohibit any contest, promotion, or giveaway that causes blocking or disturbance to other exhibits or patrons. It is the responsibility of Exhibitor to notify all winners of any drawing, contest, or giveaway. Food and beverage products may be distributed in sample quantities by those exhibitors engaged in the processing of these products. Other exhibitors wishing to dispense sample foods and/or beverages must conform with the exhibit facility's regulations and receive approval in advance from IIBEC.

### **OUTSIDE EXHIBITS/HOSPITALITY SUITES**

Exhibitor is prohibited, without express written approval from IIBEC, from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, trade show aisle space, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc., as well as unauthorized facility tours. Exhibitor also agrees not to operate hospitality suites or host any hospitality functions during official Event hours or when any IIBEC sponsored activities are being held. All requests for a hospitality suite or public function space must be made through IIBEC. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, IIBEC reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under Exhibitor's name. Exhibitor shall remain liable for the payments made to the hotel.

### **BOOTH ACCESSIBILITY**

Under Title III of the Americans with Disabilities Act, each exhibitor is responsible for making his exhibit accessible to the disabled and shall indemnify show management and the convention facility against failure to do so. Exhibitors who have constructed, or are planning to construct, multi-level booths must comply with federal law and all state and local fire and safety codes.

### **FIRE PROTECTION**

No combustible decoration, such as but not limited to crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior or wrapping paper are to be removed from the exhibit floor and must not be stored under tables or behind displays. All decorations and booths must be of flame-proofed materials. Exhibitor shall be solely responsible for all fire damages and costs.

### **DAMAGE TO PROPERTY OF OTHERS**

Exhibitor shall be solely responsible for the cost of any

damage to the convention center, official hotels, property of others, and any other claims and cost arising out of Exhibitor's use of the leased area(s), regardless of how or by whom such damage was caused.

### **CARE OF BUILDING & EQUIPMENT**

Exhibitor, its employees, representatives, or agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, Exhibitor is liable to the owner of the property so damaged. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the exhibit facility.

### **VIOLATION OF RULES & REGULATIONS**

Violation of this Contract or any rules and regulations governing the Event, including those published in the Exhibitor Service Manual, may result in one or more of the following actions taken against the Exhibitor 1) the Exhibitor may be prohibited from exhibiting at the current year's Event and will forfeit all booth payments; 2) the Exhibitor's "points" for the following year's priority points may be taken away; and 3) the Exhibitor may be prohibited from exhibiting at future events. This list of actions is not exhaustive and does not in any way limit available remedies provided in other provisions of this Contract or by law or equity. No delay by IIBEC in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by IIBEC of any other right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder.

### **GOVERNING LAW**

This contract is governed by the laws of the State of North Carolina as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of North Carolina shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in North Carolina.

### **OPEN INVOICES**

Any outstanding invoices over 90 days old will be paid with money collected for any event or service from a vendor.

# Product Demonstration Form

**EXHIBIT HALL:** Friday, March 7–Saturday, March 8, 2025, Rosen Shingle Creek, Orlando, FL

**MEETING DATES:** Thursday, March 6–Sunday, March 9, 2025, Rosen Shingle Creek, Orlando, FL

Get your product out of the booth and onto the stage! During the trade show, half-hour timeslots will be available for exhibitors to showcase their products or services. Why wait for attendees to visit your booth? Take your products to them! Advance promotion, prominent signage, and loudspeaker announcements will draw up to 150 curious specifiers to your corporate presentation. Demonstration opportunities are available on a first-come, first-served basis.

## GENERAL GUIDELINES FOR DEMONSTRATION

- + Written specifications must be submitted 90 days before the event for review and approval.
- + If storage space is needed before or after the demonstration, include a detailed description of the material with this form.
- + All demos require hotel and/or convention center and fire marshal approval. Contact IIBEC for details.
- + The fee for each demonstration opportunity is \$5,250.
- + Provided: 12'x16' stage, screen, AV cart, podium, one handheld microphone, one wireless microphone, and one 110-volt power strip. All other AV and electricity are the responsibility of the demonstrating company.
- + The stage time is half an hour. Setup and dismantle will occur 15 minutes before and after the demonstration on stage.
- + All props or materials used during the demonstration must be **removed or disposed of off-site**. No on-site debris disposal is permitted.
- + The demonstrating company is liable for any damages to staging or host facility equipment or infrastructure.

## CONTACT INFORMATION

For any additional information, please contact Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org).

## DEMONSTRATIONS SCHEDULE

### FRIDAY, MARCH 7

|                   |             |
|-------------------|-------------|
| 4:15 pm – 4:45 pm | <b>SOLD</b> |
| 5:15 pm – 5:45 pm | <b>SOLD</b> |
| 6:15 pm – 6:45 pm | <b>SOLD</b> |

### SATURDAY, MARCH 8

|                     |             |
|---------------------|-------------|
| 9:15 am – 9:45 am   | <b>SOLD</b> |
| 10:15 am – 10:45 am | <b>SOLD</b> |
| 11:15 am – 11:45 am | <b>SOLD</b> |

## COMPANY INFORMATION

Company name: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## PAYMENT METHOD

|                                       |            |
|---------------------------------------|------------|
| Invoice                               | Visa       |
| Check (payable to IIBEC - U.S. funds) | MasterCard |
| American Express                      | Discover   |

Card Number: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

## COMPANY MUST BE AN EXHIBITOR FOR THE CONVENTION

I have read and agree to the Terms and Conditions on pages two and three.

\_\_\_\_\_  
 Signature of company representative

\_\_\_\_\_  
 Date



## TERMS AND CONDITIONS

### DEFINED TERMS.

The term Event means "IIBEC International Convention & Trade Show" The Event is owned, produced, and managed by the International Institute of Building Enclosure Consultants (IIBEC). The term "Exhibitor" means, collectively, the entity or person that executes this Contract as the "Exhibitor" and each of its officers, directors, shareholders, employees, contractors, agents, representatives, assigns and/or invitees, as applicable. The term "Contract" means this agreement, all amendments, and modifications thereto, and all other materials, documents, rules and regulations expressly incorporated herein by reference.

### CONTRACT ACCEPTANCE.

This Contract shall become binding and effective only when it has been signed by the Exhibitor and accepted as valid by a duly authorized representative of IIBEC. The final exhibit space specifics and/or location may be different from the Exhibitor's original requests. IIBEC reserves the right to deny access to any company.

### QUALIFICATIONS OF EXHIBITOR.

IIBEC, in its sole discretion, determines whether a prospective exhibitor is eligible to participate in the Event. Eligibility is generally limited to persons or firms who manufacture, remanufacture, or supply products, tools, equipment, supplies, or services used for the building enclosure industry. IIBEC reserves the right to restrict or remove any exhibit which IIBEC, in its sole discretion, believes is objectionable or inappropriate. Show management reserves the right at any time to refuse the rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibition, or to remove or change exhibits it finds offensive.

### CONTRACT

Any terms referenced in the Exhibitor Contract, including all payment terms, are incorporated into these terms and conditions.

#### CANCELLATION BY EXHIBITOR

If Exhibitor cancels this Contract, Exhibitor may only do so by giving notice thereof in writing sent to IIBEC with evidence of receipt. If such written notice is received at least 90 days prior to the opening date of the Event, then Exhibitor will remain liable for 50% of the total exhibit fee. If notice of cancellation is received less than 90 days prior to the Event, Exhibitor will remain liable for 100% of the total exhibit fee, regardless of when this Contract is executed by Exhibitor. In addition, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships and promotional products, regardless of when this Contract is executed or cancelled by Exhibitor. These amounts are considered to be liquidated and agreed upon damages, for the injuries IIBEC will suffer as a result of Exhibitor's cancellation. This provision for liquidated and agreed upon damages is a bona fide provision and not a penalty. The parties understand that the withdrawal of the space reserved from availability and, if applicable, the cancellation of sponsorships and/or promotional materials, in each case at a time when other parties would be interested in such space and/or products, will cause IIBEC to sustain substantial damages that will not be capable of determination with mathematical precision. Therefore, the provisions for liquidated and agreed upon damages have been incorporated into this Contract as a valid pre-estimate of these damages. The date of cancellation shall be the date IIBEC receives the notice. IIBEC reserves the right to treat Exhibitor's downsizing of booth space as cancellation of the original space and purchase of new booth space, and Exhibitor may be required to move to a new location.

#### CANCELLATION OF THE EVENT

If IIBEC cancels the Event due to circumstances beyond the reasonable control of IIBEC (such as riot, strike, civil disorder, act of war, act of God, terrorism, epidemic, pandemic, government mandated restrictions, or any cause whatsoever that is not within IIBEC's reasonable control), IIBEC shall refund to each Exhibitor its exhibit space rental payment previously paid, minus a 25% administrative processing fee, in full satisfaction of all liabilities of IIBEC to Exhibitor. IIBEC reserves the right to cancel, rename or relocate the Event or

change the dates on which it is held. If IIBEC changes the name of the Event; relocates the Event to another event facility and/or city or converts the Event to virtual/digital in nature; or changes the dates for the Event to dates that are not more than 90 days prior or 13 months later than the dates on which the Event originally was scheduled to be held, no refund will be due to Exhibitor, but IIBEC shall assign to Exhibitor, in lieu of the original space, such other space as IIBEC deems appropriate and Exhibitor agrees to use such space under the terms of this Contract. If IIBEC elects to cancel the Event other than for a reason previously described in this paragraph, IIBEC shall refund to each Exhibitor its entire exhibit space rental payment previously paid, in full satisfaction of all liabilities of IIBEC to Exhibitor. Exhibitor agrees that, except as expressly provided in this paragraph, it shall and hereby does waive any and all claims for damages or compensation resulting from or relating to the cancellation, renaming, relocation or rescheduling of the Event.

#### SPONSORSHIP

Sponsorship offerings are available to current-year Exhibitors. Should an Exhibitor, who is also a sponsor, cancel their exhibit space, Exhibitor will remain liable for 100% of all fees paid or payable in respect of sponsorships and promotional products, regardless of when this Contract is executed or cancelled by Exhibitor. See Clause Cancellation by Exhibitor. Any cost incurred for any changes after the artwork is submitted will be the responsibility of the sponsor.

#### INSTALLATION & DISMANTLING

Exhibitors must comply with the move-in and move-out times indicated provided by IIBEC or if applicable denoted in the Exhibitor Service Manual. If an Exhibitor fails to remove an exhibit in the allowed time, IIBEC shall be permitted (at Exhibitor's sole expense) to remove and place same in a warehouse subject to the Exhibitor's disposition, and/or to ship to Exhibitor via common carrier with all charges to follow at no liability to IIBEC. All exhibits must remain intact until the Exhibition is officially closed.

#### LIABILITY AND WAIVER SUBROGATION

IIBEC, the convention facility and their employees and representatives shall not be responsible for any loss, damage or injury to person or property that may be suffered by the exhibitor, or the exhibitor's employees, from any cause whatsoever arising out of participation in the Event prior, during or subsequent to the period covered by this exhibit application, excluding that caused by or resulting from the negligence of IIBEC or convention facility and their employees and representatives. Exhibitor shall indemnify, defend and hold harmless IIBEC, its officers, directors, employees and agents against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or by any reason of any accident, bodily injury, property damage or other claims or occurrences to any person, including Exhibitor, its employees and agents, or any business invitees of or related to Exhibitor's occupancy or use of the booth space and any other leased area(s) of the convention center. The terms of this provision shall survive the termination or expiration of this Contract. Exhibitor shall obtain, at its own expense, adequate insurance against any such injury, loss or damage. The exhibitor waives the right of subrogation by its insurance carrier(s) to recover losses sustained under exhibitor's insurance applications for real and personal property. If requested, the exhibitor, as a condition to participation in the Event, shall obtain from its insurer(s) a waiver of subrogation consistent with this provision.

#### INSURANCE

Exhibitor shall, at its own expense, secure and maintain insurance for the entire duration of the Event (move-in through move-out). All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph.

#### GENERAL LIABILITY INSURANCE

The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide that the policy may not be cancelled without 15 days advance written notice to IIBEC and must be in effect starting with the



first move-in day of the show through the last move-out day of the show. All property of the exhibitor is understood to remain under his/her custody and control, in transit to or from the confines of the hall, subject to the rules and regulations of the trade show.

Note: If applicable, IIBEC, Shepard Exposition Services (Official Trade Show Exhibitor Service Contractor) hotel or convention center require an Insurance Certificate on file for the exhibiting company as well as the Exhibitor-Appointed Contractor (EAC) prior to the tradeshow. Exhibitors will not be allowed on the tradeshow floor without an Insurance Certificate or Waiver of Liability.

#### EXHIBITOR UPDATES

If applicable, IIBEC will provide Exhibitor information and updates to the designated representative of the Exhibitor, including the Exhibitor Service Manual. The designated representative of the Exhibitor will also receive updates about the Event via fax, mail, e-mail and/or SMS.

#### INCORPORATION OF RULES & REGULATIONS

Any and all matters pertaining to the Event and not specifically covered by the terms and conditions of this Contract shall be subject to determination by IIBEC in its sole discretion. IIBEC may adopt rules or regulations from time to time governing such matters and may amend or revoke them at any time, upon reasonable notice to Exhibitor. Any such rules and regulations (whether or not included in an Exhibitor Service Manual (if applicable) or similar document) are an integral part of this Contract and are incorporated herein by reference. Exhibitor shall observe and abide by additional regulations made by IIBEC as soon as they are communicated to Exhibitor. This Contract (including the Exhibitor Service Manual (if applicable) and any additional rules or regulations adopted by IIBEC from time to time) states the entire agreement of the parties with respect to the subject matter hereof.

#### GENERAL TERMS & CONDITIONS

IIBEC has sole control over show policies. Except as expressly provided in this Contract, all monies paid by Exhibitor shall be deemed fully earned and non-refundable at the time of payment. Exhibitor shall conduct itself at all times in accordance with normal standards of decorum and good taste. In addition to its right to close an exhibit and withdraw acceptance of the contract, IIBEC in its sole judgment may refuse to consider for participation in future Events an Exhibitor who violates or fails to abide by the contract and any of the accompanying rules and regulations. Any amendment to this Contract must be in writing and signed by an authorized representative of IIBEC.

#### ASSUMPTION OF RISKS; RELEASES

Exhibitor expressly assumes all risks associated with, resulting from, or arising in connection with Exhibitor's participation or presence at the Event, including, without limitation, all risks of theft, loss, harm, damage, or injury to the person (including death), property, business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God or otherwise. Exhibitor has sole responsibility for its property or any theft, damage or other loss to such property (whether or not stored in any courtesy storage area), including any subrogation claims by its insurer. Neither IIBEC nor the Exhibit Facility accepts responsibility, nor is a bailment created, for property delivered by or to Exhibitor. Neither IIBEC nor the Exhibit Facility shall be liable for, and Exhibitor hereby releases all of them from, and covenants not to sue any of them with respect to, any and all risks, losses, damages and liabilities described in this paragraph.

