



SAN DIEGO  
CALIFORNIA | 2015

53<sup>rd</sup> IAM Annual Meeting & Expo October 18-21

# EXHIBITOR & SPONSOR PROSPECTUS

SPONSOR &  
EXHIBITORS

PRICING &  
FLOORPLAN

IAM-UP / AFWSF  
SPONSORSHIPS



*Participate* at the 53rd Annual Meeting & Expo and **reserve a booth** in one of the most sought after expo halls in the moving industry – Network Central. Network Central is the meeting’s hub, where you network with the 2,000 estimated attendees. Develop new relationships and strengthen current ones as well. See available booths for purchase on [page 10](#).

*Partner* with IAM and **become a sponsor** with one of our many branding opportunities. Whether you select the ever popular conference bag or mobile app, or select one of our many new sponsorship items, you are sure to make a lasting marketing impact. Choose sponsorship opportunities starting on [page 3](#).

Reach out to IAM young professionals through one - or more - of three great sponsorship opportunities. From the team-building event to the IAM-YP opening reception to the renowned Social Mixer, any choice is the right choice for your company. YP event sponsorships are detailed on [page 7](#).

*Play* at the **new AFW Scholarship FUNd Night event** and sponsor one of our many “county fair inspired” tables while supporting the Alan F. Wohlstetter Scholarship Fund. Check out the dunking booth, cotton candy cart, arcade games and more on [page 6](#).

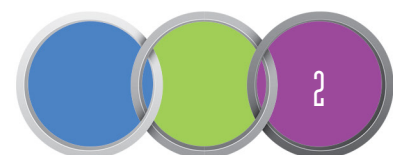
*Participate, Partner and Play* at the 53rd Annual Meeting & Expo as you market your business to members all over the world.

## Detailed List of **SOLD BOOTHS**

2014 marked the first ever IAM Booth Lottery. Attendees were able to purchase their 2015 booth selection at the close of the 2014 Annual Meeting & Expo. Check out page 11 for a full list of sold booths.

### IMPORTANT NOTE:

Exhibit and sponsorship applications will only be accepted online. No faxes or phone calls will be accepted. Membership and Past Due Invoices must be paid in full.





# New THIS YEAR

## WIRELESS PHONE CHARGERS



*Conceptual Image Only*

Give out the one item every attendee will keep for personal use...a wireless phone charger. Help attendees stay connected both socially and professionally by charging their electronic device on the go with your branded phone charger.

**\$25,000 : EXCLUSIVE SPONSORSHIP**

*Price includes production.*

## HEADSHOT CENTRAL



*Conceptual Image Only*

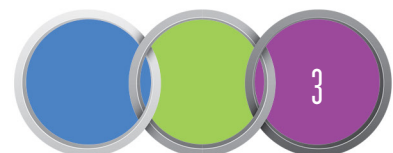
Help your IAM colleagues obtain a professional head shot to be published in the IAM Social Café or their own company website, by sponsoring Headshot Central. Attendees will be provided with professional make-up and hair styling, and will receive a new professional headshot. Headshot Central will be branded with your company logo and will be located near the Knowledge Lab.

**\$14,000 : EXCLUSIVE SPONSORSHIP**

*Price includes production.*

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# New THIS YEAR

## IAM RELAXATION CENTER



Conceptual Image Only

Welcome colleagues to your branded relaxation center, located right outside of Network Central. Visitors will get a complimentary 10-minute neck and back massage and your company will get the thank-yous and recognition. Station will feature massage chairs, a waiting area with foot massage, and branded signage. You may provide company-branded clothing for massage workers to wear.

**\$7,500 : EXCLUSIVE SPONSORSHIP**

*Prices include all production costs.*

## WIRELESS INTERNET

“Is there wifi?” That’s the first question of every conference attendee. You’ll be the sponsor they remember as attendees enter your company’s name as both the username and password each day to access the wifi.

