IFCEE 2015

This Exhibitor Manual has been prepared to provide you with all the information and service order forms necessary for you to have a successful exhibiting experience at IFCEE 2015. We urge you to take the time to read through it carefully and acquaint yourself with all rules, regulations, services available and order forms.

By completing and submitting all forms before their deadlines, you will avoid surcharges and ensure the availability of the services you require.

Feel free to contact me if you have any questions or need further assistance. We are dedicated to providing you with the best service possible to ensure you have a successful exhibiting experience at IFCEE 2015.

Best Regards,

Jan Hall
IFCEE 2015 Show Management
jhall@adsc-iafd.com
(P) 469.359.6000
(F) 469.359.6007

Important Deadlines:

NOVEMBER 2014:

Final Exhibit Space Payment Due – November 3

Customer EXPO Only Day Pass Order Form – November 12

Early Move-Out Request Form (Outdoor Exhibits Only) – November 12

Move-In/Move-Out Form (Outdoor Exhibits Only) – November 12

Liability Insurance & Waiver of Subrogation – November 12

Lead Retrieval Reservation Form – November 12

Generator Power Order Form – November 12

JANUARY 2015:

Booth Personnel Registration (Online Only) – January 16

Tent Order Form – January 30

FEBRUARY 2015:

Food & Beverage Orders Placed with JW Marriott – February 6

Hotel Accommodations Made with JW Marriott – February 23

Freeman - Advance Warehouse receiving will begin on Friday February 13, and end on Friday, March 6 for both indoor and outdoor. Please check the Shipping Section under Freeman Companies.

Exhibitor Schedule At-A-Glance

Friday, March 13

1:00pm-5:00pm	Outdoor Exhibits Move-In per Schedule

Sunday, March 15

8:00am-5:00pm	Outdoor Exhibits Move-In per Schedule

Monday, March 16

8:00am-5:00pm	Outdoor Exhibits Move-In per Schedule
8:00am-5:00pm	Outdoor Exhibits Move-In per Schedule
12:00pm-5:00pm	Registration Open
1:00pm-5:00pm	Indoor Exhibits Move-In
5:00pm-6:00pm	Mandatory Exhibitor Meeting (1 representative per company)

Tuesday, March 17

7:00am-5:00pm	Registration
8:00am-5:00pm	Outdoor Exhibits Move-In per Schedule
8:00am-1:00pm	Indoor Exhibits Move-In
6:00pm-8:00pm	Welcome Reception - Indoor Exhibit area

Wednesday, March 18

10:00pm-6:00pm	Exhibits Open
6:00pm-8:00pm	Reception - Outdoor Exhibit area
8:30pm	Hospitality Suites Open

Thursday, March 19

10:00pm-6:00pm	Exhibits Open
6:00pm-8:00pm	Reception - Outdoor Exhibit area
8:30pm	Hospitality Suites Open

Friday, March 20

10:00am-6:00pm	Exhibits Open
8:30pm	Hospitality Suites Open

Saturday, March 21

9:00am-12:00pm	Exhibits Open
12:00pm-5:00pm	Outdoor Exhibits Move-Out** per Schedule
12:00pm-7:00pm	Indoor Exhibits Move-Out per Schedule

Sunday, March 22

8:00am-5:00pm	Outdoor Exhibits Move-Out per Schedule

Monday, March 23

8:00am-5:00pm	Outdoor Exhibits Move-Out per Schedule

Tuesday, March 24

8:00am-5:00pm	Outdoor Exhibits Move-Out per Schedule

** Move-In/Move-Out Schedule to be provided December 2014*

*** No Cranes or Forklifts will be available at this time.*

EXHIBITOR INFORMATION

Outdoor 20'x20' and 28'x30':

- Two 4-day Exhibitor Booth Personnel Pass (entitles the holder to enter the exhibit areas, three lunches (Wednesday-Friday), all coffee breaks, Tuesday and Wednesday evening receptions, Technical Sessions (Short Courses not included) and the final night reception, dinner and dance on Friday
- 7"x44" company sign
- Continuous support from IFCEE 2015 Show Management
- Company name, booth number(s) and description in the conference On-Site Program, the conference mobile app and the IFCEE 2015 website interactive floor plan
- Exhibitor Services Manual providing the tools for a successful exhibiting experience
- Marketing postcards to distribute to your clients and business associates
- Lead Retrieval Device