#### GIVEAWAYS, DRAWINGS & DISTRIBUTION OF GIFTS AND/OR FOOD PRODUCTS

IIBEC holds the right to restrict or prohibit any contest, promotion, or giveaway that causes blocking or disturbance to other exhibits or patrons. It is the responsibility of Exhibitor to notify all winners of any drawing, contest, or giveaway. Food and beverage products may be distributed in sample quantities by those exhibitors engaged in the processing of these products. Other exhibitors wishing to dispense sample foods and/or beverages must conform with the exhibit facility's regulations and receive approval in advance from IIBEC.

#### OUTSIDE EXHIBITS/HOSPITALITY SUITES

Exhibitor is prohibited, without express written approval from IIBEC, from displaying products/services and/or other advertising material in areas outside its booth space such as, but not limited to, trade show aisle space, parking lots, hotel lobbies, lounges, corridors, sleeping rooms, etc., as well as unauthorized facility tours. Exhibitor also agrees not to operate hospitality suites or host any hospitality functions during official Event hours or when any IIBEC sponsored activities are being held. All requests for a hospitality suite or public function space must be made through IIBEC. If Exhibitor cancels or fails to occupy the exhibit space during official Event hours, IIBEC reserves the right to notify the hotel to cancel any hospitality space and/or hotel guest rooms under Exhibitor's name. Exhibitor shall remain liable for the payments made to the hotel.

#### BOOTH ACCESSIBILITY

Under Title III of the Americans with Disabilities Act, each exhibitor is responsible for making his exhibit accessible to the disabled and shall indemnify show management and the convention facility against failure to do so. Exhibitors who have constructed, or are planning to construct, multi-level booths must comply with federal law and all state and local fire and safety codes.

#### FIRE PROTECTION

No combustible decoration, such as but not limited to crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. All packing containers, excelsior or wrapping paper are to be removed from the exhibit floor and must not be stored under tables or behind displays. All decorations and booths must be of flame-proofed materials. Exhibitor shall be solely responsible for all fire damages and costs.

#### DAMAGE TO PROPERTY OF OTHERS

Exhibitor shall be solely responsible for the cost of any damage to the convention center, official hotels, property of others, and any other claims and cost arising out of Exhibitor's use of the leased area(s), regardless of how or by whom such damage was caused.

#### CARE OF BUILDING & EQUIPMENT

Exhibitor, its employees, representatives, or agents must not injure or deface the walls or floors of the building, the booths, or the equipment of the booths. When such damage appears, Exhibitor is liable to the owner of the property so damaged. Nothing will be posted on, tacked, nailed, screwed, or otherwise attached to the columns, walls, floors, ceiling, furniture, or other property of the exhibit facility.

#### VIOLATION OF RULES & REGULATIONS

Violation of this Contract or any rules and regulations governing the Event, including those published in the Exhibitor Service Manual, may result in one or more of the following actions taken against the Exhibitor: 1) the Exhibitor may be prohibited from exhibiting at the current year's Event and will forfeit all booth payments; 2) the Exhibitor's "points" for the following year's priority points may be taken away; and 3) the Exhibitor may be prohibited from exhibiting at future events. This list of actions is not exhaustive and does not in any way limit available remedies provided in other provisions of this Contract or by law or equity. No delay by IIBEC in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by IIBEC of any other right, power or privilege hereunder preclude any other or further exercise of any other right, power or privilege hereunder.

#### GOVERNING LAW

This contract is governed by the laws of the State of North Carolina as applied to contracts entered into and entirely performed within such state. Exhibitor agrees that the courts located in the State of North Carolina shall constitute the exclusive forum for the resolution of any and all disputes arising out of, connected with or related to this contract or the breach of any provision of this contract. Exhibitor waives any right to assert lack of personal or subject matter jurisdiction and agrees that venue properly lies in North Carolina.

#### OPEN INVOICES

Any outstanding invoices over 90 days old will be paid with money collected for any event or service from a vendor.



**MARCH 6-9, 2025, ORLANDO, FLORIDA  
ROSEN SHINGLE CREEK**

# Attendee Bag Stuffers Order Form

## DIRECT CONTACT WITH THE AUDIENCE

Put product samples or promotional materials in the hands of IIBEC International Convention & Trade Show attendees. Each attendee with a full registration receives an attendee bag (approximately 700 bags will be distributed). An insert in the attendee bag literally puts your information into the hands of IIBEC members. It's an opportunity to increase product awareness and stimulate additional traffic to your exhibit or website.

## STUFFER INSERTION FEE

Attendee bag stuffer insertion.....\$2,500  
*Stuffer examples may include notepads, pens, keychains, product samples, or brochures. Items to be supplied by sponsoring company. Shipments must arrive to designated address no later than February 21, 2025. Convention bag stuffer items are subject to approval by IIBEC. Contact Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org) for details.*

## ADVERTISER INFO

Company name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

## PAYMENT METHOD

- |                                       |            |
|---------------------------------------|------------|
| Invoice                               | Visa       |
| Check (payable to IIBEC - U.S. funds) | MasterCard |
| American Express                      | Discover   |

Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_  
Name on Card: \_\_\_\_\_  
Signature: \_\_\_\_\_

For any additional information, please contact Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org), or call 800-828-1902.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# IIBEC MEDIA KIT

# 2025





# IIBEC MEDIA KIT 2025

|   |    |
|---|----|
| Advertising Insertion Order .....   | 4  |
| <i>IIBEC Interface</i> .....  | 9  |
| <i>IIBEC Interface</i> Monthly Email .....  | 11 |
| <i>The Weekly Enclosure</i> .....   | 12 |
| <i>Under Our Roof</i> IIBEC's Monthly Education Email .....                                 | 14 |
| Sponsored Content in <i>IIBEC Interface</i> .....   | 15 |
| RSS Feed Emails .....   | 18 |
| IIBEC Website .....   | 19 |
| <i>The Guide</i> .....  | 20 |
| IIBEC International Convention & Trade Show .....   | 21 |
| IIBEC International Convention & Trade Show Tri-Fold Program, Weekly and Daily Emails ..... | 22 |
| IIBEC Building Enclosure Symposium Tri-Fold Program, Weekly and Daily Emails.....           | 24 |



The International Institute of Building Enclosure Consultants (IIBEC) is an association of design professionals who specialize in building enclosure projects. IIBEC members design, investigate, and manage roofing, exterior wall, and waterproofing systems and provide enclosure commissioning services. IIBEC's 3,700 members worldwide, including 700 members in Canada, are dedicated to the highest standards of professionalism, integrity, and competence and are governed by a Code of Ethics, which they reaffirm on an annual basis. The IIBEC Code of Ethics holds paramount the safety, health, and welfare of the public in the performance of their duties.

***Our Vision: IIBEC is universally recognized as the leading authority in building enclosure consulting.***

Since 1983, IIBEC's Consultant members have offered unbiased design, repair planning, quality assurance observance, legal testimony, and general roofing and other building enclosure consulting services. IIBEC's Consultant members adhere to a strict Code of Ethics that offers unprejudiced service without affiliation with any product or manufacturer.

Contact Arissa Cooper, IIBEC manager of marketing and sales, for any questions or to reserve advertisements at [acooper@iibec.org](mailto:acooper@iibec.org).





# Advertising Insertion Order

To reserve an advertisement, please fill out the form below (pages 4–8 of this document), and send it to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org). Bundled advertisement options are available. To receive more information, contact Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org). Advertisers earn IIBEC priority points. Learn more here: [iibec.org/priority-points](https://iibec.org/priority-points).

## IIBEC INTERFACE MAGAZINE ADS

Creatives are due by the 5th of the month prior to publication

## CHOOSE ISSUE / EDITORIAL THEME

January 2025, Roofing<sup>1</sup>  
 February 2025, Thermal Performance<sup>2</sup>  
 March/April 2025, Blindsight Waterproofing  
 May/June 2025, Convention and Trade Show  
 July/August 2025, Model Validation  
 September 2025, Air Barriers/Vapor Retarders  
 October 2025, Carbon Footprint  
 November 2025, Exterior Walls  
 December 2025, Sustainability

## CHOOSE AD TYPE:

Cover 2  
~~Cover 3~~ **SOLD**  
~~Cover 4~~ **SOLD**  
 Page 3  
 Full Page  
 Full Page Spread  
 Half Page Horizontal  
 Half Page Island  
 Half Page Spread  
 Two-Thirds Page  
 Third Page  
 Sixth Page

All digital ads are due by the 25th of the month prior to publication.

<sup>1</sup> Bonus distribution at the International Roofing Expo

<sup>2</sup> Bonus distribution at the IIBEC International Convention & Trade Show. We encourage advertisers to include their 2025 IIBEC International Convention & Trade Show booth number in their advertisement

## IIBEC INTERFACE EMAIL BANNER

SIZE: 300 × 250 px

|             |             |          |
|-------------|-------------|----------|
| January     | May/June    | October  |
| February    | July/August | November |
| March/April | September   | December |

## Digital IIBEC INTERFACE LEADERBOARD AD

SIZE: 728 × 90 px

|              |             |          |
|--------------|-------------|----------|
| January      | May /June   | October  |
| February     | July/August | November |
| March /April | September   | December |

## NEW

## Digital IIBEC INTERFACE POP UP (static or video)

SIZE: 500 × 300 px

|             |             |          |
|-------------|-------------|----------|
| January     | May/June    | October  |
| February    | July/August | November |
| March/April | September   | December |

**NEW**

Digital **IIBEC INTERFACE**  
Floating Banner

SIZE: 468 × 60 px

January  
February  
March/April

May/June  
July/August  
September

October  
November  
December

**NEW**

Digital **IIBEC INTERFACE**  
Run of Site Rectangle

SIZE: 300 × 250 px

January  
February  
March/April

May/June  
July/August  
September

October  
November  
December

**NEW**

Digital **IIBEC INTERFACE**  
Left Cover Sponsor

SIZE: 543 × 750 px

January  
February  
March/April

May/June  
July/August  
September

October  
November  
December

**IIBEC INTERFACE**  
**TECHNICAL ARTICLE**  
**EMAIL BANNER**

SIZE: 728 × 90 px

April  
August

**RSS FEED BANNER**

SIZE: 300 × 250 px

January  
February  
March  
April

May  
June  
July  
August

September  
October  
November  
December

**IIBEC INTERFACE**  
**SPONSORED CONTENT**

WORD COUNT: 750 words

*See page 6 for deadline*

January  
February  
March /April

May /June  
July/August  
September

October  
November  
December

**IIBEC EDUCATION**  
**NEWSLETTER**

SIZE: 300 × 250 px

January  
February  
March  
April

May  
June  
July  
August

September  
October  
November  
December

**TOP WEEKLY NEWSLETTER BANNER AND SPONSORSHIP TEXT<sup>3</sup>**

SIZE: 600 × 150 px  
Limit: 280 characters

|          |        |           |
|----------|--------|-----------|
| January  | May    | September |
| February | June   | October   |
| March    | July   | November  |
| April    | August | December  |

<sup>3</sup>Sent on Mondays of each week excluding the week of the US Independence Day, US Thanksgiving, and the last two weeks of the year. Best practices for graphics: no copy as part of graphic, brand colors in Hex code required, logo as a PNG file. Best practices for copy: a title, subhead, body copy, and CTA.

**NEW WEEKLY NEWSLETTER BANNER AD 2<sup>4</sup>**

SIZE: 600 × 150 px  
Graphic only

|          |        |           |
|----------|--------|-----------|
| January  | May    | September |
| February | June   | October   |
| March    | July   | November  |
| April    | August | December  |

**NEW SPONSORED EMAIL**

Must provide HTML  
Limit to one a month

|          |        |           |
|----------|--------|-----------|
| January  | May    | September |
| February | June   | October   |
| March    | July   | November  |
| April    | August | December  |

**IIBEC WEBSITE BANNERS**

SIZE: 336 × 280 px

|          |        |           |
|----------|--------|-----------|
| January  | May    | September |
| February | June   | October   |
| March    | July   | November  |
| April    | August | December  |

**NEW CONVENTION WEBSITE BANNERS**

SIZE: 336×280  
Available for Six Months

|          |          |
|----------|----------|
| January  | October  |
| February | November |
| March    | December |

**NEW CONVENTION WEEKLY EMAILS**

SIZE: 728×90  
Starts in December 2024

|               |
|---------------|
| December 2024 |
| January 2025  |
| February 2025 |

**NEW CONVENTION DAILY EMAILS**

SIZE: 728×90

|                         |                 |
|-------------------------|-----------------|
| March 5 - Welcome Email | March 8 - Day 3 |
| March 6 - Day 1         | March 9 - Day 4 |
| March 7 - Day 2         |                 |

**CONVENTION ON-SITE PROGRAM ADS**

*Published once per year in print format*

Inside Panel 1  
Inside Panel 2  
Back Panel

**NEW BES WEEKLY EMAILS**

SIZE: 728x90

July 2025  
August 2025  
September 2025  
October 2025

**NEW BES DAILY EMAILS**

SIZE: 728x90

Sunday, October 26 - Welcome Email  
Monday, October 27 - Day 1  
Monday, October 27 - Day 1

**BUILDING ENCLOSURE SYMPOSIUM ON-SITE PROGRAM ADS**

*Published once per year in print format*

Inside Panel 1  
Inside Panel 2  
Back Panel

**THE GUIDE ADS**

*Published once per year in both print and digital formats*

Outside Back Cover  
Inside Back Cover  
Inside Front Cover  
Interior Full Page  
Interior Half Page

**ADVERTISER CONTACT INFORMATION**

Company:  
Name:  
Email Address:  
Phone Number:  
Payment Schedule: per insertion (monthly)  
PO Number:

**INFORMATION**

Receive via email:  
Receive via mail:

*Special invoicing instructions:*

*List of all your selected advertisements along with the corresponding prices as outlined in this contract:*

**To accept this contract, please sign and date below:**

*Signature*

*Date*

## **CONTRACT AND COPY REGULATIONS**

Advertisement space is reserved on a first-come, first-served basis. IIBEC reserves the right to reject any advertisement that does not conform to IIBEC standards. The publisher selects ad placement at will with the exception of covers 2, 3, and 4 and page 3. If press-ready, scheduled ads are not received by the publisher copy closing date, the most recent ad of similar size will be repeated. No cancellations will be accepted after the cutoff date for space reservation. Advertisements requiring alterations of any kind, including type-setting, scanning, layout changes, color conversion, special artwork, composites and/or stripping will be billed to the advertiser at the printer's prevailing rates plus a 10% service charge (minimum \$50 per process). The publisher is not responsible for any errors made in the Advertisers' Index. IIBEC will not be responsible for any inconsistencies of color if not provided with, in advance of publisher copy deadlines, a professional quality proof (Cromolin or Match). Whenever an error is made or allowance given due to color changes that do not lessen the value of the ad. The same rule applies to minor typographical errors. Claims for refund or adjustment on bills must be made by the 15th of the month. No allowances or reruns will be given except following the first wrong insertion. Advertisers and advertising agencies assume liability for all content (including text, representation, and illustrations) of advertisement printed and also assume responsibility for any claims arising from the ad made against the publisher.

