



Badges for Staff and Guests

Exhibitors can continue to register [staff badges](#) for their on-site team as needed. If you use your entire complimentary allotment, additional exhibitor badges can be purchased at the member/non-member rate. Badges cannot be shared or have a name changed once printed.

The [Exhibitor Guest Passes](#) for customers/prospects will be available on-site, but encourage your guests to register in advance online. Login to your [Exhibitor Console](#), click on Exhibitor Registration, and click the Exhibitor Guest tab to send customized emails and links. **The last day to request an increase to your exhibitor guest allotment is Nov. 8.**

Additional Insurance Coverage

Any exhibitor displaying an amusement ride or device (per ASTM 747-06) which allows audience participation, using flammable materials, or serving/sampling food items not provided by Sodexo Live!, will need to carry \$3 million general aggregate and \$2 million per occurrence in additional coverage beyond the basic liability policy IAAPA contracts for each exhibitor. The certificate with additional coverage must be submitted to IAAPA using the Insurance Certificate form found in the Exhibitor Required Documents section of the [Exhibitor Console](#). For more information and required information on the certificate, please [click here](#).

Exhibitor Appointed Contractor (EAC) Registration

An Exhibitor Appointed Contractor (EAC) is defined as any service contractor that is not an official service provider for the trade show. Examples include set-up/tear-down, I&D contractors, audio-visual, floral, etc. Official Contractors do not need to apply as an EAC. Exhibitors that are constructing their own booth are NOT EAC's.

Exhibitor Appointed Contractors (EAC's) and Non-Official Contractors must be registered for IAAPA Expo. Refer to the Exhibitor Appointed Contractors page for instructions on registering your EAC's and to review all information related to Non-Official / Exhibitor-Appointed Contractors.

EXHIBITOR APPOINTED CONTRACTORS

Getting Materials to Your Booth

- *What is the difference between Material Handling and Shipping?*
- *Should I ship to the Advance Warehouse or directly to the Convention Center?*
- *Am I scheduled for a Targeted Move-In or General Move-in?*
- *Can I unload my materials myself and carry them to my booth?*
- *Do I need to check-in at the Marshaling Yard?*
- *What do I need to do for outbound shipping after the show closes?*

These excellent and commonly asked questions and more can be answered by learning more about these topics at the links below:

[Material Handling](#)

[Shipping](#)

[Targeted Move-in](#)

[Hand-Carry Policy](#)

[Marshaling Yard](#)

[Outbound Shipping](#)

Brass Ring Best Exhibit Award – *Deadline Approaching*

As IAAPA has been reviewing your booth designs for approval, we've noticed the effort exhibitors are making to showcase their company and products to buyers during IAAPA Expo. Get recognized for your hard work and apply for a **Brass Ring Best Exhibit** award! There is no cost to apply and it will only take you a minute to complete. Find out more [here](#) and apply online now. The deadline is **Nov. 7**.

APPLY NOW

LEGENDS: A Hall of Fame Celebratory Affair

A Night to Honor the Legends of Our Industry and Support the IAAPA Foundation

Join us for LEGENDS: A Hall of Fame Celebratory Affair, an exclusive event honoring the visionaries who have shaped the attractions industry. Celebrate past Hall of Fame inductees while welcoming the new 2024 inductees: Dick Chance, Geoff Chutter, Rick Hunter, and J. Clark Robinson. Mingle with industry legends, forge valuable connections, and enjoy an exciting live auction featuring exclusive experiences, with proceeds benefiting the IAAPA Foundation to cultivate the next generation of industry leaders. Don't miss this unforgettable evening!

RESERVE YOUR SEAT

Rules & Regulations/Violations

Please remember the IAAPA Manufacturer and Supplier Committee has established guidelines to ensure a safe, professional, and attractive trade show. We ask all exhibitors to be mindful of IAAPA's general show regulations and note some of the following penalties for not adhering to IAAPA's [rules and regulations](#). Common violations include:

- Late Setup
- Early Tear-Down / Booth Unattended / No-Show
- Sharing / Co-Locating Booth Space
- Cash and Carry Sales
- Product and/or Literature Displayed and/or Distributed Outside of Booth
- Costume Characters Outside of Booth (unless in transit to enter/exit)
- Noise Violation (over 75db)
- Buyers Wearing Exhibitor Badges

Those that violate the policies are subject to fines, loss of exhibit seniority and/or removal from the trade show floor as detailed [here](#).