If you would like to purchase additional Booth Personnel Passes (surpassing your included two passes per outdoor booth space), visit www.ifcee2015.com and begin a New Registration, then select Booth Personnel Registration when given the option. Additional Booth Personnel Passes are $350 until January 16, 2015. Beginning January 17, 2015, the price will increase to $400.

Indoor 10'x10':

- One 4-day Exhibitor Booth Personnel Pass (entitles the holder to enter the exhibit areas, three lunches (Wednesday-Friday), all coffee breaks, Tuesday and Wednesday evening receptions, Technical Sessions (Short Courses not included) and the final night reception, dinner and dance on Friday
- 7"x44" company sign
- Three-sided draped area (8' high back wall drape, 3' high draped side rails)
- Fully carpeted and air conditioned exhibit hall
- Continuous support from IFCEE 2015 Show Management
- Company name, booth number(s) and description in the conference On-Site Program, the conference mobile app and the IFCEE 2015 website interactive floor plan
- Exhibitor Services Manual providing the tools for a successful exhibiting experience
- Marketing postcards to distribute to your clients and business associates
- Lead Retrieval Device

If you would like to purchase additional Booth Personnel Passes (surpassing your included one pass per indoor booth space), visit www.ifcee2015.com and begin a New Registration, then select Booth Personnel Registration when given the option. Additional Booth Personnel Passes are $350 until January 16, 2015. Beginning January 17, 2015, the price will increase to $400.

Note: **All Exhibitor Personnel must register and have an official IFCEE 2015 badge to enter the exhibit areas.**

General Information

- Show colors are black and silver

- Final payment for exhibit space is due November 3, 2014

EXHIBITOR RULES AND REGULATIONS:

Remanufactured and Used Equipment

- The exhibition of used equipment is prohibited
- Only new or remanufactured equipment may be displayed, and remanufactured equipment must be exhibited as such

Display of Products

IFCEE 2015 Show Management reserves the right to disqualify a company or product that does not meet show standards

Rules and Regulations

1. Each exhibiting company must appoint and identify, in writing, a Designated Point of Contact who is authorized to communicate with IFCEE 2015 Show Management. In the event the contact's name, telephone, fax and email information changes, Show Management shall be notified immediately, and will communicate only with the designated Exhibitor Representative regarding any issue, which may arise.

2. You must be 18 years of age or older to be admitted to the exhibit area during set-up or dismantle.

3. It is Texas state law that you must be 21 years old to consume alcoholic beverages. IFCEE 2015 supports the laws of Texas regarding alcohol consumption and prohibits the consumption of alcohol at IFCEE 2015 and related functions by those under 21.

4. Exhibit space is assigned by number to each exhibitor. No other space may be utilized unless agreed upon as additional exhibit space and payment has been made.

5. Exhibitors may provide food and beverage within their exhibit areas, however, they must also accept responsibility for clean-up and removal. No cooking can take place in exhibit booths. All food and beverage must be ordered through the JW Marriott San Antonio Hill Country Resort & Spa.

6. Additional personnel outside of company representatives may be hired to work in the exhibits and hospitality suites. Professional and appropriate attire shall be worn at all times.

7. The outdoor exhibit area contains high-mast light poles around the perimeter. Special attention should be given to these throughout set-up and dismantle in the exhibit area. (Damage to these and other permanent fixtures will be charged to the exhibitor).

8. Signage and Displays. There are no size or height restrictions to signage. Signs shall be in good taste and not be offensive to exhibitors or attendees and **not obstruct** other exhibitor's displays. You may use helium-filled balloons and other inflatable objects in the outdoor exhibit areas only. Any such items in the indoor exhibit hall are not permitted. You may not use strolling entertainment nor distribute samples and advertising materials in any area outside of your booth. No "SOLD" or "FOR SALE" signs may be displayed on equipment.