## **PAYMENT TERMS**

All prices quoted are net. IIBEC does not grant discounts for agency commissions. Invoices will be generated at the beginning of the month advertised. Invoices are payable upon receipt in US funds, net 30 days. Publisher reserves the right to hold advertiser and/or agency jointly responsible and liable for money due and payable to the publisher. Any outstanding invoices over 90 days will be paid with money collected for any event or service from the vendor. First-time advertisers may be required to provide credit card information or prepayment at the start of their advertising program. All advertisements outside the US or Canada must be prepaid.

## **SHORT-RATE AND REBATES**

Advertisers will be short-rated if, within an 11-month period from the first insertion, they do not use the amount of space upon which their billings have been based. Advertisers will be rebated if, within an 11-month period from the date of the first insertion, they have used sufficient additional space to warrant a lower rate than that at which they have been billed.





# IIBEC Interface

## WHY ADVERTISE IN IIBEC INTERFACE?

*IIBEC Interface* is the technical journal of the International Institute of Building Enclosure Consultants (IIBEC). *IIBEC Interface* educates and informs, establishes common ground for discussion, and provides a forum for the exchange of ideas and technical knowledge of new and existing building enclosures. Its focus is on design issues related to developing and maintaining optimal performance of new and existing building enclosures. *IIBEC Interface* publishes nine times per year and has 3700 subscribers who receive the print version, many of whom say they read it cover to cover and save the journal for future reference. **Your ad will also be placed in the digital version of *IIBEC Interface*.** Our reader surveys also indicate frequent inner-office circulation of *IIBEC Interface*.

## 2025 IIBEC INTERFACE THEMES

|   |  |                                  |
|---|--|----------------------------------|
| January 2025 <sup>1</sup><br>Roofing              | May/June 2025<br>Convention and Trade Show Recap | October 2025<br>Carbon Footprint |
| February 2025 <sup>2</sup><br>Thermal Performance | July/August 2025<br>Model Validation             | November 2025<br>Exterior Walls  |
| March/April 2025<br>Blindside Waterproofing       | September 2025<br>Air Barriers/Vapor Retarders   | December 2025<br>Sustainability  |

**Nearly 22%** OF READERS KEEP BACK ISSUES OF OUR MAGAZINE.

**Nearly two-in-three 62%** READERS SAY THEY SHARE *IIBEC INTERFACE* WITH COLLEAGUES.

<sup>1</sup>Bonus distribution at the International Roofing Expo

<sup>2</sup>Bonus distribution at the IIBEC International Convention & Trade Show. We encourage advertisers to include their 2025 IIBEC International Convention & Trade Show booth number in their advertisement.

## AD RATES

| Type of Ad                              | 1 Ad    | 3-5 Ads<br>(Rate for each) | 6-9 Ads<br>(Rate for each) |
|---|---------|----------------------------|----------------------------|
| One-Sixth Page (vertical or horizontal) | \$890   | \$800                      | \$750                      |
| One-Third Page                          | \$1,365 | \$1,200                    | \$1,130                    |
| Quarter-Page Island                     | \$1,365 | \$1,200                    | \$1,130                    |
| Half-Page Island                        | \$1,650 | \$1,400                    | \$1,320                    |
| Half Page                               | \$1,575 | \$1,400                    | \$1,320                    |
| Two-Third Page                          | \$2,000 | \$1,800                    | \$1,700                    |
| Full Page                               | \$2,460 | \$2,245                    | \$2,125                    |
| Half-Page Spread                        | \$3,050 | \$2,790                    | \$2,650                    |
| Page 3                                  | \$3,050 | \$2,790                    | \$2,650                    |
| Cover 2, 3, 4                           | \$3,150 | \$2,900                    | \$2,740                    |
| Full-Page Spread                        | \$3,900 | \$3,790                    | \$3,590                    |

## AD PARAMETERS

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** PDF

Creatives are due by the  
5th of the month prior to  
publication.

**FULL-PAGE SPREAD**  
Trim Size: 17" × 11"  
Margins: 0.25"  
Center fold is at 8.5"

**FULL PAGE, COVER 2,3,4, PAGE 3**  
Bleeds: 0.25"  
Trim Size: 8.5" × 11"  
Margins: 0.25"

**TWO-THIRD PAGE**  
4.975" × 10"

**HALF-PAGE SPREAD**  
17.25" × 5.625"  
Center fold is at 8.5"

**HALF PAGE**  
7.5" × 5"

**HALF-PAGE ISLAND**  
4.9375" × 7.5"

**ONE-THIRD PAGE**  
2.3889" × 10"

**QUARTER-PAGE ISLAND**  
4.9375" × 5"

**ONE-SIXTH PAGE HORIZONTAL**  
4.9375" × 2.5"

**ONE-SIXTH PAGE VERTICAL**  
2.3889" × 5"



# IIBEC Interface Monthly Email

## WHY ADVERTISE IN THE IIBEC INTERFACE EMAIL?

As an advertiser, your ad will be included in this subscriber-only monthly email. The *IIBEC Interface* digital edition email, sent monthly to more than 13,000 IIBEC email subscribers, features highlights from the latest issue. [Click here](#) to view a recent email. **Only four advertisers per month!**

## EMAIL STATS

**29%**

OPEN RATE

**2.5%**

CLICK RATE

## AD INFO

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th of the month prior to publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1200           | 300 × 250 px |
| 3-5 Ads  | \$1100           | 300 × 250 px |
| 6-9 Ads  | \$1000           | 300 × 250 px |





# The Weekly Enclosure IIBEC's Weekly Newsletter

## WHY ADVERTISE IN IIBEC'S WEEKLY NEWSLETTER?

Become a sponsor of IIBEC's *The Weekly Enclosure* newsletter, the go-to email for the building enclosure industry, sent each Monday to IIBEC's email subscribers. Sponsorship will be included in each newsletter of the sponsored month. [Click here](#) to view a recent newsletter.

**Two Spots Now Available!**

## THE NEWSLETTER HIGHLIGHTS

News, membership information, advocacy, chapter and region events, chapter calendar, building enclosure job openings from the job board, and more.

## NEWSLETTER STATS

**32%**

OPEN RATE

**8.5%**

CLICK RATE

## TOP WEEKLY NEWSLETTER BANNER AND SPONSORSHIP TEXT

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB

Ad is due by the 25th of the  
month prior to publication.

| TIME        | RATE FOR EACH MONTH | PARAMETERS                   |
|-------------|---------------------|------------------------------|
| 1 month     | \$4000              | 600 × 150 px, 280 characters |
| 3–5 months  | \$3300              | 600 × 150 px, 280 characters |
| 6–12 months | \$2750              | 600 × 150 px, 280 characters |

## WEEKLY NEWSLETTER BANNER AD #2

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB

Ad is due by the 25th of the  
month prior to publication.

| TIME        | RATE FOR EACH MONTH | DIMENSIONS  |
|-------------|---------------------|-------------|
| 1 month     | \$3000              | 600 × 90 px |
| 3–5 months  | \$2300              | 600 × 90 px |
| 6–12 months | \$1750              | 600 × 90 px |





# Under Our Roof IIBEC's Educational Monthly Email

## DIGITAL OPPORTUNITY

WHY ADVERTISE IN IIBEC'S MONTHLY EDUCATION?

As an advertiser, your ad will be included in this subscriber-only monthly email. The *Under Our Roof* IIBEC educational monthly email, sent to more than 13,000 IIBEC email subscribers, features the latest IIBEC educational offerings. [Click here](#) to view a recent email. **Only four advertisers per month!**

### AD INFO

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th of the month prior to publication

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1200           | 300 × 250 px |
| 3-5 Ads  | \$1100           | 300 × 250 px |
| 6-11 Ads | \$1000           | 300 × 250 px |



# Sponsored Content in IIBEC Interface

## NEW OPPORTUNITY

### SPONSORED CONTENT IN IIBEC INTERFACE

Take advantage of this exclusive opportunity to share your company's story. IIBEC now offers one page in each *IIBEC Interface* issue for advertisers to showcase their expertise, insights, and thought leadership within the building enclosure industry. This Sponsored Content article is your chance to deliver captivating, informative, and educational content to our readers. **Please limit the article to a maximum of 750 words.**

*Please note that all content is provided by the advertiser and may be subject to editing.*

### AD INFO

Submit your sponsored content to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** WORD DOCUMENT FOR REVIEW  
**Word Count:** 750

January  
**Deadline November 1, 2024**

February  
**Deadline December 1, 2024**

March/April  
**Deadline January 2, 2025**

May/June  
**Deadline March 1, 2025**

July/August  
**Deadline May 1, 2025**

September  
**Deadline July 1, 2025**

October  
**Deadline August 1, 2025**

November  
**Deadline September 3, 2025**

December  
**Deadline October 1, 2025**

| QUANTITY     | RATE FOR EACH ARTICLE |
|--------------|-----------------------|
| 1 Article    | \$2460                |
| 3-5 Articles | \$2245                |
| 6-9 Articles | \$2125                |

# Sponsored Content in *IIBEC Interface* Technical Article

## WHY ADVERTISE IN AN *IIBEC INTERFACE* TECHNICAL ARTICLE EMAIL

As an industry partner, you can sponsor leading peer-reviewed content from *IIBEC Interface*. You will receive Sponsor recognition on the email that will be sent to more than 13,000 subscribers. This opportunity is only available during the following months: April and August, 2025.

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB

| QUANTITY | RATE FOR EACH AD | RATE        |
|----------|------------------|-------------|
| 1 Email  | \$2500           | 728 × 90 px |

# *IIBEC Interface* Digital Edition

## ADVERTISEMENT OPPORTUNITIES

### WHY ADVERTISE IN THE *IIBEC INTERFACE* DIGITAL EDITION?

As technology continues to involve, a great number of *IIBEC Interface* readers are accessing the journal online. Take advantage of the *IIBEC* digital audience by placing advertisements in the online journal. [Click here](#) to view placement of advertisements.

### DIGITAL *IIBEC INTERFACE* EDITION LEADERBOARD

#### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th  
of the month prior to  
publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS  |
|----------|------------------|-------------|
| 1 Ad     | \$1300           | 728 × 90 px |
| 3–5 Ads  | \$1250           | 728 × 90 px |
| 6–9 Ads  | \$1150           | 728 × 90 px |

## DIGITAL IIBEC INTERFACE POP UP (STATIC OR VIDEO)

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th  
of the month prior to  
publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1200           | 500 × 300 px |
| 3–5 Ads  | \$1150           | 500 × 300 px |
| 6–9 Ads  | \$1050           | 500 × 300 px |

## DIGITAL IIBEC INTERFACE FLOATING BANNER

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th  
of the month prior to  
publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS  |
|----------|------------------|-------------|
| 1 Ad     | \$1200           | 468 × 60 px |
| 3–5 Ads  | \$1150           | 468 × 60 px |
| 6–9 Ads  | \$1050           | 468 × 60 px |

## DIGITAL IIBEC INTERFACE RUN OF SITE RECTANGLE

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th  
of the month prior to  
publication

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1300           | 300 × 250 px |
| 3–5 Ads  | \$1250           | 300 × 250 px |
| 6–9 Ads  | \$1150           | 300 × 250 px |

## DIGITAL IIBEC INTERFACE LEFT COVER SPONSOR

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th  
of the month prior to  
publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1100           | 543 × 705 px |
| 3–5 Ads  | \$1050           | 543 × 705 px |
| 6–9 Ads  | \$950            | 543 × 705 px |





# RSS Feed Emails

## REPEATED EXPOSURE AND DIRECT DELIVERY

Over 3,000 of IIBEC's RSS subscribers receive a newsfeed email up to 10 times each month, providing advertisers repeated opportunities to make contact with this concentrated group of influencers. [Click here](#) to view a recent email.

**Maximum number of three advertisers per month.**

## EMAIL STATS

# 31.8%

OPEN RATE

# 2.7%

CLICK RATE

## AD INFO

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB

Ad is due by the 25th of the month prior to publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1200           | 300 × 250 px |
| 3-5 Ads  | \$1100           | 300 × 250 px |
| 6-11 Ads | \$1000           | 300 × 250 px |





# IIBEC Website

## WHY ADVERTISE ON IIBEC'S WEBSITE?

Be one of four advertisers each month on the IIBEC website. Both IIBEC members and nonmembers use the IIBEC website for education, to learn more about the building enclosure industry and IIBEC credentials, and to stay connected with building enclosure events. [Click here](#) to view the IIBEC website.