**\$7,500 : EXCLUSIVE SPONSORSHIP**

*Prices include all production costs.*

## EXHIBITOR PASSPORT/ GRAND PRIZE GIVEAWAY

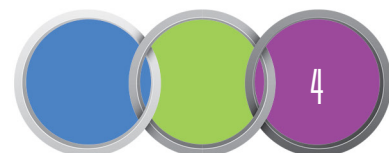
The perfect sponsorship for an international meeting, the brand new Exhibitor Passport requires attendees to visit exhibitors for “stamps” until their passport is full. On the back of the passport is your company’s ad, walking throughout Network Central. Complete passports will be collected and a Grand Prize will be given to the lucky winner.

**\$5,000 : EXCLUSIVE SPONSORSHIP**

*Prices include all production costs.*

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# Perennial FAVORITES



**HOTEL KEYCARD**  
**\$8,500 EXCLUSIVE SPONSORSHIP**  
*(Prices include all production costs)*

The Annual Meeting is at one hotel this year! Open doors with your company's logo and welcome all guests with your personalized hotel key card.

**CONFERENCE LANYARD**  
**\$7,000 EXCLUSIVE SPONSORSHIP**  
*(Prices include all production costs)*

The best opportunities for brand recognition are items used, carried, or viewed by IAM attendees throughout the conference. The lanyard will pair your company logo along with the IAM logo. **Sponsorship includes one complimentary registration.**



**ANNUAL MEETING MOBILE APP**  
**\$ 3,200 CO-SPONSORSHIP**

Keep attendees connected with this fantastic on-the-go experience where they can easily access the schedule of events, attendee list and more! As a Mobile App sponsor, your logo will appear at the bottom of the app screen and hyperlink to your company's website or message.



**BAG INSERTS**  
**\$1,500 PER INSERTED ITEM**

Would you like to get something into the hands of every attendee? Then a bag insert is for you. Just send us your item and we will take care of the rest.

## PROGRAM BOOK ADVERTISEMENT OPTIONS

**Program Book Back Cover in Color**  
\$3,500

**Full Page Color Tab Ad**  
\$1,500

**Full Page Color Tab**  
\$1,150

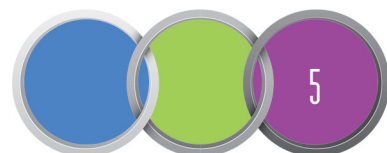
**Half Page Color Ad**  
\$850.00

**Still unsure about which sponsorship is best for you?**

Call Katia McKennon at +1(202) 624 -1771 or [iamexhibits@mmsmeetings.com](mailto:iamexhibits@mmsmeetings.com) to discuss your marketing objectives and see how an IAM sponsorship can be customized to meet your needs.

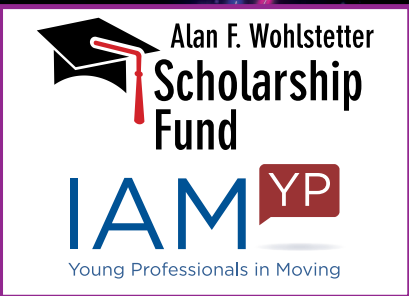
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# FUNd Night



The **Alan F. Wohlstetter Scholarship Fund (AFWSF)** is the cornerstone of the International Association of Movers' scholastic assistance initiative. Named for distinguished Association founder and General Counsel Emeritus Alan F. Wohlstetter, the fund benefits the employees of IAM member companies and their dependents, as well as Student Members of the Association.

Help raise funds for tuition assistance by sponsoring one of the items below for the first ever FUNd Night. **All sponsorship items can ONLY be purchased during the 53rd Annual Meeting and Expo registration process.**

**TO BECOME EITHER A SPONSOR OR DONOR YOU MUST CONTACT DEBORAH COOKSEY PASSMORE VIA EMAIL AT [DPASSMORE@SUDDATH.COM](mailto:DPASSMORE@SUDDATH.COM)**

Questions regarding sponsorship opportunities? Contact Deborah Cooksey Passmore via email at [DPASSMORE@SUDDATH.COM](mailto:DPASSMORE@SUDDATH.COM) today!