Cancellation

Cancellations will be accepted only in accordance with the schedule listed below. Failure to make full deposit for exhibit space at least 120 days prior to the event start date will subject the exhibitor to possible cancellation of the Contract by Show Management, including a forfeiture of the deposit made, as well as any outstanding balance due. If booth space is not occupied by 4:00 pm on the day before the event start date, Show Management shall have the right to use the space, as deemed necessary. Reletting by Show Management of an Exhibitor's "cancelled" space shall not excuse the Exhibitor from assessment.

Cancellation Schedule

October 7 - November 3, 2014 - 25% of Booth Space Fee may be refunded

On or after November 4, 2014 - No Refunds

Force Majeure

In the event the hotel or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, terrorism, acts of war, strike, lock-out, labor dispute, riot or any other cause or agency over which Show Management has no control, or should Show Management decide that because of any such cause it is necessary to cancel, postpone, or re-site the exhibit, or reduce the installation time, exhibit time, or move-out time, IFCEE Show Management shall not be liable to indemnity or reimburse the exhibitor for any damage or loss, direct or indirect, arising as a result thereof or from any other occurrence under this agreement that did not result from the gross negligence or willful misconduct of IFCEE 2015.

Neither IFCEE 2015 nor JW Marriott San Antonio Hill Country Resort & Spa (here after known as JW Marriott), will be responsible for damage to, loss, or theft of property belonging to Exhibitor or Exhibitor injury, his/her agent, employees, business invitees, visitors, or guests. Each Exhibitor is expected to carry his/her own appropriate insurance. Exhibitor shall at all times protect, indemnify, save and hold harmless IFCEE 2015 and JW Marriott against and from any and all losses, costs (including attorney's fees), damage, liability or expense arising from or out of by reason of any accident or bodily injury or any other occurrence to any person or persons, including the Exhibitor, its agents, employees, and business invitees, which arises from or out of by reason of said Exhibitor's occupancy and use of the premises or a part thereof, except for those matters directly caused by the negligence of IFCEE 2015 or the JW Marriott.

Exhibitor Insurance

Exhibitor shall, at its own expense, secure and maintain at all times during the event, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of Exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with Exhibitor's obligations under this paragraph. (A) Workers' compensation and employer's liability insurance complying with the laws of the state in which the Event is being held; (B) Comprehensive General Liability insurance with limits not less than $1,000,000 each occurrence, $2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and (C) Automobile Liability insurance with limits not less than $500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. The Exhibitor's Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insureds (i) IFCEE 2015 Show Management (ADSC, DFI, GI & PDCA) and each of its direct and indirect subsidiaries and (ii) the JW Marriott Hill Country Resort & SPA. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies, satisfactory to IFCEE 2015 Show Management, shall be promptly furnished to IFCEE 2015 Show Management. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days' advance written notice to IFCEE 2015 Show Management. The Exhibitor shall obtain a waiver of subrogation from the carrier of each policy described above and the carrier of each other policy that provides fire, explosion or any other risk coverage insuring the Exhibitor's property, in each case releasing in full such carrier's subrogation rights.

Proof of your coverage, by means of a Certificate of Additional Insured must be in the Show Management office no later than November 3, 2014 and must show the name of the carrier and the exhibitor involved.

Indemnification

Exhibitor shall on a current basis indemnify, defend (with legal counsel satisfactory to IFCEE 2015 Show Management), and hold IFCEE Show Management (ADSC, DFI, GI & PDCA) and the JW Marriott Hill Country Resort & SPA harmless from any and all claims, demands, suits, liabilities, damages, losses, costs, reasonable attorneys' fees and expenses which result from or arise out of or in connection with: (a) Exhibitors' participation or presence at the Event, (b) any breach by Exhibitor of any agreements, covenants, promises or other obligations under this contract; (c) any matter for which Exhibitor is otherwise responsible under the terms of this contract; (d) any violation or infringement (or claim of violation or infringement) of any law or ordinance or the rights of any party under any patent, copyright, trademark, trade secret or other proprietary right; (e) any libel, slander, defamation or similar claims resulting from the actions of Exhibitor; (f) harm or injury (including death) to Exhibitor; (g) loss of or damage to property or the business or profits of Exhibitor, whether caused by negligence, intentional act, accident, act of God, theft, mysterious disappearance or otherwise and (h) any injury to any person (including an attendee) or property while in the Exhibitor's space or relating to Exhibitor's use of any exhibition space or services.