**A maximum number of four advertisers per month.**

## WEBSITE STATS

**19,490**

AVERAGE MONTHLY SESSIONS

**12,700**

AVERAGE MONTHLY USERS

## AD INFO

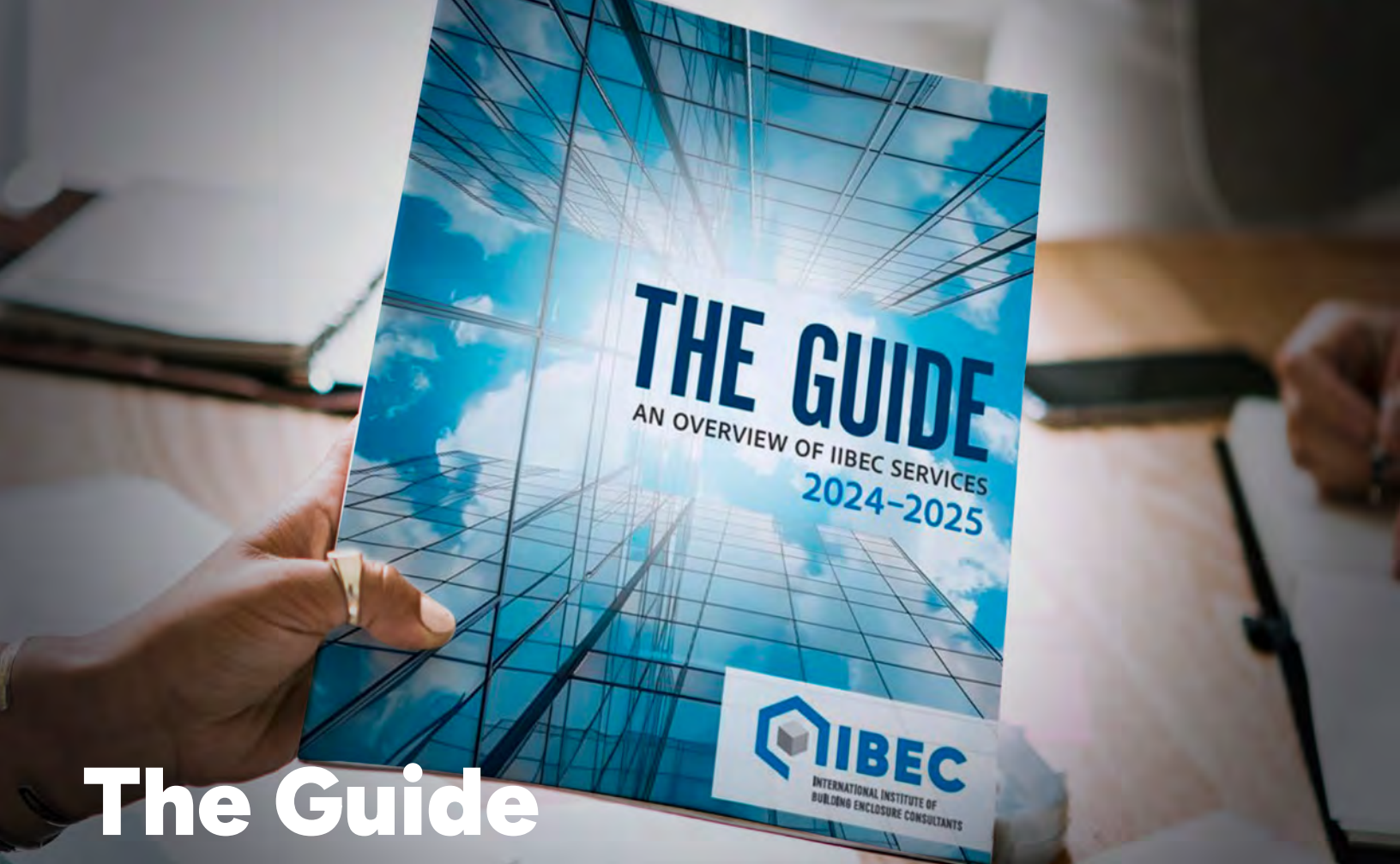
Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB

Ad is due by the 25th of the month prior to publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1375           | 336 × 280 px |
| 3-5 Ads  | \$1100           | 336 × 280 px |
| 6-11 Ads | \$850            | 336 × 280 px |



# The Guide

## WHAT IS THE GUIDE?

*The Guide: An Overview of IIBEC Services* is a magazine-style publication published once per year. It serves as members' personal handbook of IIBEC services and programs. This yearly publication is available as a digital publication and in print. *The Guide* is frequently downloaded throughout the year. [Click here](#) to view the 2024-2025 version of *The Guide*.

## LIMITED ADVERTISING SPACE

Advertising space is limited, delivering a major impact when readers open this useful IIBEC publication. The digital version is added to the [iibec.org](http://iibec.org) website and distributed to over 13,000 email subscribers. An additional 2000 copies are printed and mailed to new and prospective members, and are distributed at IIBEC events and industry trade shows.

## AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** PDF  
**DUE BY JUNE 1, 2025**

| LOCATIONS          | RATES  | PARAMETERS   |
|--------------------|--------|--|
| Outside back cover | \$4950 | Trim size: 8.5" × 11"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside back cover  | \$3850 | Trim size: 8.5" × 11"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside front cover | \$3850 | Trim size: 8.5" × 11"<br>(0.25" Bleeds, 0.25" Margins) |
| Interior full page | \$1980 | Trim size: 8.5" × 11"<br>(0.25" Bleeds, 0.25" Margins) |
| Interior half page | \$1320 | 7.5" × 5" (0.25" Margins)                              |





# IIBEC International Convention & Trade Show

**WHY ADVERTISE ON IIBEC'S CONVENTION WEBSITE?**

Be one of four advertisers each month leading up to IIBEC International Convention & Trade show on [IIBECConvention.org](http://IIBECConvention.org). (Available for six months). Gain access to nearly 2,000 building enclosure professionals who access IIBECConvention.org leading up to the IIBEC International Convention & Trade Show for registration, accommodations, education, networking updates, and more! Encourage attendees to visit your booth or showcase a new product leading up to the IIBEC International Convention & Trade Show.

**AD INFO**

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** JPEG or PNG

**File size:** < 256 KB  
Ad is due by the 25th of the month prior to publication.

| QUANTITY | RATE FOR EACH AD | DIMENSIONS   |
|----------|------------------|--------------|
| 1 Ad     | \$1375           | 336 x 280 px |
| 3-5 Ads  | \$1100           | 336 x 280 px |
| 6 Ads    | \$850            | 336 x 280 px |



# IIBEC International Convention & Trade Show Tri-Fold Program, Weekly Emails, and Daily Emails

The IIBEC International Convention and Trade Show is the premier education event for building enclosure professionals, featuring over 20 education sessions and more than 130 manufacturers and service providers.

## TRI-FOLD PROGRAM

### AD INFO

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** PDF  
**DUE BY** JANUARY 31, 2025

| AD LOCATIONS | RATE   | PARAMETERS                                   |
|--------------|--------|--|
| Back Panel   | \$3500 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside Panel | \$3250 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside Panel | \$3250 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |



Become a sponsor of IIBEC's weekly convention email leading up to IIBEC International Convention & Trade Show, the go-to email for convention updates sent each week to IIBEC's email subscribers.

Your ad will be included in each weekly newsletter of the sponsored month.

### WEEKLY EMAILS (SENT TO ALL IIBEC EMAIL SUBSCRIBERS)

#### AD INFO<sup>5</sup>

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** .JPG OR .PNG

**File size:** < 256 KB  
Ad is due by the 25th of the month prior to publication.

| TIME     | RATE   | PARAMETERS |
|----------|--------|------------|
| 1 month  | \$4000 | 728 × 90   |
| 2 months | \$3300 | 728 × 90   |
| 3 months | \$2750 | 728 × 90   |

### DAILY EMAILS (SENT TO OVER 1700 ATTENDEES EACH DAY OF THE CONVENTION)

#### AD INFO<sup>4</sup>

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** .JPG OR .PNG

**File size:** < 256 KB  
DUE BY FEBRUARY 21, 2025

| TIME          | RATE  | PARAMETERS |
|---------------|-------|------------|
| Welcome Email | \$900 | 728 × 90   |
| 1 Day         | \$900 | 728 × 90   |
| 2 Day         | \$850 | 728 × 90   |
| 3 Day         | \$800 | 728 × 90   |
| 4 Day         | \$750 | 728 × 90   |

# IIBEC Building Enclosure Symposium Tri-Fold Program, Monthly Emails, and Daily Emails

## DIRECT CONTACT WITH THE AUDIENCE

Featuring cutting-edge presentation on the design, construction, maintenance, and repair of modern and older building enclosures, BES presentations offer relevant solutions to building enclosure challenges through real-world examples and specific case histories. Over 300 consultants, architects, engineers, design professionals, and other experts who specialize in roofing, waterproofing, windows, cladding, and other exterior walls technologies attend this meeting.

## TRI-FOLD PROGRAM

### AD RATES

Submit your creative to  
Arisa Cooper at  
[acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** .JPG OR .PNG

**File size:** < 256 KB

| AD LOCATIONS | RATE   | SIZE   |
|--------------|--------|--|
| Back Panel   | \$3500 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside Panel | \$3250 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |
| Inside Panel | \$3250 | 3.5" x 8.5"<br>(0.25" Bleeds, 0.25" Margins) |

Become a sponsor of IIBEC's weekly Building Enclosure Symposium email leading up to BES 2025, the go-to email for BES updates sent each week to IIBEC's email subscribers.

Your ad will be included in each weekly newsletter of the sponsored month.

**WEEKLY EMAILS (SENT TO ALL IIBEC EMAIL SUBSCRIBERS)**

**AD RATES**

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** .JPG OR .PNG

**File size:** < 256 KB  
**DUE BY AUGUST 30, 2025**

| TIIME   | RATE   | SIZE     |
|---------|--------|----------|
| 1 month | \$4000 | 728 × 90 |
| 2 month | \$3300 | 728 × 90 |
| 3 month | \$2750 | 728 × 90 |

**DAILY EMAILS (SENT TO OVER 300 ATTENDEES EACH DAY OF BES)**

**AD RATES**

Submit your creative to Arissa Cooper at [acooper@iibec.org](mailto:acooper@iibec.org)

**File type:** .JPG OR .PNG

**File size:** < 256 KB  
**DUE BY SEPTEMBER 26, 2025**

| TIIME         | RATE  | SIZE     |
|---------------|-------|----------|
| Welcome Email | \$800 | 728 × 90 |
| 1 Day         | \$700 | 728 × 90 |
| 2 Days        | \$600 | 728 × 90 |



2025 IBEC International Convention & Trade Show  
March 6-9, 2025

## Hotel & Travel Accommodations

### HOTEL ACCOMMODATIONS

**Rosen Shingle Creek**  
9939 Universal Blvd.  
Orlando, Florida 32819

**Reservation Phone:** 407-996-9939 or 407-996-6338  
**Toll Free US and Canada:** [1-866-996-6338](tel:1-866-996-6338)  
**Reservations:** [Online Reservations](#)

**Room Rate:**

\$239.00 Single/Double (Run of House)  
\$20.00 per additional person

**Room Tax:** 12.5% room tax

**Refer to group name:** IBEC 2025 International Convention & Trade Show

**Reservation Cutoff Date:** **February 7, 2025**

Reservations received after February 7, 2025, will be accepted based on availability at the group rate.

**Internet**

Complimentary in-room Internet access is available for all guests.

**Check-in:** 3:00 PM    **Check-out:** 11:00 AM

**Hotel Early Departure Fee:** A deposit equal to one night's stay is required to hold an individual reservation. Should a guest cancel a reservation, the deposit will be refunded if notice is received at least five (5) working days prior to arrival, and a cancellation number is obtained.

**Parking:**

Daily self-parking:  
discounted rate of \$19.20 + tax  
Daily valet parking:  
\$45.00 + tax overnight

Oversized Vehicles (3 axels or more), self-parking, fee: \$56.00 USD + 6.5% tax per day

*\* Electric car charging station available*

**Ground Transportation**

*\*This hotel does not provide a shuttle service*

Alternate transportation: [Mears Taxi](#)  
[Transporation](#)

**[Orlando International Airport - MCO](#)**

**Airport Phone:** (407) 825-2001

**Distance from hotel:** 10.7 miles



**1. Show Hours**

|                 |                      |                           |
|-----------------|----------------------|---------------------------|
| <b>Friday</b>   | <b>March 7, 2025</b> | <b>3:15 PM – 7:15 PM</b>  |
| <b>Saturday</b> | <b>March 8, 2025</b> | <b>8:00 AM – 12:00 PM</b> |

Each exhibiting company must provide a booth attendant during these hours.

**Note:** No person under the age of 17 is allowed in the exhibit halls or on the trade show floor at any time.

**2. Space/Booth Assignments**

IIBEC reserves the right to reassign space/booth assignments after the contract has been signed by the representing agent of Exhibitor if, for unforeseen reasons, it becomes necessary to do so. In such cases, IIBEC agrees to provide the Exhibitor notice of any change or to refund the exhibit fee if Exhibitor desires to cancel.

**3. Booth and Equipment**

The 10'x10' booth space will include 8'-high draped back walls and 3'-high draped side rails (see drape colors in following paragraph). The **20'x20'** and **20'x30'** island booth spaces do not include back or side drapery. Peninsula booths and end-cap booths are furnished with an 8'-high draped back wall and 3'-high draped side rails. Also included is a 7"x 44" one-line identification sign.

All furnishings, equipment, facilities, etc. will be provided at the exhibiting company's own expense. These may be obtained through the official decorator, **Shepard Exposition Services**. The show colors are **black and blue**. The back draperies will be **black/blue/white/blue/black**, and the side draperies will be **black**. **Gatlin Ballroom B-D, Rosen Shingle Creek** is a carpeted facility. In the case of locations without carpeting, IIBEC requires all exhibiting companies to provide carpeting/flooring. If proper floor covering is not installed, IIBEC has the right to do so at the Exhibitor's expense.

**4. Installation of Displays**

The exhibit hall is available for display setup from **1:00 PM – 6:00 PM on Thursday, March 6, 2025**, and from **8:00 AM – 1:00 PM on Friday, March 7**. Full maintenance and installation crews will be on duty. All displays must be fully set up and ready by **1:00 PM on Friday, March 7**. If the Exhibitor's booth is not set by 1:00 PM, IIBEC reserves the right to set the booth at Exhibitor's expense.

**Note:** No person under the age of 17 is allowed in the exhibit halls or on the trade show floor at any time.

**5. Dismantling and Removal of Displays:**

The dismantling period is **12:00 PM – 8:00 PM, Saturday, March 8, 2025**. All Exhibitor displays or materials left in booths without instructions after **7:00 PM on Saturday, March 8, 2025**, will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the Exhibitor of record.

IN NO CASE WILL DISMANTLING BE ALLOWED BEFORE 12:00 PM ON SATURDAY, MARCH 8, 2025. DOING SO WILL RESULT IN A **LOSS OF PRIORITY POINTS** FOR BOOTH SELECTION FOR FUTURE YEARS. (SEE RULE #26 & #27.)

**6. Payment and Refunds:**

Refer to the Exhibitor Contract and Terms and Conditions.

**7. Exposition Cancellation:**

Refer to the Exhibitor Contract and Terms and Conditions – Cancellation of the Event.

**8. Storage:**

Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Absolutely no storage is allowed in the electrical alleys located between the booths. Prior to **1:00 PM on Saturday, March 8, 2025**, all boxes and crates will be placed in storage, provided they are properly labeled for storage. Those not labeled will be removed and destroyed as refuse. (NOTE: Storage labels will be provided at the Official Drayage Contractor's Desk.)

**9. Service Contractor:**

The official service contractor is **Shepard Exposition Services, 1531 Carroll Drive, NW, Atlanta, GA 30318**. A complete Exhibitor Service Manual will be available online soon. IIBEC will designate contractors to provide various services to the exhibitor. Such contractors will provide all show services other than supervision of construction of the exhibitor's space that is to be performed by an authorized representative of the exhibitor.