### DUNKING FAIR BOOTH SPONSOR - Exclusive

**\$2,000 (Prices include all production costs)**

Step in line for your chance to "dunk" your association President, Terry Head in the first ever dunking booth. Centrally located for all attendees to see, this is one place everyone will want to visit and witness.

Sponsor will receive:

- One (1) 22" x 28" custom sign with corporate logo displayed on an easel
- Four (4) tickets to the FUNd Night
- Recognition in Annual Meeting Program Book
- Recognition at Annual Meeting IAM Member Breakfast



### DJ FAIR BOOTH SPONSOR

**\$2,000 (Prices include all production costs)**

Help attendees dance the night away by sponsoring the DJ booth.

Sponsor will receive:

- One (1) 22" x 28" custom sign with corporate logo displayed on an easel
- Four (4) tickets to the FUNd Night
- Recognition in Annual Meeting Program Book
- Recognition at Annual Meeting IAM Member Breakfast

### FAIR BOOTH SPONSOR

**\$1,500 (Prices include all production costs)**

Sponsor one of the popular FUNd night fair booths- Basketball Toss, Skee Ball, Arcade Rentals (XBox 360 Kiosk Rental, ATV Track, Arctic Thunder), Golf Indoor Putting Challenge

Sponsor will receive:

- One (1) 22" x 28" custom sign with corporate logo displayed on an easel
- Four (4) tickets to the FUNd Night
- Recognition in Annual Meeting Program Book
- Recognition at Annual Meeting IAM Member Breakfast



### BAR SPONSOR

**\$1,300 per table (Prices include all production costs)**

Sponsor will receive:

- Two (2) 22" x 28" custom signs with corporate logo displayed on an easel
- 1,000 customized cocktail napkins with corporate logo
- Four (4) tickets to the FUNd Night
- Recognition in Annual Meeting Program Book
- Recognition at Annual Meeting IAM Member Breakfast

### COTTON CANDY CART

**\$1,300 per bar (Prices include all production costs)**

Sponsor will receive:

- Two (2) 22" x 28" custom signs with corporate logo displayed on an easel
- 1,000 customized cocktail napkins with corporate logo
- Four (4) tickets to the FUNd Night
- Recognition in Annual Meeting Program Book
- Recognition at Annual Meeting IAM Member Breakfast



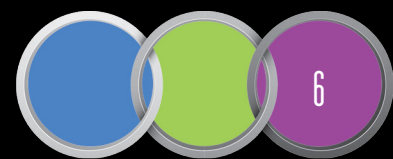
### Notes to Our Sponsors

- Sponsorship opportunities are limited on a first come basis.
- Artwork for arcades, napkins, and signage must be provided by the sponsor in print ready format.

**Questions regarding sponsorship opportunities? Contact Deborah Cooksey Passmore via email at [DPASSMORE@SUDDATH.COM](mailto:DPASSMORE@SUDDATH.COM) today!**

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# IAM YP

Young Professionals in Moving



The **IAM Young Professionals (IAM-YP)** is a dynamic group of young household goods industry professionals. With the goal of advancing industry knowledge and fostering the growth of future leaders in our business, IAM-YP is the voice of the next generation within the Association. Growing larger and stronger with each passing year, IAM-YP sponsorship increases your brand awareness to the future of IAM. **All sponsorship items can ONLY be purchased during the 52nd Annual registration process.**

## Help support our Young Professionals with one of the following Sponsorship Opportunities:

### IAM-YP WELCOME RECEPTION SPONSOR

*Sunday, October 18  
5:30 pm - 7:00 pm*

#### **\$1,000 (CO-SPONSORSHIP)**

*Be part of the first day of excitement and help support the IAM-YP Welcome Reception. This "By Invitation Only" reception will allow you to mingle with the Young Professionals of our growing industry.*

#### **BENEFITS INCLUDED:**

- Logo on signage at Opening Reception
- Logo on screen during the membership meeting
- Acknowledgement of support at membership meeting by IAM-YP Leadership
- Thank you page in The Portal, Program Book and IAM-YP eNewsletter
- Logo on the IAM-YP webpage on Annual Meeting website
- 1 ticket to the IAM-YP Social Mixer