Limitation of liability

Under no circumstances shall IFCEE Show Management (ADSC, DFI, GI & PDCA) and the JW Marriott Hill Country Resort & SPA be liable for any lost profits or any incidental, special, indirect, punitive or consequential damages whatsoever for any of their acts or omissions, whether or not apprised of the possibility of any such lost profits or damages. In no event shall IFCEE 2015 Show Managements maximum liability under any circumstance exceed the amount actually paid to IFCEE 2015 by Exhibitor for exhibit space rental pursuant to this contract. IFCEE 2015 makes no representations or warranties, express or implied, regarding the number and nature of exhibitors and/or attendees who will attend the Event or regarding any other matters.

Exhibitor Insurance (Cont.)

Miscellaneous

Show Management reserves the right to make changes, amendments and additions to these terms and conditions at any time and all changes, amendments and additions so made shall be binding on the Exhibitor and all Exhibitors will be advised of any such changes.

Damage to Property

Exhibitors are liable for any damage caused to building floors, walls, columns, standard booth equipment, trees, landscape, light poles, sprinkler system or to property of other exhibitors. Exhibitors may not mark, tack, make holes, or apply paint, lacquer, adhesives or other coating to building columns and floors or to standard booth equipment.

Exhibit Restrictions

Indoor: This area has been designated for display of non-motorized (combustion engine driven) equipment, products and services offered by exhibitors. Helium balloons are not permitted indoors.

Outdoor: The entrance for the outdoor setup into the JW Marriott outdoor exhibit area has very little in the way of obstacles for delivery and pick-up of drilling type equipment. The overall height restriction is approximately 18'. The width restriction is 14'. All shipping containers and equipment must be clearly marked with the gross weight and exhibit location.

Note: No vehicles with tracks are allowed on the pad without EXTENSIVE PROTECTION. Every effort by exhibitors should be made to protect the pad surface from scarring and breaking. Individual exhibitors will be charged for any repairs required, due to damage from their equipment or transport service. Please be prepared to supply your own plywood sheets to move short distances.

It is the responsibility of the Exhibitor to protect the floor surfaces of both indoor and outdoor areas when moving equipment for any reason. It is recommended that each "outdoor" exhibitor provide heavy (3/4 inch or more thickness) plywood for the tracking of equipment from the transport to the exhibit space. (There should be no long trams necessary due to good accessibility to the exhibit area).

IMPORTANT NOTICE REGARDING MARSHALLING YARD

Regarding Move-In/Move-Out of show equipment. There will be No extended stay permitted in the Marshaling Yard. This area is specifically designated for the staging of the unloading and loading of show equipment only. Please advise your transportation company in order to make other arrangement as necessary
Load and Height Restrictions

Indoor: The ceiling height is 21'. The entrance doors to the indoor exhibit area are 13' W x 15' H. The Exhibit Hall does not have a floor load weight limit as it is SOG (slab on grade) construction. You will need to protect the carpet if rolling in heavy objects

Outdoor: Restrictions require that no balloons, crane derricks or any other part of a display will exceed a height of 95' after set up. Exhibitors should bring any special slings or chokers required for picking or moving their equipment by crane or forklift.

Note: Please be aware that the Truck/Trailer Permit Limit regarding height restrictions must comply with the laws which govern the state of Texas.

Equipment and Exhibits

Indoor: Equipment and exhibited materials that will be on display in the Indoor Exhibits must be capable of being carried or wheeled into the exhibit area. Equipment on tracks is prohibited. Products may not contain fuels such as propane, gasoline, and diesel fuel. Equipment using various types of lubrication must have protective plastic under it and over the hall carpeting.