All exhibitors must use **Shepard Exposition Services**, the official service and drayage contractor. IIBEC will consider exceptions to this ruling only in cases where permission has been requested in writing by the exhibitor and received by **Shepard Exposition Services** before **Wednesday, February 5, 2025**. Notification from an independent service contractor is not acceptable. Failure to meet any one of these requirements could jeopardize the independent service contractor's ability to install, service, or dismantle an exhibit.

**Shepard Exposition Services** will have complete control of all dock and loading facilities. **Shepard Exposition Services** will receive all direct and advance shipments and van loads and handle all freight. Direct shipments should not arrive before **Thursday, March 6, 2025**, or they could be refused by the facility. **Encore** has jurisdiction over rigging of all hanging signs up to 150 lbs. Banners and signs weighing over 150 lbs., requiring a lifting motor, chain fall, pulley, or any other mechanical device will be hung by the in-house exclusive rigging provider. Any questions, please call **Encore**. All services not ordered in advance must be procured through the **Shepard Exposition Services Center**, which will be maintained at the exhibit hall.

**10. Types of Displays:**

Show management reserves the right at any time to refuse the rental of exhibit space to any company whose display of goods or services is not, in the opinion of show management, compatible with the general character and objectives of the exhibition, or to remove or change exhibits it finds offensive.

**11. Subletting of Exhibit Space:**

Exhibitors are prohibited from assigning or subletting booths or any part of the space allotted them except upon written permission from IIBEC.

**12. Other Exhibits:**

The exhibitor agrees that neither its agents nor distributors will conduct any other display or exhibit any equipment bearing its trademark within a one-mile radius of the exposition covered by this contract during the dates of said exposition.

**13. Liability:**

Refer to the Exhibitor Contract and Terms and Conditions – Liability and Waiver Subrogation.

**14. Union Clearance:**

Florida is a "right to work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths.

Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

**Exhibit Labor Jurisdiction:**

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all the regulations as an Exhibitor Appointed Contractor.

**Material/Freight/Handling Jurisdiction**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

**15. Sound and Light:**

Exhibitors are asked to observe the "good neighbor" policy at all times. The use of light systems, loudspeakers, sound system equipment, videos, intercom systems, bands, noise-making devices, and machinery equipment are restricted to within the Exhibitor's booth, including sounds created by such systems and/or equipment must not travel beyond the boundaries of the Exhibitor's own booth. IIBEC show management, in particular, must approve sound-making systems. IIBEC show management reserves the right to determine when such items become objectionable and to eliminate light or sound systems that interfere with other exhibitors.

**16. Defacement of Facility:**

Nothing will be permitted to be done within the **Rosen Shingle Creek** that will injure, mar, or in any manner deface any surface of the facility.

**17. Music Licensing:**

IIBEC will secure music licensing through the American Society of Composers, Authors and Publishers (ASCAP) and/or Broadcast Music Inc. (BMI).

**18. Security:**

Security personnel will be on duty, but the presence of such personnel shall not be deemed to increase the liability of IIBEC, its members, representatives or official service contractors, employees of the **Rosen Shingle Creek**, its representatives, and employees.

**19. Insurance:**

General Liability Insurance: The limits for bodily injury and property damage combined shall be at least \$1,000,000. Certificates of insurance stating such limits shall also provide that the policy may not be cancelled without 15 days advance written notice to IIBEC and must be in effect starting with the first move-in day of the show through the last move-out day of the show. All property of the exhibitor is understood to remain under his/her custody and control, in transit to or from the confines of the hall, subject to the rules and regulations of the exposition.

Note: **Both** IIBEC and Shepard Exposition Services must have a copy of **both** the Certificate of Insurance (COI) on file for the exhibiting company as well as the COI for the Exhibitor-Appointed Contractor (EAC) prior to the trade show. No exhibitor or EAC will be allowed on the trade show floor without a COI.

**20. Fire and Safety Regulations:**

Fire regulations require that all display materials be fire-retardant. Combustible materials are not permitted to be stored in or around exhibit spaces. Automobiles, trucks, tractors, machinery, and other vehicles that use sealed and battery cables shall be disconnected from the ignition system. Vehicles should have less than 1/4 tank of fuel, and gas caps should be locked or taped, and their batteries should be disconnected. Vehicles for display will be inspected by a CSC guard to make sure the proper fuel levels are met before being placed on the show floor. During the fire inspection of the exhibit hall the fire inspector will check to make sure the vehicle(s) are good to go, and then place a permit in the dash for approval.

**Electrical signs and equipment must be wired to the specification of the local fire prevention code.** Prefab exhibits shall have inspection access panels to inspect electrical wiring. Each exhibitor is charged with knowledge of all laws, ordinances, and regulations pertaining to health, fire protection, and public safety while participating in the exhibition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility of the exhibitor.

**21. Promotion or Sales Schemes:**

To protect exhibitors from expensive schemes or other competitive advertising projects, IIBEC does not authorize any firm or individual to solicit exhibitors on any basis because of their participation in the show. The names of any individuals or firms doing so should be promptly reported to IIBEC. This restriction does not pertain to solicitation for the regular issues of recognized publications or other publications specifically authorized to solicit. All solicitation and promotion must be contained within the exhibitor's booth and will not be permitted in the aisles, entryways, or elsewhere on the premises of the **Rosen Shingle Creek**.

**22. Catering:**

**Rosen Shingle Creek Banquet Services** is the exclusive caterer for all food and beverage services and is solely authorized to provide food and beverage services in all areas and at all times at the **Rosen Shingle Creek**. Exhibitors shall not dispense food and/or beverages for any purpose without written permission from show management.

**23. Outside Entertainment, Special Meetings, and Exhibitor Hospitality Receptions:**

Exhibitors shall not organize, promote, publicize, or invite organized group attendance at, or provide transportation to, any outside entertainment or meetings for persons attending the exhibition during any of the advertised exposition hours, or during any period when exhibits, meetings, or regular events are scheduled.

**24. Business Meetings:**

Meetings which are attended only by exhibiting personnel may be held at any time. Meetings involving attendees of the convention may only be held so as to not conflict with any period when exhibits, meetings, or regular events are scheduled. To reserve a meeting room within the **Rosen Shingle Creek**, please submit your request on the enclosed



Business Meeting Request Form.

**25. Smoking Policy:**

The IIBEC trade show has a nonsmoking policy. Smoking may only be permitted in outdoor areas specified by the Rosen Shingle Creek.

**26. Reservation of Right to Make Changes:**

Any matters not specifically covered herein are subject to a decision by IIBEC. IIBEC reserves the right to make such changes, amendments, and additions to these rules as considered advisable for the proper conduct of the exhibit, with the provision that all exhibitors will be advised of any such change.

**27. Priority Points:**

Exhibitors are awarded priority points for future exhibits based on the factors described below. At any given time, an exhibitor's priority point total is the accumulation of points from these factors for the immediate past three-year period. Priority points are used for booth selection only during the booth selection meeting. Exhibiting companies receive one priority point for every \$100 spent on exhibit space and sponsorship at IIBEC-sanctioned events/meetings and advertising with IIBEC. Additionally, as of January 1, 2020, exhibiting companies will receive one priority point for every \$100 spent on advertising print/digital space. Points will be applied only to the contract signing company.

**28. Violations:**

Any violation of these rules and regulations may result in penalties assessed against the exhibitor. Those penalties may range from a deduction from the exhibiting company's priority points to the removal of an exhibit from the exhibit hall.

**29. Agreement on Conditions:**

Each exhibitor, for itself and its employees, agrees to abide by these conditions and by subsequent amendments and additions thereto, it being understood and agreed that the sole control of the exposition rests with IIBEC.

**30. Additional Information - all inquiries should be directed to:**

IIBEC  
434 Fayetteville St, Ste 2400  
Raleigh, NC 27601  
800-828-1902 or 919-859-0742  
[ccummings@iibec.org](mailto:ccummings@iibec.org)

Security is a major concern in every exhibition. It is crucial that every exhibitor works closely with show management to ensure that the trade show is as secure as possible. Due to security concerns, we have compiled a few suggestions and guidelines to safeguard your property.

### **SECURITY SERVICES**

Every effort has been made by Show Management to ensure the security of your property. IIBEC makes no warranty, expressed or implied, that the services it furnishes will avert or prevent occurrences that may result in loss or damage. It is ultimately your responsibility to safeguard your exhibit.

### **INSURANCE**

It is recommended that your insurance policies cover the shipment of merchandise to the trade show, the trade show period, and the return to your offices. If necessary, this can be written as a rider attached to the policy.

### **PRECAUTIONS**

- ⇒ Ship freight in locked trunks or crates.
- ⇒ Securely tape or band cartons. Do not mark on the outside the name or type of articles contained inside the cartons.
- ⇒ Ship freight with a qualified trucker or forwarder.
- ⇒ Remember to furnish your shipping company with an accurate and complete bill of lading.
- ⇒ Do not leave your booth unattended during the setup. If your merchandise is particularly valuable, consider hiring private security for each night after you leave the show.
- ⇒ Cover your display after setup and each night before you leave.
- ⇒ Do not leave merchandise under tables or displays.
- ⇒ Do not include merchandise in containers to be stored with empties.
- ⇒ At the close of the trade show, be sure to pack as quickly as possible. Note: Dismantle can take up to 4 hours to complete. It is recommended not to leave your space unattended during this period.
- ⇒ Have one of your employees remain in your space with your shipment until it is actually picked up by the drayage contractor's personnel.

### **BADGE SYSTEM**

A vital part of security at the IIBEC Show is our badge system. Therefore, security personnel have been instructed by show management to allow, at the appropriate times, only personnel with badges in the trade show area. Badges must be worn/displayed at all times. **Under no circumstances will anyone other than Official Decorator personnel be allowed on the trade show floor without an IIBEC Badge.** We ask that you give us your full cooperation and attention in complying with this system since it benefits all those involved.

All attendees must be registered. Exchanging of name badges is prohibited. Any attendee permitting someone who is not registered to utilize his/her name badge may be required to leave the show without a refund.

No person under the age of 17 is allowed in the exhibit halls or on the trade show floor at any time.

### **HALL ACCESS AFTER SHOW HOURS**

All attendees and exhibit reps will be required to leave the show no later than 15 minutes after the show closes each day. For exhibitors needing to work during non-show hours, permission must be obtained from show management. Security will ask to see your IBEC Badge before allowing you into the hall. We will give every consideration to accommodate you the best we can while maintaining an effective security program.

### **EXHIBITOR RESPONSIBILITY**

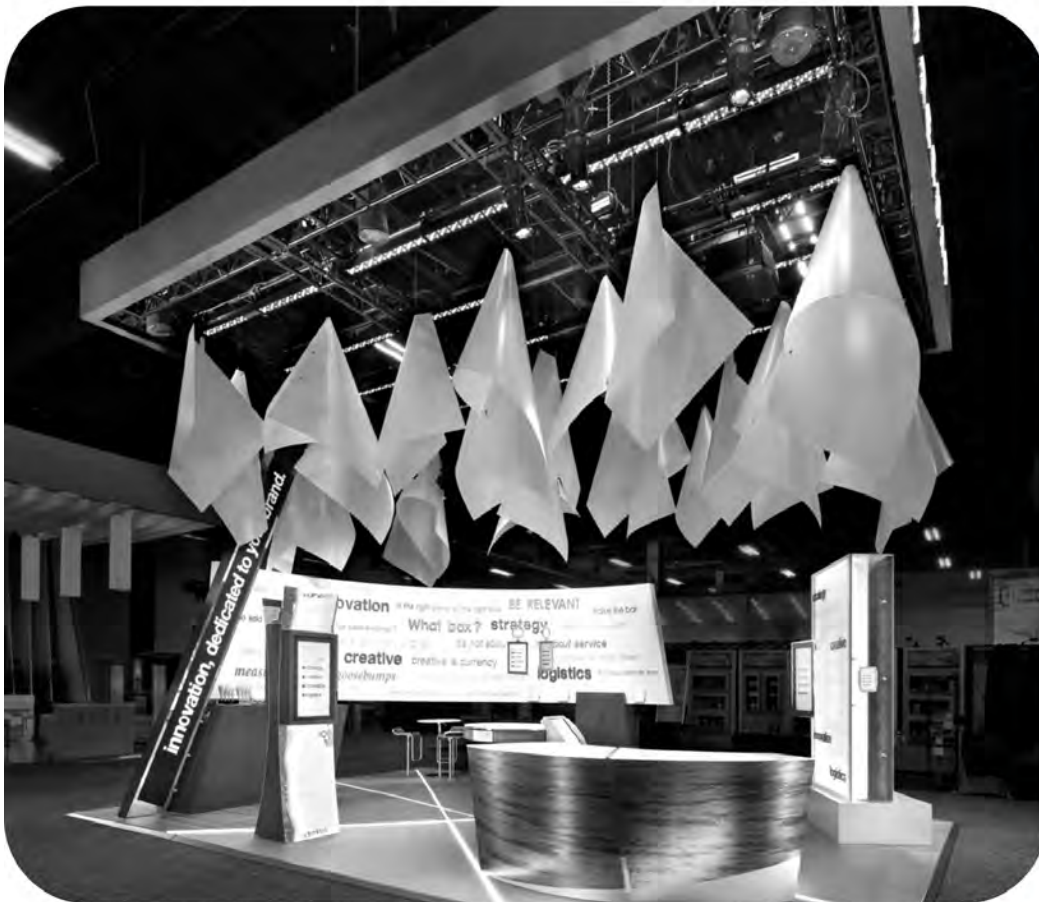
The exhibitor has the right to escort his/her goods and merchandise from the receiving point at the hall to the storage areas and/or his/her booth. On move-out, the exhibitor should remain with goods and merchandise until they are picked up. Note: Dismantle can take up to 4 hours to complete. Any material that is left unattended without prearranged freight pickup will be rerouted by the show decorator.

### **OVERNIGHT SECURITY**

The entire exhibit hall will be locked and monitored by security personnel overnight. No access will be granted to any individual (with the exception of show management) wishing to enter the hall after hours.

# Guidelines for Display Rules and Regulations

## 2023 North American Update



Made possible by a generous grant from **Freeman**.