### IAM-YP TEAMBUILDING SPONSOR

*Sunday, October 18  
11:00 pm - 2:00 pm*

#### **\$1,000 (CO-SPONSORSHIP)**

*Build relationships with IAM-YP members through your support of the Teambuilding Event.*

#### **BENEFITS INCLUDED:**

- Logo on signage at Teambuilding event
- Logo on team identifiers (i.e. Bandanas)
- Logo on screen during the membership meeting
- Acknowledgement of support at membership meeting by IAM-YP Leadership
- Thank you page in The Portal, Program Book and IAM-YP eNewsletter
- Logo on the IAM-YP webpage on Annual Meeting website
- 1 ticket to the IAM-YP Social Mixer

### IAM-YP SOCIAL MIXER SPONSOR

*Tuesday, October 20  
9:00 pm - 11:30 pm  
(Event held offsite)*

#### **\$3,000 (EXCLUSIVE)**

*One of the hottest IAM-YP events at the IAM Annual Meeting is the social mixer. Gain exclusive access to the industry's young professionals by sponsoring the IAM-YP member-only Social Mixer event.*

#### **BENEFITS INCLUDED:**

- Logo on signage at Social Mixer Event
- Logo on bracelet
- Logo on screen during the membership meeting
- Opportunity to address IAM-YP Members at the IAM-YP Member Meeting
- Acknowledgement of support at membership meeting by IAM-YP Leadership
- Thank you page in The Portal, Program Book, and IAM-YP eNewsletter
- Logo on the IAM-YP webpage on Annual Meeting website
- 2 tickets to the IAM-YP Social Mixer



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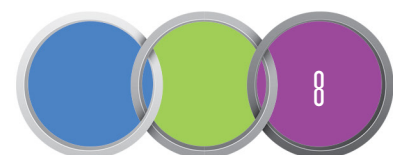
# Exhibitor Level PACKAGES

EXPAND YOUR NETWORK AND BUSINESS WITH ONE OF OUR EXHIBITOR PACKAGES!

BENEFITS	Premium Gold	Gold	Silver	Premium Bronze	Bronze	Exhibitor
Investment	\$11,000	\$7,600	\$5,600	\$5,300	\$3,800	\$2,500
One Registration @ the Early Bird rate of \$950						
# of Booths (8'x 10')	3	3	2	1	1	1
Preferred Booth Location						
Mobile App Sponsorship						
New Member Reception Pass(es)	1	1	1	1		
Opening Reception or Closing Dinner Pass(es)	4	3	2	2	1	
Exhibit Hall Only Passes	5	5	4	4	3	2
Ad in Program Book	Full Page, Color, Inside Front or Inside Back Cover, Back Cover <i>(first come, first choice in placement)</i>	Full Page, Color Opposite Inside Covers or Tab Placement <i>(first come, first choice in placement)</i>	Full Page, Color	Half Page, Color	Half Page, Color	
Annual Meeting Website Presence	Logo & Link	Logo & Link	Logo	Listing	Listing	Listing
Detailed Listing in Program Book	Full Page	Full Page	Half Page	Listing	Listing	Listing
Formal Recognition in The Portal Magazine						
Mention at IAM Membership Breakfast Session						
Logo at Entrance to Exhibit Hall						
Distinctive Signage at Social Events						
Giveaway/Insert in Tote Bag		+ \$250	+ \$500	+ \$750	+ \$750	+\$1,000
Reserved Table(s) at Closing Dinner	1 Reserved Table	1 Reserved Table				

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# Pricing

## ANNUAL MEETING EXHIBITOR:

Premium Gold Level Exhibitor . . . . .	\$11,000
Gold Level Exhibitor . . . . .	\$7,600
Silver Level Exhibitor . . . . .	\$5,600
Bronze Level Exhibitor . . . . .	\$3,800
Exhibitor . . . . .	\$2,500

