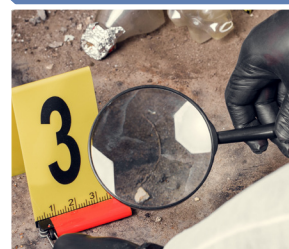
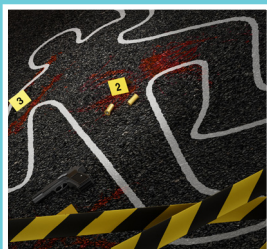


EXHIBITOR MANUAL



August 11-17, 2024

**RENO, NEVADA
Peppermill Resort**





The International Association for Identification (IAI) is the oldest and largest forensic association in the world. This professional forensic association represents a diverse, knowledgeable and experienced membership that are assembled annually for a full week of high-quality, cutting-edge education and hands-on training in physical forensic science disciplines.

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1

There will be an audience of over 1,000 forensic scientists and potential customers who include top-level professionals prepared to make purchasing decisions.

2

Annually the IAI Conferences promises a way to generate valuable leads and increase your organization's visibility.

3

The Conference program is planned to draw attendees to the exhibit hall for over 16 hours of contact (including session breaks and evening receptions).



EXHIBIT MOVE-IN DAYS

| | |
|----------------------------|-----------------------|
| Saturday, August 10 | 8:00 a.m. – 6:00 p.m. |
| Sunday, August 11 | 8:00 a.m. – 6:00 p.m. |
| Monday, August 12 | Noon – 2:00 p.m. |

EXHIBIT DATES & HOURS

| | |
|-----------------------------|--|
| Monday, August 12 | 4:00 – 7:00 p.m. – Grand Opening & Reception |
| Tuesday, August 13 | 9:00 a.m. – 7:00 p.m. - Exhibits Open 1:00 – 2:00 p.m – Exhibitors’ Break 2:00 p.m. – Exhibits Re-Open 5:00 – 7:00 p.m. – Photo Contest, Poster Presentations & Reception |
| Wednesday, August 14 | 9:00 a.m. – 1:00 p.m. – Exhibits Open |

EXHIBIT MOVE-OUT

| | |
|-----------------------------|-------------------|
| Wednesday, August 14 | 1:00 – 10:00 p.m. |
|-----------------------------|-------------------|

No packing of equipment or dismantling of exhibit booth(s) prior to exhibit closing time.

Exhibit schedule times are approximate and are subject to change.
Breaks each day are held in the Exhibit Hall; there will also be scheduled breaks for exhibit staff when the Hall will be closed to the attendees. Conference name badges are required for admittance to the Exhibit Hall.
Booths must be manned during the hours the exhibit is open.
Security will be provided during the hours that the exhibit area is closed.

Age Requirement
All Exhibitor staff, contractors, and other badge holders must be at least 18 years of age at the time of the show.

THE EXHIBIT BOOTH FEE OF \$1,800 INCLUDES:

- 10'x10' pipe and drape space with 8' high back wall drape and 3' high side drape
- 7" x 44" one-line ID sign
- One six-foot draped table, carpeted booth space with two chairs
- One full registration OR two floor passes (additional registrations will be \$425 or \$275 per person for floor passes)

ADMISSION TO THE EXHIBIT AREA

Special badges will identify exhibitors. Official IAI conference badges will be required for admission to the exhibit area. Exhibitors receive one full registration per booth, which entitles them to all social functions and educational sessions OR two floor passes which allows them admittance to the Exhibit Hall.

BOOTH ASSIGNMENT

The Conference Committee will strive to fulfill all position requests. In the event that the exhibitor's position preferences are unavailable, the manager will select the next best space available. (Refer to the Exhibit Floor Plan). All booths are assigned via a selection process based on sponsorships, seniority, longevity, and then first-come first served.

ASSIGNMENT AND SUBLEASE

Exhibitors shall not sublet booths or any equipment provided, or assign this lease in whole or in part.

MATERIALS AND PROPS, FOOD & DRINKS

Exhibitors are reminded of the educational nature of this conference. Therefore, booth attendees may not be costumed. Exhibitors may give away water, and candy. Any other type of food or drink must be approved by the Exhibit Coordinator.

INSTALLATION AND DISMANTLING

Exhibit booths will be ready for setup Saturday, August 10th and Sunday, August 11th from 8:00 a.m - 6:00 p.m. All materials must be removed and prepared for shipping from the booths by Wednesday, August 14th after 1:00 p.m. Exhibits may not break down before the scheduled time without show management permission.

RESPONSIBILITY FOR LOSS OR DAMAGE

Exhibitors assume all responsibility for damage caused by the exhibit to the person, property, or rights of other parties, including injury to floors, walls, decorations, or equipment of the center or exhibit contractors. Exhibitors will not hold the Conference Committee or the IAI responsible for any loss by theft or damage.

OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Levy Exposition Services has been contracted to receive, warehouse, handle and transfer all exhibits. There will be a Levy Services Desk open in the Exhibit Hall during the Exhibit Hours. An Exhibitor Kit containing service ordering information will be available 90 days prior to the Conference. This Kit will provide forms for shipping, labor, handling, furniture, and other service needs such as audio visual, electric and internet.

CONFLICTING MEETINGS, SOCIAL ACTIVITIES OR EVENTS

Exhibitors agree not to encourage attendee absence from the Conference or Exhibit Hall during the Conference and Exhibit Hours. Approval for any activities planned during the course of the Conference require approval from the IAI.

PAYMENT

Payment in full must be received by April 17th, 2024. Add \$200 per organization after 4/17/24 and \$250 per organization after 5/24/24.

HOUSING

The official housing and travel detail will be posted on the IAI website. There you can find information for hotel room reservations.

WARNING

We have been informed that other companies have posed as official travel vendors for the IAI Conference and offer discounts or additional incentives. The IAI is the only official hotel provider associated with in the Conference. In addition, we have learned that there have been individuals that have received emails that they can purchase a list of Conference attendees – these are NOT coming from the IAI. Vendors will all receive a list of the Conference Attendees at the conclusion of the Conference.

RESTRICTIONS

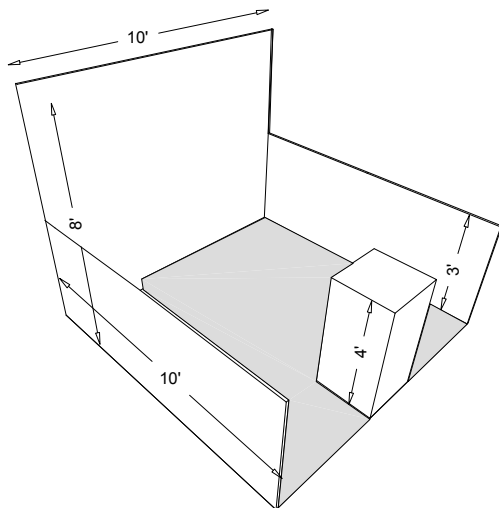
Exhibitors may not project on walls or ceiling. Exhibitors may not block line-of-sight of an adjacent exhibitor with their booth. Please contact the Exhibit Coordinator if you have any questions regarding booth construction.

LINEAR 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.

USE OF SPACE

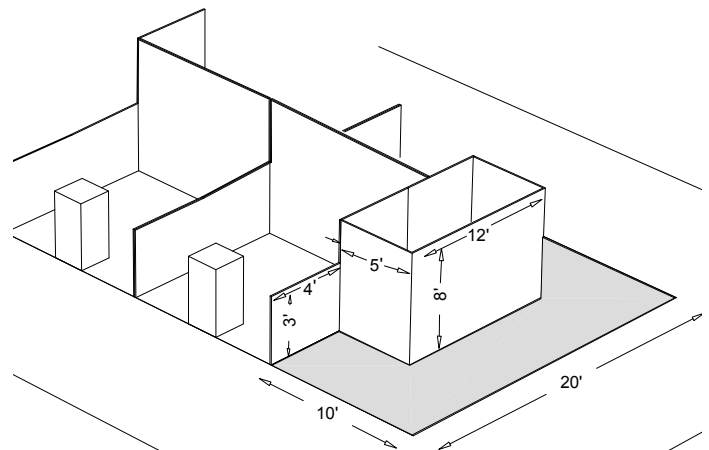
Regardless of the number of Linear Booths utilized, materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space forward to the aisle.



10' X 10' LINEAR BOOTH

END CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. Line-of-Sight rules, this configuration must follow the dimensions below.