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

**Important Note:** Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



**TABLE OF CONTENTS**

**LINE-OF-SIGHT STYLE.....1**

- Linear or In-line Booth.....1
  - Dimensions .....1
  - Use of Space .....1
- Corner Booth .....2
- Perimeter Booth .....2
  - Dimensions and Use of Space .....2
- End-cap Booth .....3
  - Dimensions and Use of Space .....3
- Peninsula Booth .....4
  - Dimensions and Use of Space .....4
- Split Island Booth .....5
  - Dimensions and Use of Space .....5
- Island Booth .....6
  - Dimensions and Use of Space .....6
- Extended Header Booth 20ft (6.10m) or Longer .....7
  - Dimensions and Use of Space .....7
- Remote-Controlled Devices .....8

**CUBIC CONTENT STYLE.....8**

**OTHER IMPORTANT CONSIDERATIONS .....8**

- Canopies and Ceilings .....9
- Rigged Structures and Tie-Offs.....10
  - Rigged Structures.....10
  - Tie-offs.....10
- Hanging Signs and Graphics.....10
- Teardrop Signs and Tents .....11
- Truss.....11
- Video Displays.....11
- Towers and Multi-story Exhibits.....11



**TABLE OF CONTENTS (continued)**

**ISSUES COMMON TO ALL BOOTH TYPES .....12**

- U.S. Americans with Disabilities Act (ADA) .....12
- Structural Integrity.....12
- Flammable and Toxic Materials .....13
- Hazardous Waste.....13
- Storage .....13
- Electrical .....13
- Lighting.....14
- Demonstrations.....14
- Sound/Music.....15
- Vehicles (For Both Gas and Electric Vehicles) .....15

**ADVISORY NOTES TO EXHIBITION ORGANIZERS.....16**

- Fire Equipment.....16
- Hanging Signs.....16
- Hardwall Booths.....16
- Perimeter Openings.....16
- Pipe and Drape .....16
- Product Height .....16
- Height Variances .....16
- Environmental Responsibility.....17

**APPENDIX.....18**

**IAEE EXTENDS A SPECIAL THANK YOU TO THE FOLLOWING VOLUNTEERS FOR THEIR INPUT: .....29**



IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

## LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

### LINEAR OR IN-LINE BOOTH

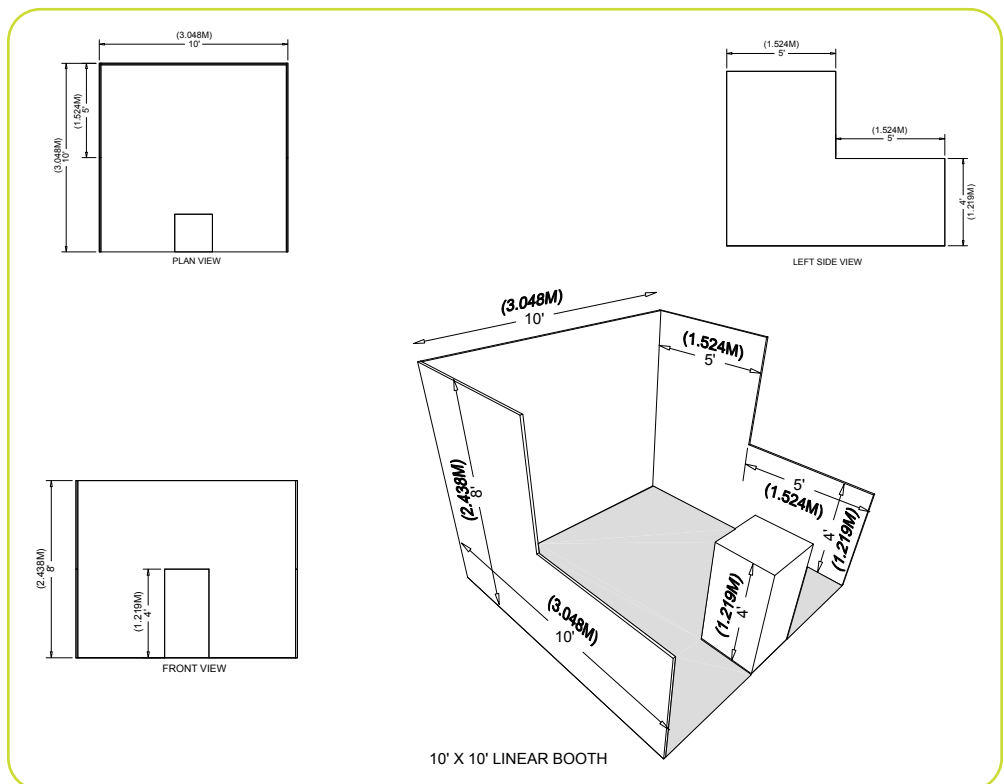
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

#### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

#### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



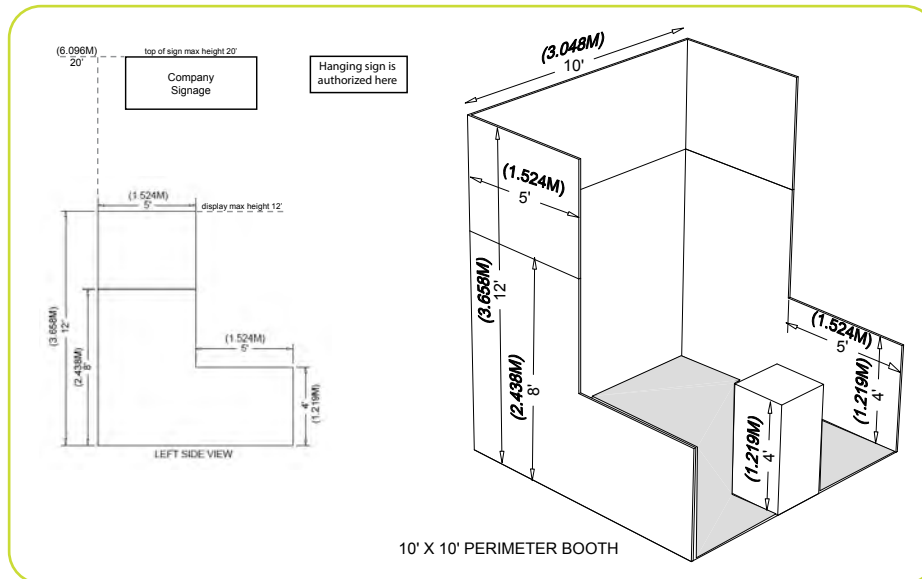


## CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

## PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

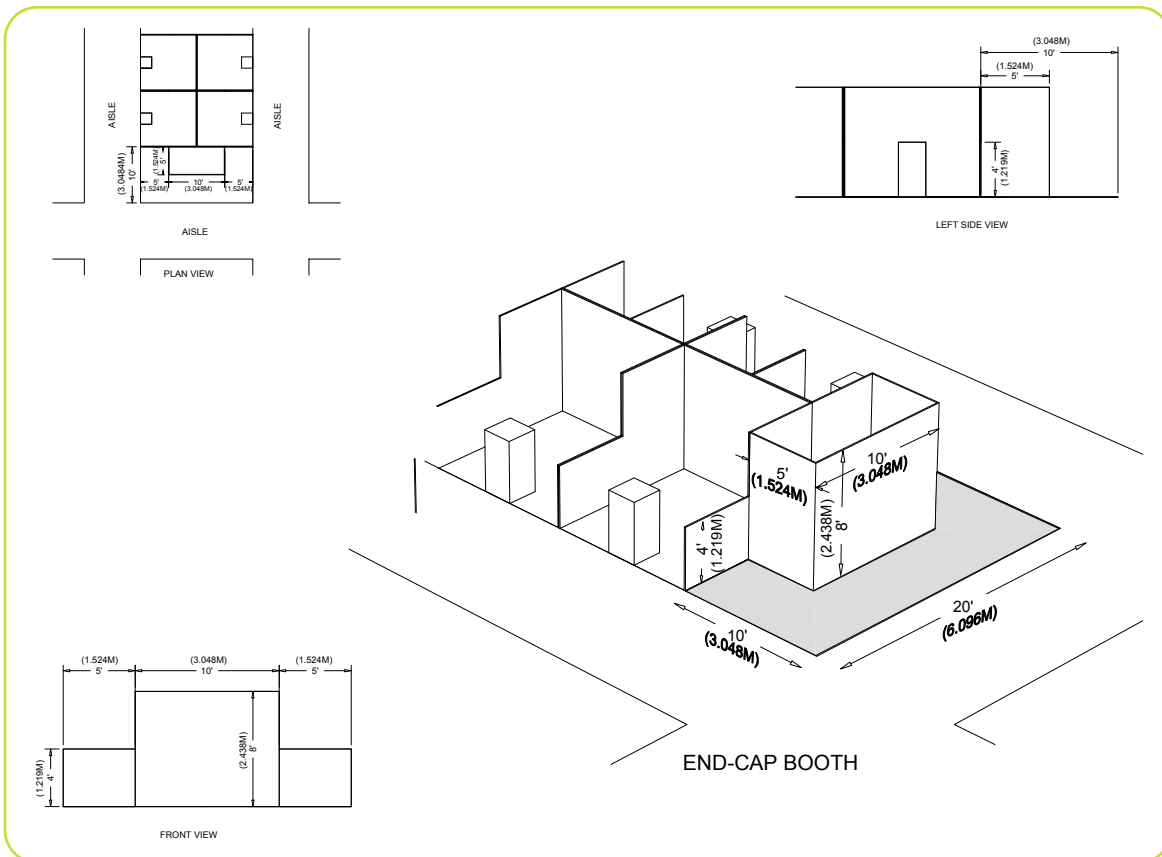


### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

## END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

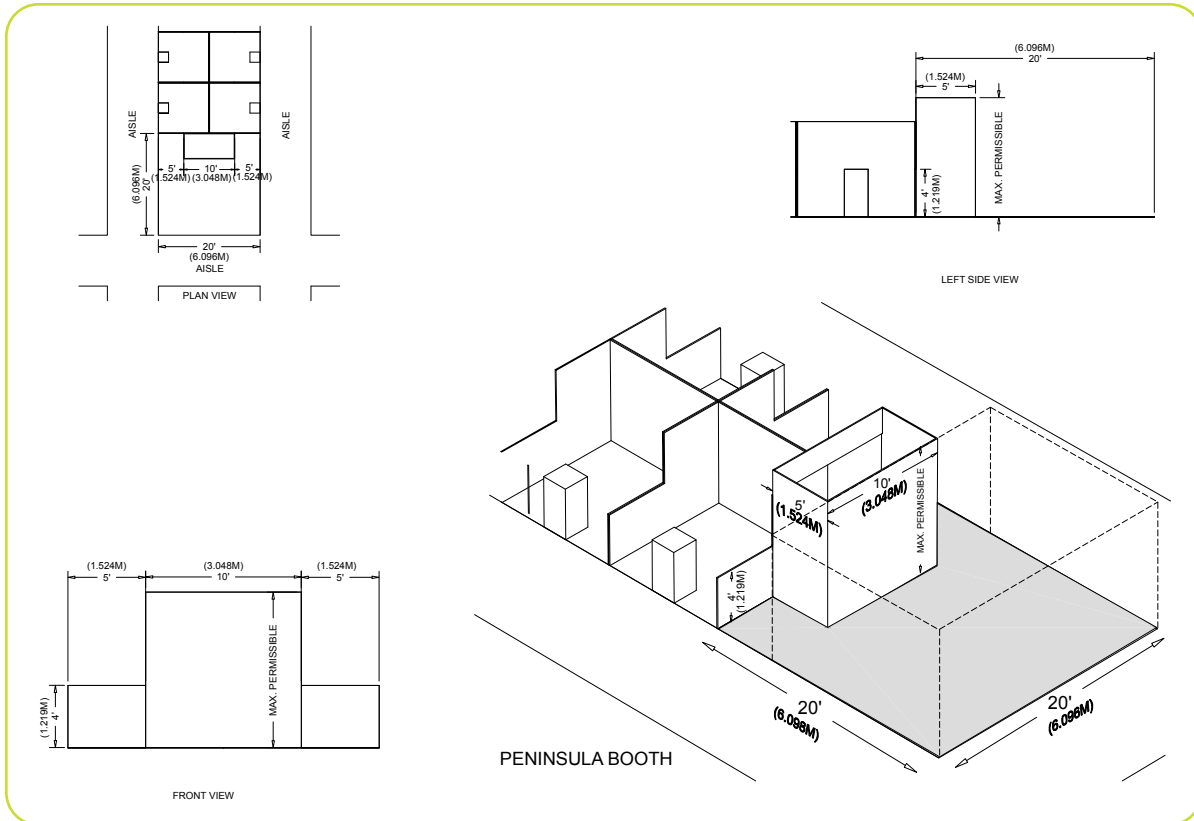


### Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

## PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

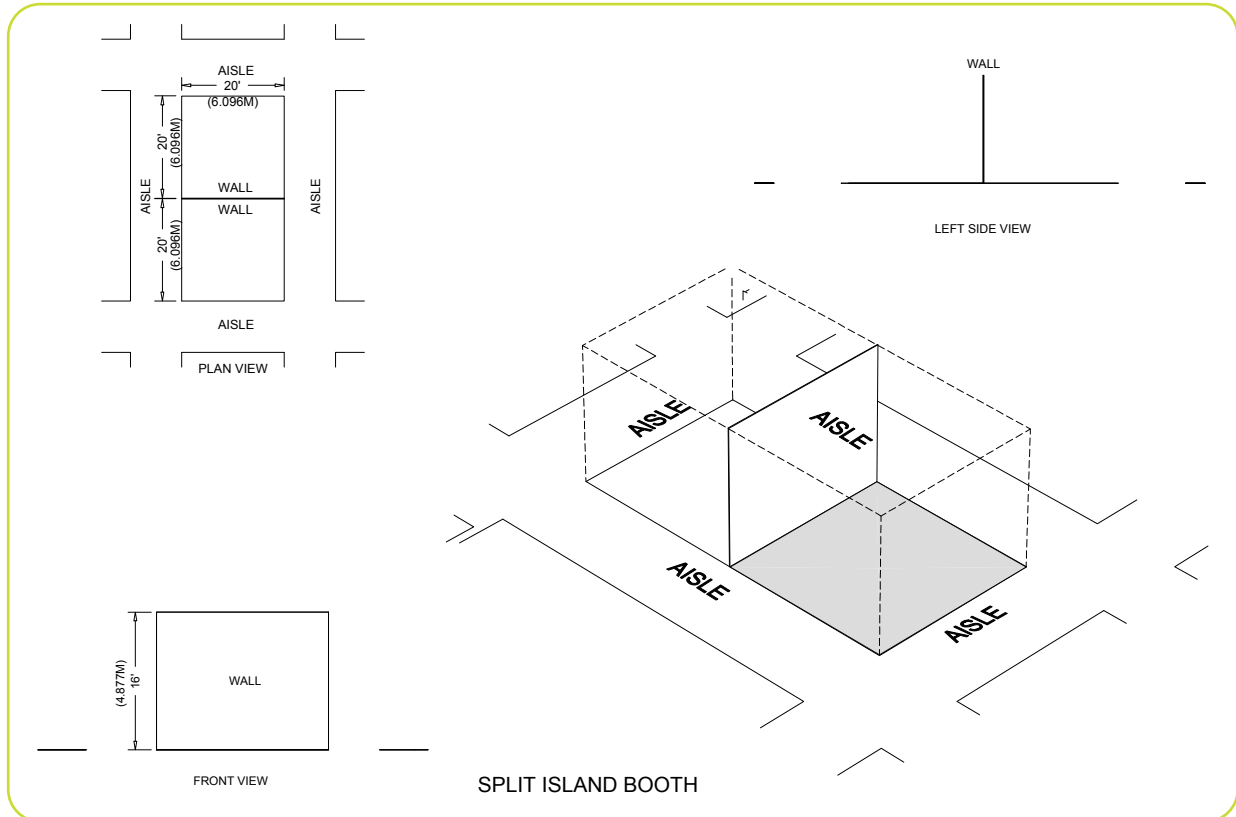


## Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

## SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



### Dimensions and Use of Space

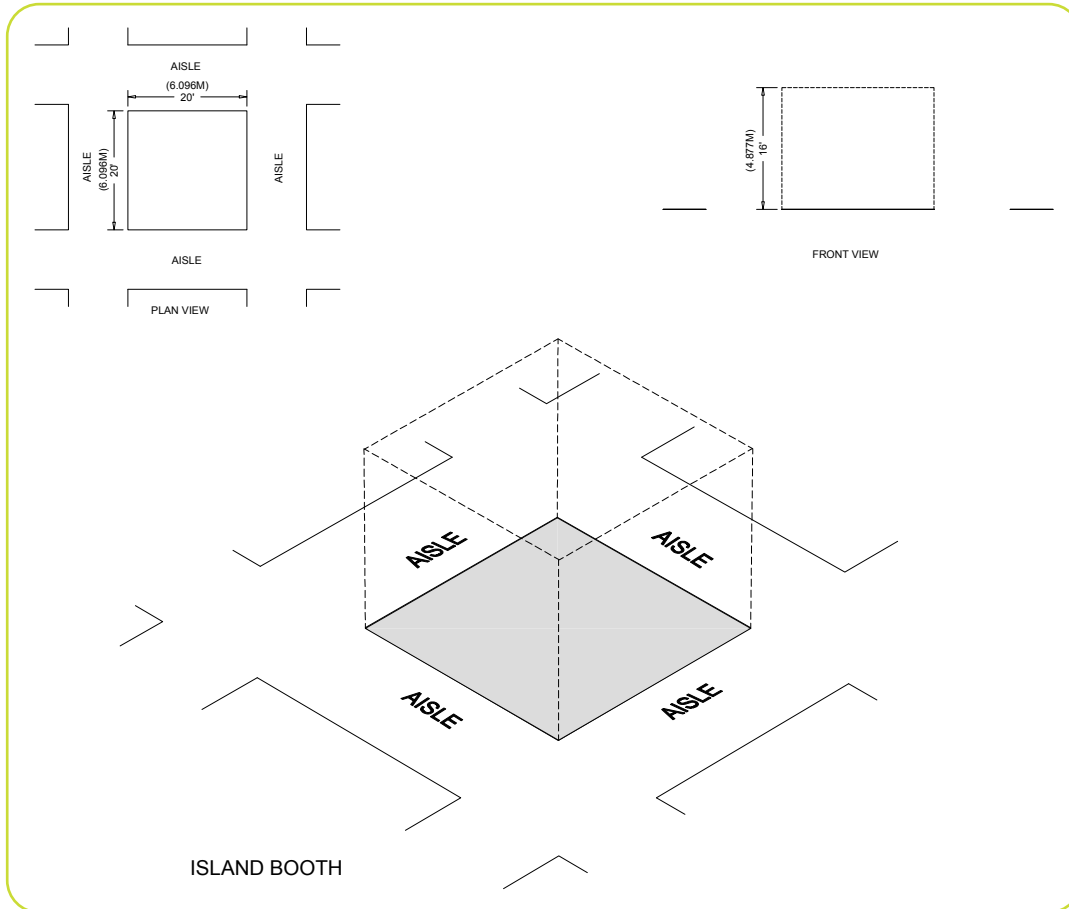
The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.



## ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.



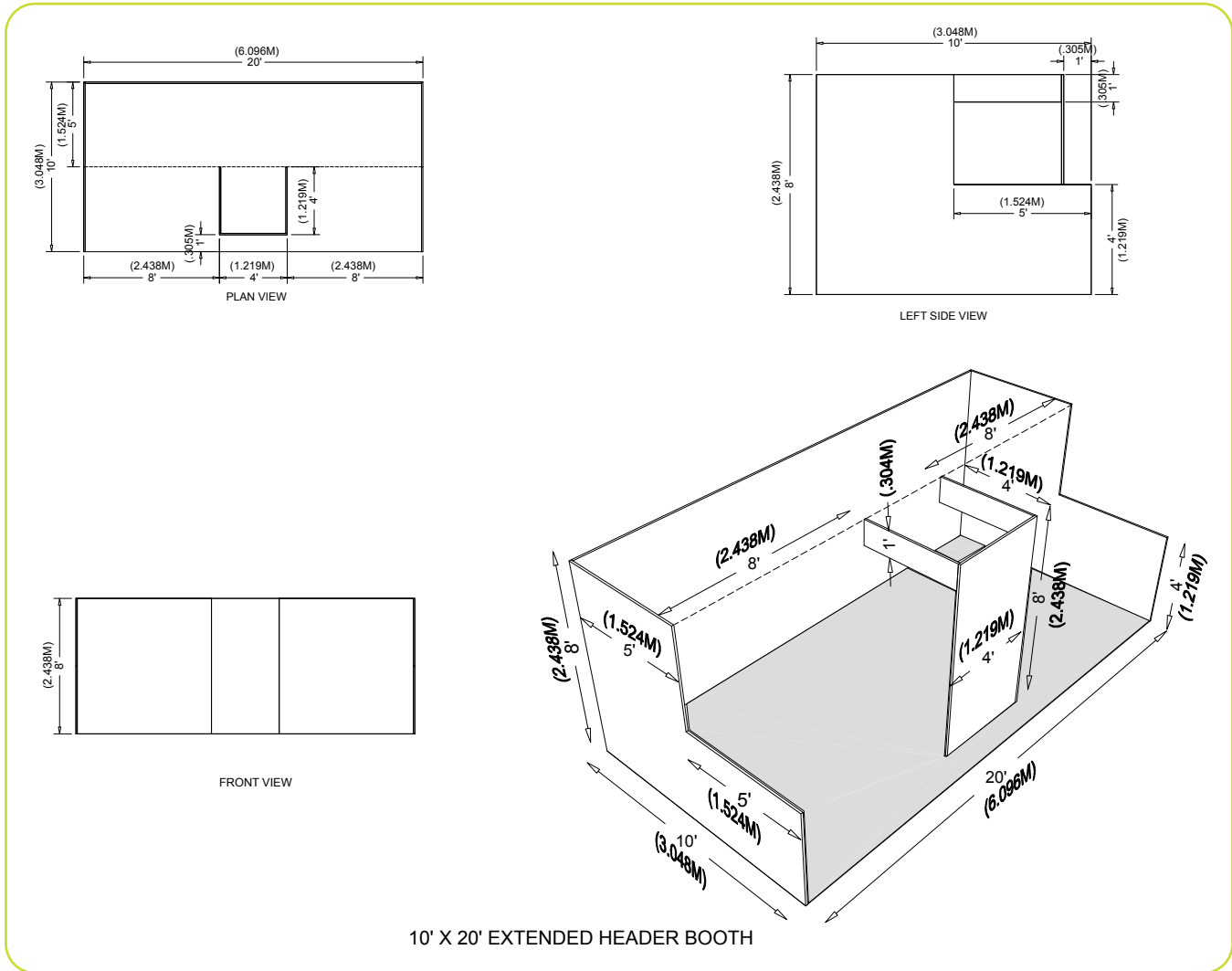
### Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



## EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



### Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

## CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

## OTHER IMPORTANT CONSIDERATIONS

### REMOTE-CONTROLLED DEVICES

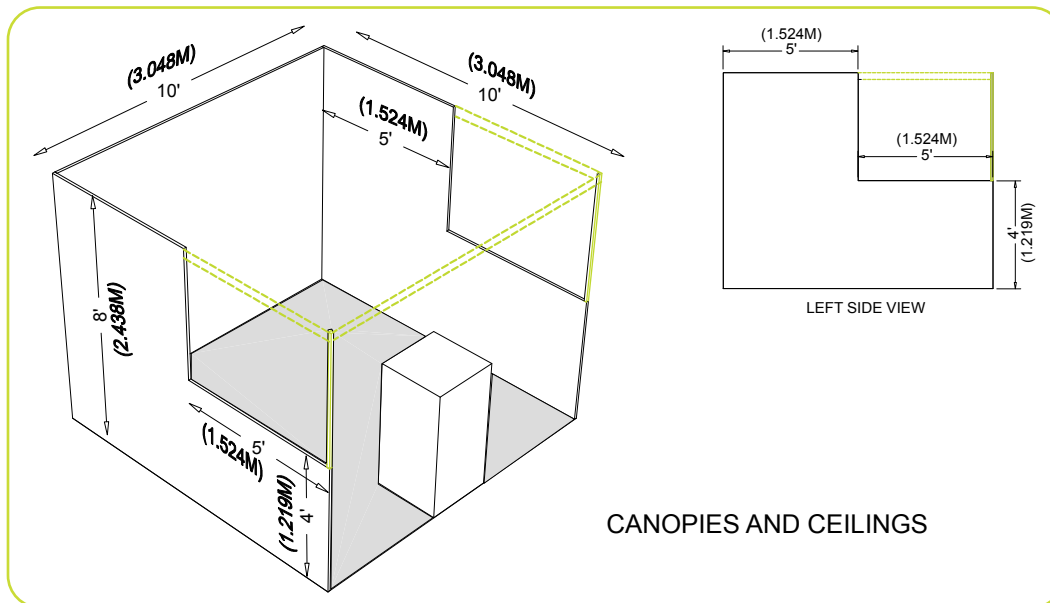
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

**NOTE for Drone Operation:** Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

## CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



## RIGGED STRUCTURES AND TIE-OFFS

### Rigged Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations, and specifications for any custom-built suspended elements such as but not limited to signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

The general contractor reserves the right to refuse the installation of a rigged structure upon inspection of the integrity of said structure. Reasons for refusal may include but are not limited to improper or missing hardware, and visual or structural damage to the properties.

### Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations, specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor for review and pre-authorization.

The general contractor reserves the right to refuse tie-offs upon inspection of the integrity of the structure. Reasons for refusal may include but are not limited to improper or missing hardware, and visual or structural damage to the properties.

## HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility may require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. All submitted files should be in DWG format. This information is typically required at least three weeks out from the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. Any sign or hung structure over 250lbs will require a secondary lifting device. Please notify the official contractor in these situations.



## TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

## TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

## VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) registered in the United States and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

## TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.



## ISSUES COMMON TO ALL BOOTH TYPES

### U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov).

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

### STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

## HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

## STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

## ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

## LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

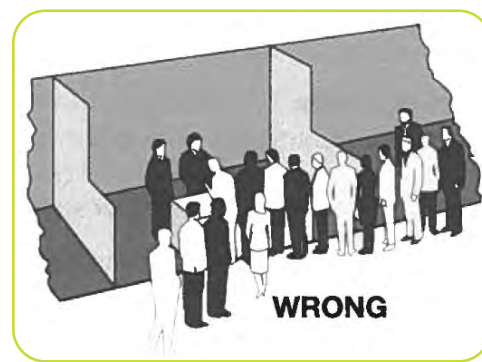
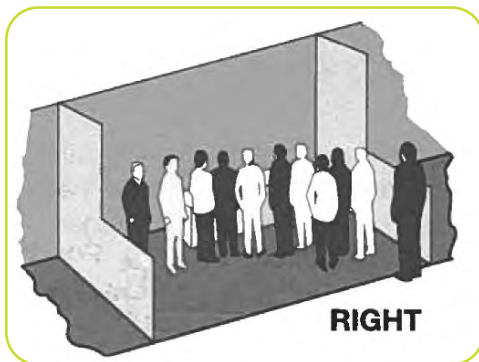
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

## DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



## SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

## VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

**Important Note:** Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle. Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.



## ADVISORY NOTES TO EXHIBITION ORGANIZERS

### FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

### HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

### HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

### PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

### PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

### PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

### HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

## ENVIRONMENTAL RESPONSIBILITY

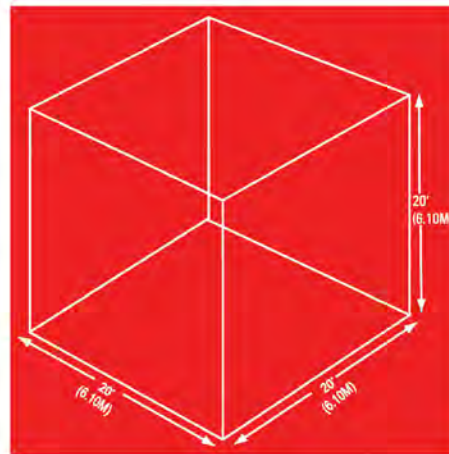
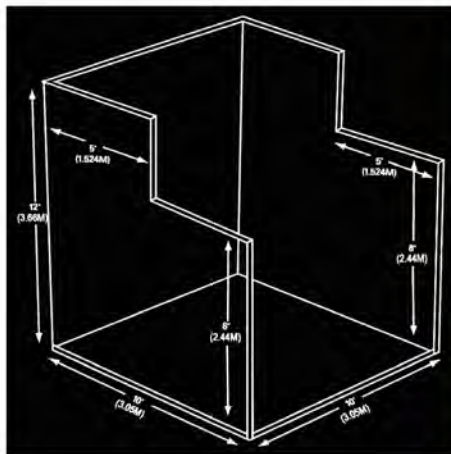
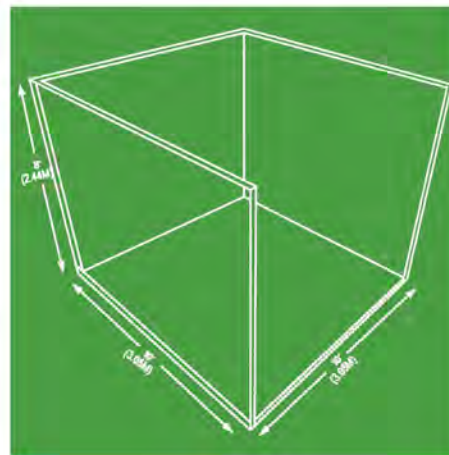
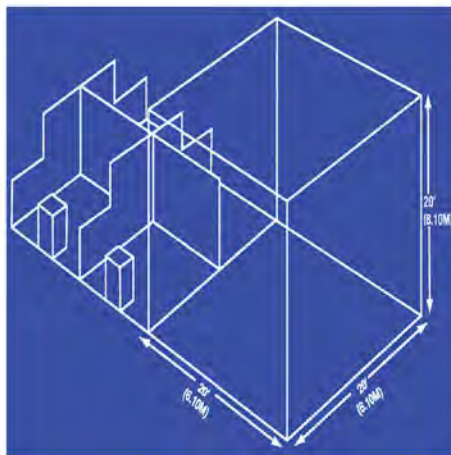
Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.