Outdoor: No equipment may not be started or moved during the exhibit show. No actual digging or drilling operation of the equipment may take place. Private arrangements may be made for activities before or after the IFCEE 2015 at the exhibitor's option off property.

Electricity

Indoor/Outdoor: Electricity is not included with your exhibit space, but is available for purchase. See the Exhibitor's Service Kit behind the Rental Services/Utilities tab. This service is ordered through Freeman Company.

Conflicting Meetings & Social Events

We encourage exhibitors to utilize their exhibit spaces as much as possible. Indoor and outdoor exhibitors are allowed to entertain in their exhibit. Any catering must be done through the hotel catering department.

In the interest of the success of the entire convention and exhibition, the Exhibitor agrees not to extend invitations, call meetings or otherwise encourage absence of members or Exhibitors from the convention or exhibit hall during the official hours of the conference, which will be supplied and shall be binding upon the Exhibitor as though fully set forth herein. In no way are exhibitor activities to interfere or compete with scheduled IFCEE 2015 activities or meetings, however invitations to hospitality suites and other exhibitor functions are allowed and encouraged before or after official IFCEE 2015 functions. Please advise Jan Hall of dates and times you are requesting your hospitality.

Show Management bears neither responsibility nor liability for these activities scheduled by exhibitors on or off the JW Marriott property.

Friendly Neighbor Policy

Out of respect of all those exhibiting at the show, please be mindful of the privacy and professionalism of all participants. Any indication of an act considered not to be in the best interest of IFCEE 2015 shall be addressed appropriately at the discretion of Show Management.

Shipping to Warehouse

No equipment that requires cranes or forklifts with more than 5,000 lbs capacity should be sent to the Freeman warehouse. Please see the shipping instructions section in this manual for complete information. If you ship equipment that exceeds 5,000 lbs to the warehouse, you will be responsible for any additional costs associated with the unloading/loading and movement to/from the warehouse to the show site.

Additional Information

Exhibitors using computers with supplied power should check with their computer consultants about requirements for line conditioners.

Tents

Tents for outdoor exhibitors can be rented from Freeman Company. Tents will require a permit from the Fire Marshall and must be ordered by January 30, 2015. Tents must be erected approximately 3' inside you space boundary. This will give room for tent stakes, etc. Exhibitor tents will be taken down Saturday, March 21 from 2:00pm-7:00pm to make space for departing exhibitors. Exhibitors should have everything but their equipment and machinery packed and ready to be loaded Tuesday March 24, 2015 at 8:00am for return shipment.

The use of old conveyor belting is also recommended. Any damage by an exhibitor, the exhibitor's trucking company, or any other agent, to any hotel property deemed in excess by the hotel management will incur a charge to be determined by the hotel engineer and payable upon demand to IFCEE 2015 or the hotel as required.

Show Management reserves the right to make changes to the location and sizes of designated exhibit space.

Security

Show Management will take every reasonable precaution to protect property and personnel during the set-up, exhibition and dismantle of the exhibits. However, neither Show Management nor the JW Marriott nor any service contractor are responsible for the safety of property or personnel from theft, damage by fire, accident, vandalism or other causes. Show Management recommends that exhibitors make special arrangements if they feel that provided security is not suitable.

Security in the outdoor exhibit area begins at Midnight Friday, March 13, 2015 and goes through Tuesday, March 24, 2015 at 7:00am. General security in the indoor area will begin Tuesday, March 16, 2015 from 4:00pm and goes through Saturday, March 21, 2015 at 5:00pm.

Safety

HARD HATS SHOULD BE WORN BY ALL OUTDOOR EXHIBIT PERSONNEL DURING SET-UP AND DISMANTLE OF EQUIPMENT.

Exhibitors are responsible for compliance with all federal, state and local safety, fire and other regulations and to provide and maintain required and adequate safety equipment and devices according to the activities being carried out.

Show Management has made contacts for reaction to an emergency. Should such an emergency occur, contact security personnel or Show Management personnel immediately for assistance, or dial 0 on the hotel house phone.