## ANNUAL MEETING PROMOTIONAL SPONSORSHIPS:

Wireless Phone Chargers . . . . .	\$25,000
Headshot Lounge . . . . .	\$14,000
Connect Lounge . . . . .	\$9,500
Hotel Keycards . . . . .	\$8,500
IAM Relaxation Center . . . . .	\$7,500
Wireless Internet . . . . .	\$7,500
Conference Lanyard Sponsorship . . . . .	\$7,000
Exhibitor Passport/Grand Prize Giveaway . . . . .	\$5,000
Annual Meeting Mobile App Co-Sponsorship . . . . .	\$3,200
Bag Insert . . . . .	\$1,500

## ANNUAL MEETING ADVERTISING -CONFERENCE BOOK:

Program Back Cover Ad . . . . .	\$3,500
Full Page Color Tab Ad . . . . .	\$1,500
Full Page Color Ad . . . . .	\$1,150
Half Page Color Ad . . . . .	\$850

## AFWSF "FUND" NIGHT SPONSORSHIP:

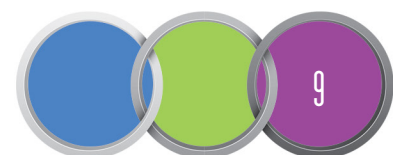
Dunking Fair Booth . . . . .	\$2,000
DJ Fair Booth . . . . .	\$2,000
Fair Booth . . . . .	\$1,500
Bar Sponsor . . . . .	\$1,300
Cotton Candy Cart . . . . .	\$1,300

## IAM-YP SPONSORSHIP:

IAM-YP Social Mixer . . . . .	\$3,000
IAM-YP Teambuilding Event Co-Sponsorship . . . . .	\$1,000
IAM-YP Welcome Reception Co-Sponsorship . . . . .	\$1,000

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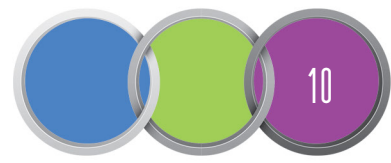
### NETWORK CENTRAL HALL

■ SOLD   
 ● PREMIUM GOLD   
 ● GOLD   
 ● SILVER   
 ● PREMIUM BRONZE   
 ● BRONZE   
 ● EXHIBIT



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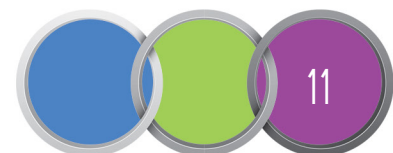


