



Guidelines for Exhibits at 2018 Conference

June 24-25, 2018 Exhibit Dates

This information is for firms selling goods or services that wish to exhibit at IPT's 2018 Annual Conference at The JW Marriott Parq Vancouver Complex in Vancouver, BC (the Hotel). Exhibits must be operated on a professional and discreet basis consistent with IPT's status as an educational organization for state and local tax professionals working in industry, accounting, law, appraisal and consulting firms. IPT Membership is not available to government tax officials or those who represent them against taxpayers.

All booths will be approximately 8' x 10' and will include a standard 8' high back drape, 3' side rail drapes; one (1) **6' x 2'** skirted table, two (2) side chairs, and a wastebasket.

Please note that as space is tight, all dimensions are approximate and are subject to space limitations.

Space Rental and Assignment of Location: To reserve space, submit a completed application, including signature and payment in full. An application will not be considered complete until payment is processed. If an application is received after the exhibit is sold out, notification will be promptly made with any applicable refund. Exhibitors will be assigned on a first-completed application received basis. Please be assured that IPT makes every effort to accommodate each Exhibitor's location preference. When submitting requests for exhibit space, each Exhibitor should indicate a first and second choice of preferred location type. IPT will assign the best space available at date of receipt of Exhibitor's completed application.

IPT reserves the right to determine eligibility of any application for inclusion in the exhibit. The exhibitor agrees not to sublet, assign or share any part of their space.

Cancellations: Should the Exhibitor be unable to participate in the exhibit, prompt notification should be made to IPT. Refunds (less \$50.00 cancellation fee) will be given until May 1, 2018. There will be no refunds after May 1, 2018.

Exhibitor Representatives: There may be Three (3) representatives of the Exhibiting Company for each Booth. No other personnel should be at or near the Conference activities. Individuals who normally register for the Conference and attend IPT functions as registrants are not included in this three per-booth restriction. All Exhibitor representatives will be given Exhibitor badges that are to be worn throughout the program, both in and out of the exhibit area. The exception is that persons registered for the Conference should wear their exhibitor badges in the exhibit area but their regular Conference badges during the Conference, so they may be admitted to educational sessions. Each Exhibitor must designate one person to be the official on-site contact/representative for the exhibit, and this designated representative will be responsible for advising all Exhibitor staff of IPT policies and the specific rules and guidelines for exhibiting at this program.

Conference Attendance: Only individuals who are registered for the Conference are allowed to attend Conference sessions and session breaks not in exhibit area.

Business Promotion/Solicitation: All solicitation is to be conducted within the exhibit room. **No sales are permitted at the exhibit.** Information regarding products or services may only be distributed at the exhibit table, and only during the times when the exhibit area is open (see official Exhibit Schedule on page 4). In addition, please understand that apart from the exhibit premises, solicitation of IPT members and guests is strictly prohibited. Exhibitors are not allowed to contact IPT members prior to the Conference, regarding their exhibit at

the Conference, nor are they allowed to utilize a Conference registration list or any other IPT listing for business solicitation purposes before or after the exhibit. No hospitality suites are allowed. Any entertaining on an individual basis must not conflict with IPT functions. Entertaining large groups is prohibited.

Conference listing: All Exhibitors, who are confirmed on time, will be listed with website and phone number in the final Conference printed program or, if not possible to include the listing of Exhibitors in the final program, a separate Exhibitor listing will be distributed.

Drawings/Giveaway items: Giveaway items will be limited to inexpensive items with a value no greater than **\$15.00 (USD)**. Samples of products (such as demonstration disks) are excluded from this restriction. One prize drawing is permissible with a gift of no more than \$300.00 (USD) from your Company. This will be sent to the recipient after the Conference. Exhibitors will also be invited to participate in a group activity to promote exhibit traffic and networking. All prize drawing items will be sent after the Conference to the attendee's address on the exhibit card.

Levy Show Service (Decorating Company) is designated as the official decorating/exhibit company to provide the booths and tables and additional items ordered by the Exhibitors. Exhibitor packets will be sent out directly to all confirmed Exhibitors. If you have any specific questions, please contact the Decorating Company. No other exhibit company may be in Exhibit Room/area of the Hotel during the set-up or dismantling period, unless request is submitted for exception in advance for limited purpose in lieu of onsite company personnel.

Electrical, Internet, etc.: Utility, electrical, internet, telephone equipment, etc. is the responsibility of the Exhibitor and shall be coordinated with the Hotel or Decorating Company. Electricity assessments are the responsibility of the Exhibitor. **IPT does not guarantee, and will not bear any cost**

associated with, the provision of electricity, internet, etc. to Exhibitors.

Installation and Dismantling of Exhibits: All displays must be fully installed by 5:00 pm on Sunday, June 24, 2018 (opening day of the Exhibit). **The Exhibit removal will begin at 1:00 pm after the lunch on Tuesday, June 26, 2018, and must be completely removed by 4:00 pm on Tuesday, June 26, 2018.** Exhibitors are responsible for all set-up, installation, removal, and clean-up of their exhibit space and are also responsible for the removal of all trash, boxes, and other material from their exhibit space. All Exhibitors will be required to meet applicable Hotel requirements. Exhibitors are liable for any damage or destruction of Hotel, Decorating Company, or Institute property. All Exhibitors must comply with applicable union requirements.