IAAPA Intellectual Property (IP) Program

The **IAAPA Intellectual Property (IP) Policy and Guidelines** were created in response to concerns from members about protecting intellectual property at IAAPA events. Key highlights of the policy include:

IP Policy Overview:

- **Scope:** Applies to companies purchasing exhibit space, advertising, or sponsorships under IAAPA's purview, ensuring they own or have rights to the materials they showcase.
- **IP Program:** IAAPA provides education, enforcement, and mediation to help protect members' IP rights within its events.

Three Main Components of IAAPA's IP Program:

1. **IP Mediator:** An IP attorney mediates disputes related to intellectual property at IAAPA events.
2. **Education:** IAAPA offers webinars and counseling sessions to educate participants on IP rights.
3. **Enforcement:** The IP Mediator handles claims of IP violations during IAAPA Expos, advertising, or sponsorships.

IAAPA will have two IP Mediators available on-site to assist with any IP concerns. They will be located at Booth #3731 in the center of the exhibit hall and can be contacted during the following times:

- Monday, Nov. 18: 1 p.m. – 5 p.m.
- Tuesday, Nov. 19 through Thursday, Nov. 21: 9 a.m. – 6 p.m.
- Friday, Nov. 22: 9 a.m. – 1 p.m.

For more information on IAAPA's Intellectual Property Policy and Procedures, please click [here](#).

Floor Covering

Remember: all booths, except those located outside, must have a floor covering completely covering the entire booth space. Floor covering options are available through [GES](#).

- Freeman: 16 oz. Classic = GES: Value
- Freeman: 30 oz. Upgraded = GES: Classic
- Freeman: 45 oz. Upgraded = GES: Plush

Also, note that carpet can be purchased in pre-cut sections of 10'x10', 10'x20', and 10'x30' or custom-cut for the size you need.

If you plan to order the same carpet from GES that you have used in the past, please use this guide to order:

Warehouse Deliveries

The GES advance warehouse will begin accepting IAAPA Expo deliveries on Oct. 16. For more information, including shipping address and GES warehouse policies, please review the [Shipping General Information](#). Address labels can also be printed from the [GES Espresso IAAPA Expo site](#).

Trailer Parking Passes

If you will be driving to IAAPA Expo 2024, make sure you are familiar with the [parking options](#) and costs both for vehicles and [trailers/trucks](#). Note, there is no overnight parking in the regular parking lots and vehicles will be towed at the owner's expense.

Plans Change? Unable to Make It?

If your company is no longer planning on exhibiting at IAAPA Expo 2024, please alert the [Exhibit Sales](#) team no later than Nov. 7. Exhibitors who no-show or cancel after Nov. 7 will receive a [violation](#) post-show for late cancellation.

Upcoming Deadlines

- Past Due [Booth Layout Form](#) (required)
- Past Due [Audience Participation Safety Form](#) (required)
- Past Due [Insurance Certificate](#)(if applicable)
- Oct. 29 [Booth Catering](#)
- Oct. 29 [Food & Beverage Sampling Approval Request](#)
- Oct. 30 [Targeted Move-in Date Request](#)
- Oct. 31 [Exhibitor Clips Videos](#)
- Nov. 7 [Awards Application: Best Exhibit](#)
- Nov. 8 [Request Additional Guest Invites](#)
- Nov. 8 [Last Day for Shipments at the GES Advance Warehouse without Late Fees](#)
- Nov. 11 [Parking Passes for Trucks & Trailers](#)
- Nov. 12 [In-Booth Security](#)

Quick Links

- [Exhibitor Services Guide](#) (order forms, show info)
- [Exhibitor Booth Staff Registration](#) (required of all exhibitors)
- [Update Booth Profile for Attendees](#) (required of all exhibitors)
- [Submission of Required Documents: Safety, Booth Layout, etc.](#)
- [Exhibit Hall Floor Plan](#)
- [Exhibitor Success & ROI Center](#)
- [Hotel Reservations](#)
- [Sponsorships and Advertising](#)

For a complete list of links to exhibitor information, check out the [Exhibitor](#) page to help guide you to exactly what you need!

Missed Exhibitor Bulletins?

Find past bulletins [here](#). If you have any questions about the information contained within or need additional details relating to your booth at IAAPA Expo 2024, please contact Exhibitors@IAAPA.org. Thank you!



IAAPA

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