Show Management has ruled that no equipment may be moved or started up during the exhibit show hours. This is in recognition of possible safety hazards during the show. The tracks or tires on the equipment may not be moved.

Exhibitors are responsible for controlling noise within their exhibit space so that it does not infringe on other exhibitor's comfort or exhibit efforts. This includes equipment noise as well as any entertainment.

Move-In/Move-Out Information

Arrangements for necessary assembly and dismantle of equipment off-site prior to Friday, March 9 and after Tuesday, March 24 should be made locally. You must advise Jan Hall of your requirements and tentative schedule of movement by filling out the Move-In/Move Out form and returning it to jhall@adsc-iafd.com.

The Exhibitors Committee has decided that one 70-ton crane or forklift will meet the requirements for unloading and loading of equipment. The cost of the crane on-site will be shared by those exhibitors using it on a pro-rated basis. A large forklift will also be available for set-up and tear down and those companies using it will share the cost.

Indoor Exhibitors: Freeman will store and return your shipping cases. You should make arrangements with Freeman prior to the end of the show for labor and/or forklift use to tear down your exhibits and about your return shipment.

Exhibit Move-In Schedule

Friday, March 13	8:00am - 5:00pm	Oversized Load - Outdoor Exhibits Only
Saturday, March 14	8:00am - 5:00pm	Outdoor Exhibits Only - By Schedule
Sunday, March 15	8:00am - 5:00pm	Outdoor Exhibits Only - By Schedule
Monday, March 16	8:00am - 5:00pm	Outdoor Exhibits - By Schedule
Monday, March 16	1:00pm - 5:00pm	Indoor Exhibits
Tuesday, March 17	8:00am - 5:00pm	Outdoor Exhibits - By Schedule
Tuesday, March 17	8:00am - 1:00pm	Indoor Exhibits

Exhibit Move-Out Schedule

Indoor exhibit area will begin dismantle at 12:00pm on Saturday, March 21. The area will be packed and closed by 7:00pm. All exhibitors must leave.

Outdoor exhibit areas will begin dismantle Saturday at 12:00pm. Only those exhibits that do not require cranes or a forklift may move out of their exhibit spaces on Saturday. Awnings and tents will be dismantled Saturday afternoon.

If you wish to move out Saturday afternoon after close of show, please return the Move-In/ Move-Out form to Show Management (jhall@adsc-iafd.com) and advise as to how you plan to do this without use of crane of forklift. We will make every effort to schedule you accordingly.

Saturday, March 21	12:00pm - 6:00pm	Indoor and Outdoor Exhibits*
Sunday, March 22	8:00am - 5:00pm	Outdoor only - Crane & Forklift available
Monday, March 23	8:00am - 5:00pm	Outdoor only - Crane & Forklift available
Tuesday, March 24	8:00am - 5:00pm	Outdoor only - Crane & Forklift available

** SPECIAL NOTE: All Outdoor move-out is by schedule. ALL EQUIPMENT AND MATERIALS MUST BE MOVED FROM THE PREMISES NO LATER THAN 5pm ON TUESDAY, MARCH 24, 2015.*

Exhibit Policy

Exhibitors purchasing space indoors or outdoors for IFCEE 2015 do so with the understanding that they will operate under the policies set forth by Show Management.

Final ruling on policy questions for IFCEE 2015 will be made by the Exhibitors Committee and settled at a time appropriate to the infraction.

Questions prior to the event should be submitted in writing to Jan Hall at mailto:jhall@adsc-iafd.com

BOOTH PERSONNEL INFORMATION:

Deadline: January 16, 2015

Important Ordering Information:

Exhibitor Booth Personnel badges will be issued to those members of your company who will actually be working in your exhibit. For **each** purchased booth space, you are entitled to:

Outdoor Exhibits: Two (2) complimentary four-day passes

Indoor Exhibits: One (1) complimentary four-day pass

Registration

Register your complimentary booth personnel online at www.ifcee2015.com before January 16. Click on New Registration, select Booth Space Personnel Registration when prompted, and enter code in the "ID Code" box underneath the Attendee Email Address box.

