**IAFE TRADE SHOW**
**FREQUENTLY ASKED QUESTIONS**

**What does my booth fee include?** The booth fee covers the 10 x 10 space; a draped back wall that is 8 ft. high and 3 ft. tall side rails that are also draped. The IAFE also provides an Identification sign that will hang from the top of the booth. Exhibitor badges are also included (see below for specifics). Tables, chairs, electrical service etc. are NOT included in the booth fee – but rather can be ordered if needed from the respective show providers.

**How many badges do I get with a booth purchase?** Those purchasing 1 booth will receive 4 badges for company personnel to use. Firms purchasing additional booths will receive 2 additional badges for each additional booth purchased. Any firm may purchase badges above their limit for $50 each.

**Does my booth have carpet?** Booth spaces do not come with carpet, but you can order carpeting from Paramount Convention Services – our official show decorator.

**Can I give away food or drink in my booth?** Yes, BUT, any food or beverages served from booths must be ordered from the in-house food and beverage firm in the Convention Center. You CANNOT simply bring in outside food or beverage and serve. Please contact IAFE Show Management for details.

**Can my booth height exceed the 8 ft. height limit?** We ask that any exhibit exceeding the 8 ft. height limit be approved by show management. Failure to receive approval prior to the show may result in having to remove the exhibit at the event.

**Exhibitor badges — what convention events can I access with these?** Exhibitor badges gain your access to the Trade Show, the General Sessions, and Education Sessions. Note, there are some Educational Sessions that require attendee registrations and additional fees. These will be noted in our Official Program and cannot be accessed by Exhibitor Badges. Note: If you are an exhibitor, but do not plan to man your booth space and plan to simply attend sessions, we would ask that you register as an attendee.

**Hotels — where do I stay during the Convention?** The IAFE has room blocks in several hotels near the Convention Center. Please visit [www.iafeconvention.com](http://www.iafeconvention.com) to find room booking information. Booking in the IAFE room block will get you the best rates on your stay.

**Parking — where can I park my car?** There are numerous parking garages located near the Convention Center – they do have a daily fee. If you have an oversized vehicle or a vehicle with a trailer in tow, please contact IAFE Show Management for possible solutions.

**Marketing — what other marketing opportunities exist with my booth participation?** The IAFE offers print advertising in convention related publications; email blast opportunities, mobile app advertising and sponsorship opportunities. Please contact IAFE Show Management for specific details. Note, the IAFE will email an excel file on Nov. 1 of any “FAIR or EVENT” that will be represented at the show, which would permit a direct mailing.

**Can I tear down and leave early?** No. Your exhibitor contract requires that your booth be operation all days of the Trade Show. Any firm that leaves early is subject to no longer being able to participate in future IAFE event.