### Sold BOOTHS

<b>1</b>	Gosselin Group	Premium Gold Booth			
<b>610</b>	AGS 360 Solutions	Gold Booth			
<b>407</b>	DeWitt Companies	Gold Booth			
<b>311</b>	TMM	Gold Booth			
<b>419</b>	Universal Relocations Inc.	Gold Booth			
<b>500</b>	Enterprise Database Corporation	Silver Booth			
<b>318</b>	FIDI AISBL	Silver Booth			
<b>501</b>	FlatRate International	Silver Booth			
<b>300</b>	Globalink Logistics Group (HQ)	Silver Booth			
<b>100</b>	Gridiron Forwarding Co, Inc.	Silver Booth			
<b>105</b>	International Wood Industries	Silver Booth			
<b>601</b>	Isaac's Moving and Storage	Silver Booth			
<b>607</b>	Metro Claims Relocations & Restoration Service	Silver Booth			
<b>301</b>	Moverware Pty Ltd.	Silver Booth			
<b>213</b>	National Van Lines	Silver Booth			
<b>600</b>	Netensity Corporation	Silver Booth			
<b>701</b>	Republic Moving and Storage Company	Silver Booth			
<b>401</b>	SAE Asia	Silver Booth			
<b>306</b>	Schenker Deutschland AG	Silver Booth			
<b>619</b>	Schumacher Cargo Logistics, Inc.	Silver Booth			
<b>312</b>	Security International	Silver Booth			
<b>801</b>	Sofrapack	Silver Booth			
<b>613</b>	The Pasha Group	Silver Booth			
<b>815</b>	UniGroup Relocations Network	Silver Booth			
<b>117</b>	Victory Packaging	Silver Booth			
<b>400</b>	Zuhal Pack International	Silver Booth			
<b>204</b>	ABC Cargo Logistics S.A.S	Bronze Booth			
<b>702</b>	Air Animal Pet Movers	Bronze Booth			
<b>206</b>	Argenvans Transportes Internacionales S.A.	Bronze Booth			
<b>322</b>	Carloking Freight Services	Bronze Booth			
<b>700</b>	CMG International Movers	Bronze Booth			
<b>708</b>	Daycos	Bronze Booth			
<b>200</b>	Gentlemen du Deménagement	Bronze Booth			
<b>718</b>	GRIP Inc, (aka PricePoint)	Bronze Booth			
<b>711</b>	IGL Relocations	Bronze Booth			
<b>201</b>	IMove Green	Bronze Booth			
<b>321</b>	Interim	Bronze Booth			
<b>810</b>	Jacksonville Box & Woodwork Co	Bronze Booth			
<b>203</b>	Leader Freight Forwarders	Bronze Booth			
<b>210</b>	Marine Lumber	Bronze Booth			
<b>219</b>	MoversPOE	Bronze Booth			
<b>310</b>	Nedrac, Inc	Bronze Booth			
<b>717</b>	New Haven Moving Equipment	Bronze Booth			
<b>207</b>	Nobel Van Lines	Bronze Booth			
<b>712</b>	Rainer Overseas Movers, Inc.	Bronze Booth			
<b>101</b>	Red Recruit	Bronze Booth			
<b>705</b>	Stevens International	Bronze Booth			
<b>720</b>	T&T Services International srl	Bronze Booth			
<b>719</b>	Tammaro Transports SA	Bronze Booth			
<b>209</b>	Vanpac GroupAsia Pte Ltd	Bronze Booth			
<b>703</b>	A/S Star Int'l Moving & Storage				Exhibit Booth
<b>806</b>	Agarwal Packers and Movers Ltd.				Exhibit Booth
<b>111</b>	American Fast Freight / American Relocations Services				Exhibit Booth
<b>807</b>	Asian Relocation Asscoation				Exhibit Booth
<b>918</b>	Carrie International Freight Services				Exhibit Booth
<b>116</b>	Cartwright International				Exhibit Booth
<b>808</b>	Certified Packaging & Transport				Exhibit Booth
<b>905</b>	Chandra Exim PT				Exhibit Booth
<b>713</b>	Coleman World Group				Exhibit Booth
<b>115</b>	Conroy Removals				Exhibit Booth
<b>903</b>	Continental Movers & Storage Sdn. Bhd.				Exhibit Booth
<b>104</b>	Econocaribe- Ecu Line				Exhibit Booth
<b>805</b>	Elite Shipping LLC Dubai				Exhibit Booth
<b>902</b>	Emovers LLC				Exhibit Booth
<b>811</b>	Fauna & Flora Customhouse Brokerage Co. Inc.				Exhibit Booth
<b>819</b>	Gallagher Transport International, Inc.				Exhibit Booth
<b>907</b>	Global Moving and Storage Pte Ltd				Exhibit Booth
<b>112</b>	Greens Removals & Storage LTD				Exhibit Booth
<b>121</b>	Intergrated Logistics				Exhibit Booth
<b>208</b>	Intermove Eygpt				Exhibit Booth
<b>110</b>	ITO Mobiltransport GmbH				Exhibit Booth
<b>814</b>	Jordanian Coast Cargo Services				Exhibit Booth
<b>522</b>	La Rosa Del Monte				Exhibit Booth
<b>709</b>	LACMA				Exhibit Booth
<b>216</b>	MexlExpress LTD				Exhibit Booth
<b>818</b>	Move4U				Exhibit Booth
<b>220</b>	Moving Home Company LTD				Exhibit Booth
<b>910</b>	MSI - Moving Specialist Int LTD				Exhibit Booth
<b>212</b>	Myanmar Int Express				Exhibit Booth
<b>120</b>	Orbit International Moving Logistics LTD				Exhibit Booth
<b>803</b>	Orient Express Forwarding PTE LTD				Exhibit Booth
<b>802</b>	Orient Intl Relocations				Exhibit Booth
<b>809</b>	Orphee Beinoglou Int'l Forwarders SA				Exhibit Booth
<b>816</b>	P.M. Relocations Pvt. Ltd				Exhibit Booth
<b>422</b>	PAIMA Pan American Intl Moving Association				Exhibit Booth
<b>113</b>	Prime Transport				Exhibit Booth
<b>420</b>	ReloTrans Auto Relocation				Exhibit Booth
<b>715</b>	Rodi Cargo International				Exhibit Booth
<b>218</b>	SIR Move Services Pte Ltd				Exhibit Booth
<b>906</b>	Stewart Moving & Storage				Exhibit Booth
<b>114</b>	TG International				Exhibit Booth
<b>804</b>	TMI				Exhibit Booth
<b>118</b>	Transpo				Exhibit Booth
<b>214</b>	United Software Solutions, Inc.				Exhibit Booth
<b>103</b>	Voxme Software Inc.				Exhibit Booth
<b>911</b>	Willis Relocation Risk Group				Exhibit Booth