Use of Exhibit Space: There shall be no obstruction of aisle ways, doorways, or other openings designed for foot traffic. Music and sound devices are not permitted.

No nails or bracing wires used in erecting displays may be attached to building without written consent of the Manager of Decorating Company and the Conference Services Manager at the Hotel. All property destroyed or damaged by the Exhibitor must be replaced in its original condition by the Exhibitor or at the Exhibitor's expense.

For booths, all displays must be within the bounds of the 8'x10' space. All booth equipment, furniture, signage, and carpeting must be confined to the measured limits of the booth. No nails or bracing wires used in erecting displays may be attached to building without written consent of the Manager of Decorating Company and the Conference Services Manager at the Hotel. All property destroyed or damaged by the Exhibitor must be replaced in its original condition by the Exhibitor or at the Exhibitor's expense.

Please note that tables this year are 6' x 2'.

Signage and display must remain out of the space designated for foot traffic.

No exhibit or sign may interfere with, or block the view of, neighboring exhibit space.

All promotional material must be confined to the exhibit tables. Security requirements are the responsibility of the individual Exhibitor. All property of the Exhibitor remains under the Exhibitor's control/custody. IPT reserves the right to prohibit and require immediate cessation of any activity or distribution of materials it deems inappropriate. Any charges to the Institute from the Hotel or Decorating Company relating to set-up, use or clean-up of exhibit space will be billed to, and are payable by, the Exhibitor. All Exhibitors will abide by Hotel regulations regarding Hotel property and must utilize Hotel staff according to Hotel policy. The Hotel will assess the Exhibitor directly for any damage to its property. Exhibitors will comply with all federal, provincial, and state and local fire, safety and building laws, codes, and regulations.

Fire Regulations: All doors and openings must be kept clear. Exit signs, fire alarms, and extinguishers must be visible at all times.

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any Hotel wall, door, or column. Any tape applied to the floor by the Exhibitor must be approved by the Hotel Exhibit Manager. No helium-filled balloons may be given out by Exhibitors.

Non-Flammable Materials: All materials used in the Exhibit area or any other room of the hotel MUST be non-flammable to conform to the county/city fire regulations in which the Hotel is

located. Electrical wiring and equipment installation must conform to the appropriate jurisdictional codes. Hotel personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming to such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Manager of Decorating Company or Exhibit Hall Manager of the Hotel.

Shipments: The Decorating Company will provide information on shipping and customs services directly to Exhibitors. IPT also has a Customs Broker who is handling IPT's material and has submitted our notification to Canadian Customs regarding the Conference, including the number of potential Exhibitors. Information on the broker that IPT is using, including the customs letter, will be provided to confirmed Exhibitors. **IPT does not make any recommendations on shipping method, customs clearance, etc. and assumes no liability. It is totally at the discretion of the Exhibitor.** Unloading and delivery to booth or table may occur only during the scheduled Exhibitor move-in period. **Neither IPT nor the Hotel can accept or store exhibit material.**

Indemnification: Refer to Exhibitor Acknowledgement section on page 2 of the Exhibitor Application.

INSURANCE: All Exhibitors must maintain appropriate insurance (comprehensive general liability, personal injury, workers compensation, loss, etc.) which is applicable in Canada.

The Institute reserves the right to amend these guidelines at any time, and such amendments will be applicable to all Exhibitors upon their receipt thereof.

SEE PAGE 4 FOR REVISED EXHIBIT SCHEDULE

OFFICIAL EXHIBIT SCHEDULE (final program may move times slightly)

Sunday, June 24, 2018 5:30 p.m. – 7:00 p.m. (Reception in Foyer where exhibits are located –1 ½ hours)

Monday, June 25, 2018 5:30 p.m. - 7:00 p.m. (Reception in Foyer where exhibits are located –1 ½ hours)

Since the exhibit is in the foyer area where the largest break area is located, it is at the discretion of each exhibitor if they would like to be there during the day when educational sessions are not scheduled on Monday and Tuesday at the follow times:

- Monday, June 25, 2018, during the scheduled Conferee lunch (12noon- 1:00 pm) and/or
- Tuesday, June 26, 2018, before the opening of the General Session (During the Conferee Breakfast time 7:00 - 8:00 am) and/or
- Tuesday, June 26, 2018, during the scheduled Conferee lunch (Tuesday 11:45 a.m. – 1:00 p.m.)

Breakfast and Lunch are in a ballroom which is not directly visible from the foyer area. The exhibits are located in the General Session Foyer and many attendees may cross to and from their guest rooms or to and from the meeting rooms as all activity is on the same floor.

These will not be official Exhibit times, but Exhibit Personnel may be present at their booth/table if they so choose. However, please be advised that exhibits are *not to be open* during any time when an education session is running allowing conferees to attend the program.

Tuesday, June 26, 2018 Exhibits must be removed and all pipe/drape/tables out of the foyer by 4:00 p.m. June 26th. The exhibit company will begin tear down of pipe/drape around 2:15 p.m. allowing an hour and 15 minutes (1:00 – 2:15 p.m.) for exhibitors to pack up.

(Note: conference registration and attendance is not included in the exhibit fee. Exhibitors will receive 4 beverage tickets for Sunday and Monday nights as the reception is in the exhibit area. All other functions are for the registered Conferees.)