If you will need more than your allotted complimentary passes, you will need to register for and purchase additional booth personnel four-day passes, good for Wednesday through Saturday ($350 Early Bird Rate until January 16, 2015 and $400 from January 17 - March 21, 2015). To do this, follow the same steps as for your complimentary booth personnel, but without entering anything in the ID Code box.

Booth Personnel badges may be picked up at the Exhibitor Registration desk inside the hotel. Exhibitor Registration opens Monday, March 16, 2015 at 12:00pm.

Substitutions can be made at any time prior to the deadline date. Send substitutions in writing to mailto:ematthews@adsc-iafd.com.

IFCEE 2015

EARLY MOVE-OUT REQUEST FORM (Outdoor Exhibits Only)

Deadline: November 12, 2014

Booth Number(s): _____ _____

Contact: _____

Title: _____

Company: _____

E-Mail: _____ Cell: _____

Outdoor Exhibitors

The Move-In/Move-Out schedule will be completed by December 2014. If you wish to move-out Saturday after the show, between 12:00pm and 6:00pm, you must be able to do so without the use of a crane or forklift, and move under your own power. This applies only to tire mounted equipment. You must advise us of your desire to do so and provide us with your plan for moving out. No motor carriers will be able to enter the JW Marriott San Antonio Hill Country Resort & Spa property Friday afternoon or evening. We will be working on scheduling the outdoor exhibit tear-down to avoid gridlock, but this will take cooperation by you and your truckers. IMPORTANT: Security will not let anyone through the gate that Show Management has not approved for movement.

_____YES! We would like to leave Saturday between 12:00pm-6:00pm.

Our plan for movement is as follows:

_____

_____

_____

_____

_____

_____

Return to:
Jan Hall
(P) 469.359.6000
(F) 469.359.6007
jhall@adsc-iafd.com

MOVE-IN/MOVE-OUT FORM

Deadline: November 12, 2014

IMPORTANT NOTICE REGARDING MARSHALLING YARD

Regarding Move-In/Move-Out of show equipment. There will be No extended stay permitted in the Marshaling Yard. This area is Specifically designated for the staging of the unloading and loading of show equipment only. Please advise your transportation company in order to make other arrangement as necessary.

Load Information

Contact Name:_____Phone_____

Company:_____Booth Number(s): _____

Indoor Exhibitors

We would like to move in: ☐ Monday (16th) 1:00-5:00pm ☐ Tuesday (17th) 8:00am-1:00pm

Outdoor Exhibitors

1. To accomplish move-in and move-out, we will need the:

70 Ton Crane	☐ loading	☐ unloading	☐ assembly & dismantle
10,000Lb Cap. Forklift	☐ loading	☐ unloading	☐ assembly & dismantle
Manlift	☐ loading	☐ unloading	☐ assembly & dismantle

   ☐ We will bring any special slings or devices needed for loading/unloading. (This may include lifting eyes and shackles on your equipment).
2. We will have a truck/trailer come into the exhibit area for drop-off and pick-up. ☐ Yes ☐ No
3. The expected over-all length of our tractor-trailer (including ponies) will be_____ft.
4. The gross weight of our equipment will be_____. (less than 10,000Lbs.)
   The weight of each piece of equipment over 10,000 Lbs is as follows:
   1._____Lbs. 2._____Lbs. 3._____Lbs. 4._____Lbs.
5. Estimated number of days it will take to assemble our equipment on-site is_____days.
   *(** Crane and forklift will be available from 8:00am-5:00pm each day except Saturday, March 21)*
6. We will pre-assemble some/all of our equipment off-site. ☐ Yes ☐ No
7. We would like to move in:
   ☐ Friday (13th) ☐ Saturday (14th) ☐ Sunday (15th) ☐ Monday (16th) ☐ Tuesday (17th)
8. Estimated number of days to disassemble our equipment on-site is_____days.
9. All equipment must be out of the exhibit area by 5:00pm Tuesday, March 20, 2012.
   We will disassemble our equipment ☐ On-site ☐ Off-site. We would like to move out:
   ☐ Saturday (21st) ☐ Sunday (22nd) ☐ Monday (23rd) ☐ Tuesday (24th)
   ***Crane and forklift will be available 9:00am-5:00pm (Sunday-Tuesday) & 2:00pm-5:00pm (Saturday)*
10. The expected maximum height of our loaded tractor-trailer will be_____ft._____in.
11. A Texas DOT Over-Height permit is required for over 14 feet.
12. Each exhibitor must provide old conveyor belting or plywood for tramming track vehicles and resting on the concrete surface. Belting is preferred since you can roll out a length and not have to expend as must labor in moving your equipment.