APPENDIX



## White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space



**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

**Table of Contents**

|  |   |
|--|---|
| Introduction.....  | 2 |
| Research.....  | 2 |
| Use of Cubic Content.....  | 2 |
| International Exhibitions vs. US Exhibitions – Display Guidelines.....   | 3 |
| Reasons to Consider.....   | 3 |
| Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words..... | 3 |
| Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words.....            | 4 |
| Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together.....                   | 5 |
| Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts.....                           | 5 |
| Cubic Content for Products.....  | 5 |
| Equipment/Display Material: The following is an example of display rules for a specific type of item;.....     | 5 |
| Perspective.....   | 5 |
| Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt).....                                  | 6 |



## WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

### Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

### Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

### Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.



**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

**International Exhibitions vs. US Exhibitions – Display Guidelines**

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, "Not all rules, styles, and customs are the same from country to country ... this is only one part of the country differences in trade show marketing, but a big one."

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country's regulations, such as cubic content, square meters and square feet can be perplexing to a show's new international exhibitor.

"Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see," Mac Kleitka, project manager of Creative Solutions Group.

**Reasons to Consider**

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today's exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

**Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words**

"With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed."

"We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full "Cubic Content" use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues)."

"Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas."

**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

"We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors' booths, a booth variance form and schematic must be submitted for review. **NEW** – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20' x 20' island: each side of the booth must have visibility for a minimum of 4'. 30' x 40' island: the 30' sides of the booth must allow visibility for a minimum of 6'; the 40' sides of booth must allow visibility of 8'. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10' x 10's have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4' tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year."

"Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear."

"Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands."

"We approve on a request-only basis. Show is less than 10 percent cubic content exhibits."

"We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/neighbors."

**Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words**

"We do not like the reduced sightlines that this would create."

"We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show."

"Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors."

"While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island."

"Unfair to our small exhibitors that depend on a fair sightline into their booth."

**Note:** All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.



## WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

### Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

### Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

### Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

#### Equipment/Display Material: The following is an example of display rules for a specific type of item:

- **SPECIAL PROVISIONS:** Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

### Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

**Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)**

## Linear Booth

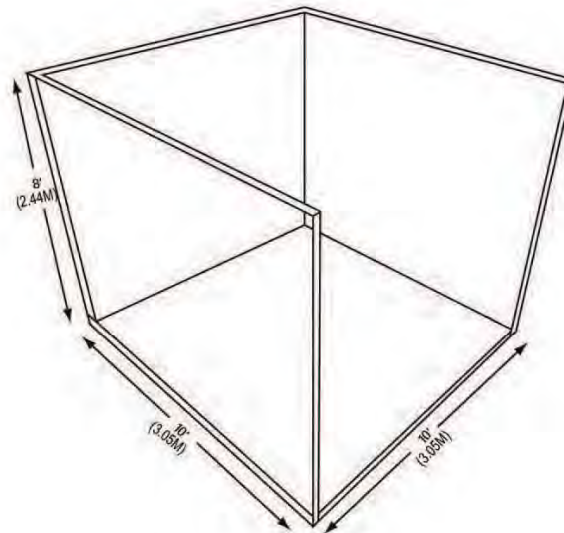
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. Floor covering is required in all rented space.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

### Use of Space

Messe Frankfurt Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



**LINEAR BOOTH (10' X 10')** (3.05m x 3.05m)

## Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

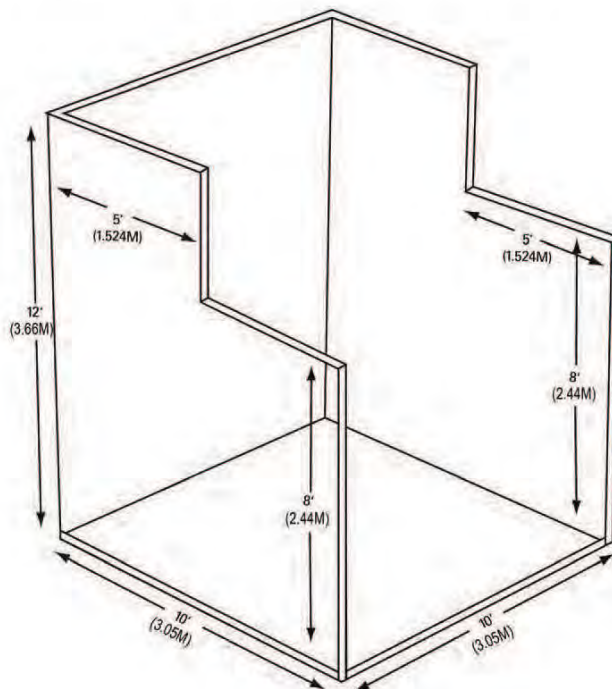
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

### Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

#### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)



**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

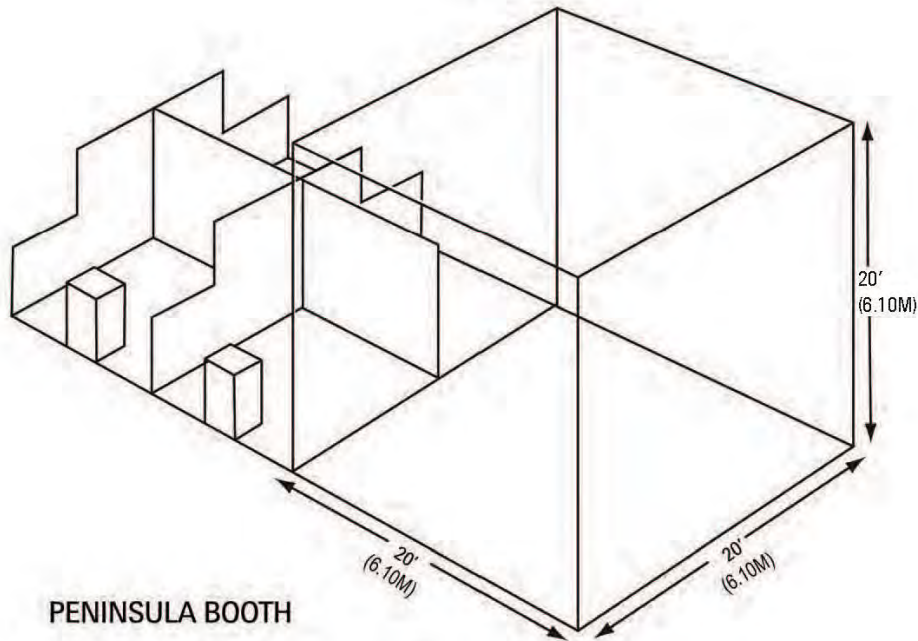
**Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)**

## Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. Floor covering is required in all rented space.

### Dimensions

A Peninsula Booth is usually 20' x 20' (6.10m x 6.10m) or larger. Twenty feet (20') (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

## Island Booth

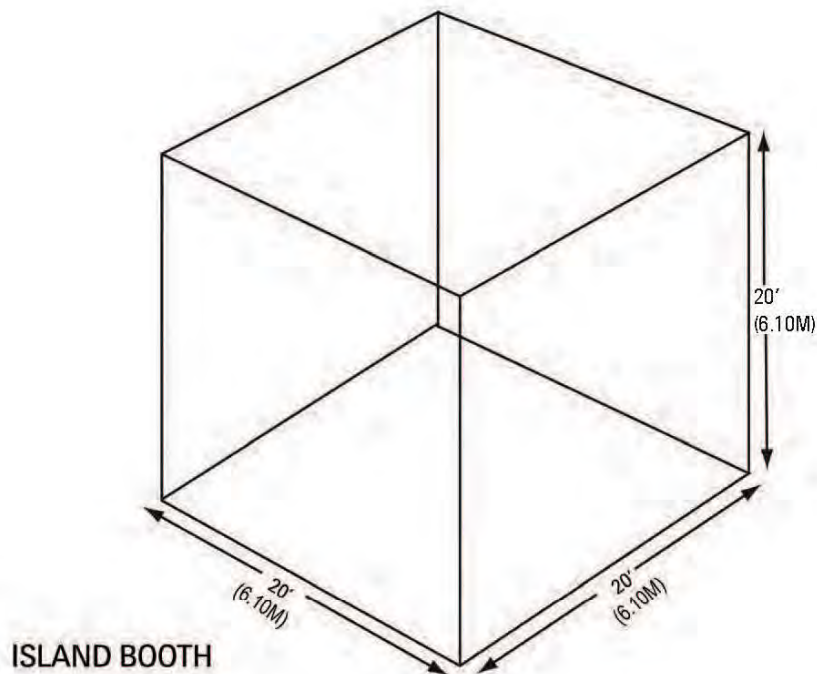
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

### Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



**WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE**

**IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:**

Carol Fojtik, CEM, Chair  
Robert C. Brice  
Thomas C. Corcoran  
Kevin Johnstone  
Martin Moggre, CEM  
Pamela Kay Pietrok  
Paul Prince, CEM  
Chuck Schwartz, CEM  
Barry Siskind  
Julie Anderson, CEM, CAE, Staff Liaison  
Terri Phillips, Staff Assistant

**Additional appreciation goes to the following organizations that contributed relevant content for this white paper.**

American Society of Mechanical Engineers  
Association of Equipment Manufacturers  
Corcoran Expositions  
Distribution Solutions Conference  
ExpoNation LLC  
Home Builders Show  
IMN Solutions  
InfoComm  
International Association of Fairs and Expositions  
Messe Frankfurt  
National Association of Broadcasters  
National Restaurant Association  
Reed Exhibitions

**IAEE EXTENDS A SPECIAL THANK YOU TO THE FOLLOWING VOLUNTEERS FOR THEIR INPUT:**

**Russell Wingard, CEM**

Vice President, Client Solutions  
Freeman

**Frank Sheridan**

Principal  
ExpoAnswers, Inc.

**2023 MATSO Council**

**John Rozum, Chairperson**

Senior Director, Ag & Utility Exhibitions and Events  
Association of Equipment Manufacturers

**Lisa Malikow, Vice Chairperson**

Senior Vice President, Event Operations & Programming  
National Restaurant Association Show/Winsight Media

**Mark Bogdanský, Immediate Past Chairperson**

Vice President, Meetings & Events  
Auto Care Association

**Melodie Anderson, CEM, DES**

Director of Meeting and Exhibit Experiences  
Institute of Food Technologists

**Kate Hawley, CEM**

Senior Manager, WEFTEC Exhibition Sales  
Water Environment Federation

**Iain Mackenzie, CEM, CMP**

Vice President, Meetings & Events  
International Sign Association

**Nath Morris, CEM**

President, Expo  
U.S. Poultry & Egg Association

**Merideth Newman, CEM**

Director, Expositions  
The Association for Packaging and Processing  
Technologies – PMMI

**Gary Thuro**

Chief Marketing & Sales Officer  
RE+ Events

**Ellen Tucker, CAE, MAS**

Vice President of Revenue & Expositions  
PPAI: Promotional Products Association International

**Jess Tyler, CEM**

Chief Revenue and Experience Officer at MJBiz  
A division of Emerald X, LLC





## 2025 IIBEC International Convention & Trade Show

March 6 – 9, 2025 Orlando, FL  
Official Lead Retrieval Order Form

**We're taking lead retrieval orders!**

Lead retrieval systems are guaranteed to make your trade show experience convenient and hassle free. You can control leads based on your company's needs! We at TPNI offer you quality and expert service so you can go above and beyond at the show!



**To guarantee easy lead capturing and to get the *best* value for the show, order your lead retrieval today! The discount deadline ends Thursday, February 20, 2025.**

|  |   |
|--|---|
| <p><b>TPNI Mobile App</b></p>  | <p><b>On Demand App – Use Your own device!</b></p> <ul style="list-style-type: none"> <li>• Mark your lead as hot, medium, or cold</li> <li>• Enter a product of interest</li> <li>• Enter comments</li> <li>• Does NOT require Wifi connection</li> <li>• Limited to 3 licenses</li> <li>• Download our scanner app onto your own device and save!</li> <li>• Compatible with any <b>Apple</b> or <b>Android</b> Device with a camera</li> </ul> |
| <p><b>TPNI Portable</b></p>   | <p><b>Scan and Go!</b></p> <ul style="list-style-type: none"> <li>• Mini / portable scanner designed for speed, mobility, and simplicity</li> <li>• Scanner captures the barcode in a simple point-and-shoot operation</li> <li>• All leads will be emailed to you after the event</li> <li>• This unit does not include the ability to add notes</li> </ul>  |

### 2 Easy Ways to Order Today!

- Order Online at: <http://tpni.com/orderlr> Code to use: IIBEC
- Call 781-688-8000



|   | <b>Advance<br/>Price prior<br/>to 2/20/25</b> | <b>Regular<br/>Price from<br/>2/21/25 to<br/>3/9/25</b> | <b>Quantity</b> | <b>Total</b> |
|---|---|---|-----------------|--------------|
| <b>TPNI Mobile App</b><br> | \$300<br>(3 pack of licenses)                 | \$375<br>(3 pack of licenses)                           | _____           | _____        |
| <b>Additional License with purchase of App</b>  | \$99  | \$149   | _____           | _____        |
| <b>Custom Qualifiers</b>  | \$150   | \$150   | _____           | _____        |
| <b>TPNI Portable</b><br>   | \$400   | \$475   | _____           | _____        |
| <b>API</b>  | \$650   | \$650   | _____           | _____        |
| <b>Sales Tax</b>  |   |   | 6%              | _____        |
| <b>Total</b>  |   |   |                 | _____        |

**For questions call TPNI Customer Service at 781-688-8000 or email [customerservice@tpni.com](mailto:customerservice@tpni.com).**

Cancellation Policy: In-house credit only for cancellations or changes to pre-show orders. No refunds on in-house credits will be used on or after the event start date for cancellations, changes to order, or unused App. TPNI LLC. disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other acts beyond the control of TPNI LLC. TPNI LLC. is not responsible for any loss of leads. Management reserves the right to change the registration system on-site and/or exclude bar codes on on-site badges, if deemed necessary to ensure crowd control and prompt admission into the exhibit areas.