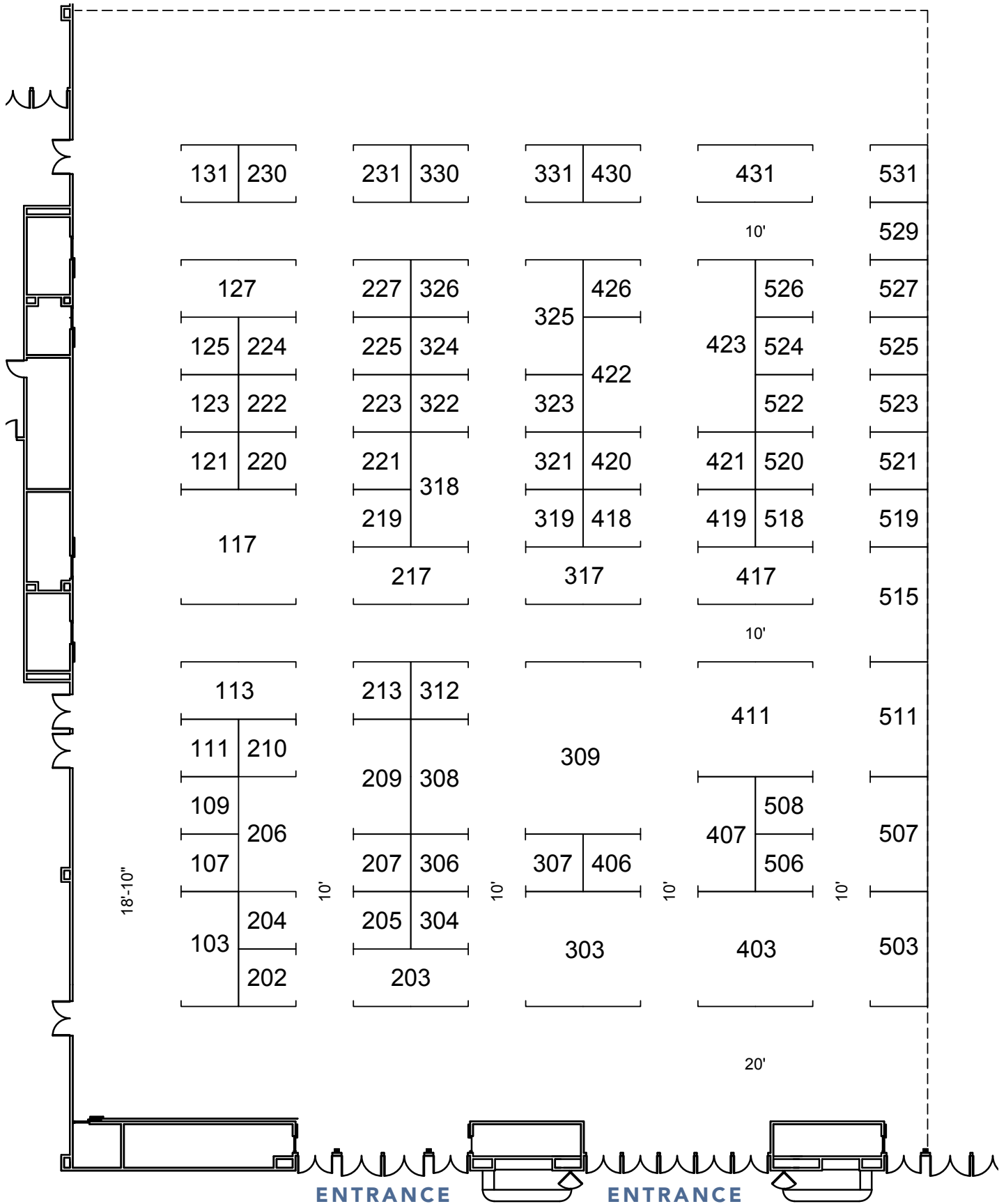


END-CAPBOOTH

DIMENSIONS AND USE OF SPACE

End-cap Booths are generally 10ft deep by 20ft wide. The maximum back wall height allowed is 8ft and the maximum backwall width allowed is 12ft at the center of the backwall with a maximum 4ft width on the two side aisles. The maximum height for any display materials is 4ft.

EXHIBIT FLOORPLAN



PLEASE PRINT OR TYPE ALL OF THE FOLLOWING INFORMATION:

Organization Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Mail Code: _____

Contact Name: _____

Contact Title: _____

Office Phone: _____ Cell: _____

E-mail: _____

Web Address: _____

BOOTH RESERVATIONS

Based on the Exhibit Hall Floor Plan, my top three booth location preferences are:

1. _____ 2. _____ 3. _____

Please reserve _____ individual booths at \$1,800 USD each. Total: \$ _____

Less Non-Refundable Deposit \$100 USD per booth: _____

Total Amount Due by 4/17/24: \$ _____

Payment in full must be received April 17, 2024. Add \$200 per organization after April 17th and \$250 per organization after May 24, 2024.

METHOD OF PAYMENT

(Deposit payment must accompany your application form.)

Charge to my: _____ VISA _____ MasterCard _____ American Express _____ Novus/Discover

Credit Card Number: _____

Expiration Date: _____ 3 Digit Code on Back: _____ Billing Zip Code: _____

Name on Card: _____

Cardholder's Signature: _____

Check enclosed. Payable in USD funds to IAI Conference – 2024.

Name of Representative: (Please Print)

Representative's Signature



The above individual has read and understands all of the information outlined in the "General Information" section and agrees to Exhibit under those guidelines.

COPY & RETURN THIS BY FAX OR MAIL TO:
Bill Schade, Exhibit & Sponsor Coordinator, The IAI
2131 Hollywood Blvd., Ste. 403, Hollywood, FL 33020 USA
Cell: 727-259-3332 Email: exhibits@theiai.org
Fax: 407-902-0303 www.theiai.org