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# Important DUE DATES

FRIDAY, JULY 10	All program materials (logos, bios, ads, etc.) are DUE
FRIDAY, JULY 10	Final day to receive payment from Exhibitors and Sponsors

## Artwork DUE DATE

### LOGOS AND ADS: JULY 10, 2015

You will be able to submit your artwork during the registration process. Additionally, you will be allowed to log back into the system at a later date to submit your information should you not have it at the time of your registration. **IMPORTANT:** Failure to submit by **July 10, 2015**, will result in your company ad, logo, or profile being omitted from the program book and conference signage. **THERE WILL BE NO EXCEPTIONS!**

## Advertising SPECIFICATIONS:

**LOGOS:** 300 min dpi resolution

EPS Vector or Adobe illustrator format, scalable

**ADS:** 300 min dpi resolution, CMYK Color

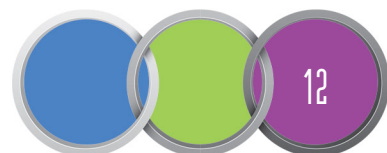
EPS, TIFF or Quark (version 4.1 or later with fonts included)

Full page ad - 7.375 inches x 10 inches

Half page ad - 7.375 inches x 5 inches

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# Company Description **DUE DATE** JULY 10, 2015

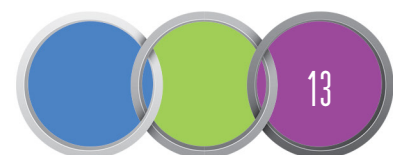
You will be able to submit your company description during the registration process. Additionally, you will be allowed to log back into the system at a later date to submit your information should you not have it at the time of your registration. **IMPORTANT:** Failure to submit by **July 10, 2015**, will result in your company ad, logo, or profile being omitted from the program book and conference signage. **THERE WILL BE NO EXCEPTIONS!**

Please note that if your description is longer than the listed length, it will be edited to fit our established parameters. For sponsors, length includes company location and contact information.

- Premium Gold Level Exhibitor . . . . . Full Page
- Gold Level Exhibitor . . . . . Full Page
- Silver Level Exhibitor . . . . . Half Page
- Premium Bronze Level Exhibitor . . . . . Half Page
- Bronze Level Exhibitor . . . . . Half Page
- Exhibitor . . . . . 100 words or less

## IMPORTANT NOTE:

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### SPONSOR AND LEVEL EXHIBITOR **Rules & REGULATIONS**

The foregoing regulations have been formulated for the best interest of all parties. All Exhibitors & Sponsors, by submission of their application, agree to abide by the following regulations:

- Eligibility:** At least one company representative must be registered for the meeting to reserve a booth, and exhibiting company must be a member in good standing at the time of booth reservation.
- Codes and Agreement:** The Exhibitor hereby agrees to be bound by the "Rules and Regulations" set forth in this document.
- Space Assignments:** Booth and event sponsor requests will be addressed in order of receipt of applications and payment. Exhibitor booth locations are on a first come, first serve basis. International Association of Movers (IAM)/Meeting Management Services (MMS) reserve the right to move exhibitors and make final assignments. Within these rules, decisions regarding space are solely at the discretion of IAM/MMS.
- Exhibit Hours: Setup** – October 18, 2015 from 7:30am to 11:30am. Exhibit hall will be closed at 11:30 to allowing for cleaning of the hall.  
**Exhibit Hall Hours** – October 18 from 2pm to 5pm; October 19 from 10am to 5pm; October 20 from 7am to 5pm; and October 21 from 8am to 11am. The hall will be open to exhibitors only 30 minutes before the hall opening on October 18th and one hour before the hall opening on all other days.  
**Breakdown** – October 21, 2015 from 11am to 12pm.  
*Hours are subject to change.*
- Use of Space:** The Exhibitor shall not sublet or share the booth provided by IAM/MMS, nor shall the exhibitor assign this lease in whole or in part without written notice to and approval from IAM/MMS. The Exhibitor, as specified in these rules and regulations, will forfeit space not occupied by the close of the installation period (11:30am on October 18, 2015). The space may be resold, reassigned, or used by the exhibit management.
- Early Dismantling of Booths:** Exhibits are to remain set up until 11am on October 21, 2015. You may not dismantle your booth before 11am on October 21, 2015. *Early dismantling of booths may result in loss of Exhibitor privileges in future years.*
- Exclusion:** IAM/MMS reserves the right to exclude or require modification of any display or demonstration which, in its sole discretion, it considers unsuitable or not in keeping with the character of the show. IAM/MMS shall have the right to prohibit the use of amplifying equipment or music, which, in its sole discretion, it considers objectionable. IAM/MMS reserves the right to demand modification of the appearance of dress or person used in connection with displays or demonstrations.
- Safety Regulations:** The use or storage of flammable liquids, gases, or solids will not be permitted. Only a safety film can be used. Video presentation must be arranged so that aisles are not blocked. Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations are allowed and other material must comply with fire department regulations.
- Liability:** Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Manchester, its owners or managers, which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Manchester, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property. Exhibitor's liability shall include all losses, costs, damages or expenses arising from or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.
- Guard Service:** IAM/MMS will provide guard service when the exhibit hall is closed and exercise reasonable care for the protection of Exhibitors' material and display. Beyond this, IAM/MMS, its officers, agents, employees, subsidiaries, affiliates, and members (separately or collectively) cannot accept responsibility for any damage to or for the loss or destruction of an exhibit or for the property of an exhibitor either from fire, theft, or accidents or other causes.
- Food and Beverage:** If you plan on distributing food and/or beverage from your booth, you must receive prior approval from IAM/MMS and any additional fees that are levied by the Hotel will be your sole responsibility. Please contact IAM/MMS prior to the event to determine the cost associated for your consumable give away.
- Minimum Age for Entry:** To maintain a business environment, children under the age of 16 will not be permitted to enter the exhibit hall. Toddlers in strollers may be allowed access to the exhibit hall, but must remain in the stroller and be accompanied by an adult at all times.
- Official Service Contractor:** To assure orderly and efficient installation, operation and removal of the displays, and to minimize confusion by the presence or solicitation of unknown or unqualified firms, GES has been selected as our official service contractor. GES will send all confirmed exhibitors a service kit containing information on material handling, furnishings, electrical, signs, labor, booth cleaning, display rental, telephone, audio/visual, photography, computer rental, and recommended transportation carriers.
- Amendment of Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of IAM/MMS and the Hotel. These rules and regulations may be amended at any time by IAM/MMS and the Hotel. All amendments shall be binding on Exhibitors.
- Cancellation and Refunds:** In the event the Sponsor or Exhibitor cancels its reservation for space or sponsored item, and does so on or before **JULY 10, 2015**, then Exhibitor or Sponsor will be refunded the participation fee less a \$500 nonrefundable deposit. Cancellations received after **JULY 10, 2015** will forfeit the entire fee. No refunds will be made if exhibit space is not used or for space used part of the time.

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