Return to: Jan Hall (P) 469.359.6000 (F) 469.359.6007 jhall@adsc-iafd.com

IFCEE 2015

Generator Power Order Form (Outdoor Exhibits Only)

Deadline: November 12, 2014

If you are signing up with Freeman to get outdoor area electrical service, you must also order generator power by sending this form to Show Management. Indoor exhibitors are not required to have generators.

Those of you that will be ordering electrical power for your OUTDOOR EXHIBIT AREA should be aware of the minimum requirements for ordering services from Freeman.

Under Electrical Outlets on the Freeman order form, you must order at least the 1501-2000 watts (20 Amps) service, no matter how small your needs. This is due to the cables that are laid throughout the exhibit area.

In addition to the cost of the wiring service paid to Freeman, there will also be a charge for the use of the outside generators, which will be brought in to provide the power to the outdoor exhibits.

We are renting these at a flat rate and have divided this by an estimated number of exhibitors that we expect to use electrical power, based on previous years. The charge will be $190 per outlet. Power will be supplied Wednesday through Saturday, 1/2 hour before opening and until the scheduled closing hour.

First/Last Name:	Title:	
Company:		
Address:	City:	State:
Zip Code:	Country:	
Phone:	Fax:	
Email:	Website:	

Number of 20 AMP Outlets you are ordering_____x $190 = $ 0 _____total.

Payable in US Dollars only.

☐ Visa ☐ MasterCard ☐ AMEX

Card #_____Exp:_____CID:_____

Card Holder's Name: _____

Return to:

Jan Hall
(P) 469.359.6000
(F) 469.359.6007
jhall@adsc-iafd.com

JW Marriot San Antonio Hill Country Resort & Spa Information:

Guests to San Antonio, Texas will enjoy the offerings of an extraordinary environment, as the JW Marriott San Antonio Hill Country Resort & Spa is a showcase of uncompromising quality. This four-star resort hotel will make your stay something truly special. A discounted room rate is being offered to IFCEE 2015 attendees of $240.00+ tax for single/double occupancy. These rates will be available from March 9-22, 2015. Internet connection is $9.95 per night from March 9-22, 2015. Rooms are on a **first-come, first-serve basis.** Be sure to make your reservations early, as there are a limited number of rooms available at this rate!

Hospitality Suites are available on a first-come, first-served basis. Please contact Jan Hall for rates and availability at (469) 359-6000.

To make reservations, call 877.622.3140 and advise the hotel that you are attending **IFCEE 2015** before **February 23, 2015.** Any reservation received after that date will be accepted on a space and rate availability basis only. You can also visit https://resweb.passkey.com/go/IFCEE2015 **to make your reservations.**

All room reservations must be accompanied by a first night room deposit. JW Marriott will not hold reservations unless they are secured by a major credit card or by check. Deposit will be fully refundable if reservation is cancelled by 5:00pm CDT on the arrival date.

Check-in: 4:00pm

Check-out: 12:00 Noon.

If you have any questions please contact:

Jan Hall
IFCEE 2015 Show Management
(P) 469.359.6000
(F) 469.359.6007
jhall@adsc-iafd.com

INSURANCE COVERAGE & WAIVER OF SUBROGATION

Deadline: November 12, 2014

In further consideration of the agreement between IFCEE 2015 on the one hand, and the below-named Exhibitor (hereinafter, "Exhibitor"), on the other hand, to allow Exhibitor to participate in the IFCEE 2015, Exhibitor agrees and covenants as follows:

Workers' Compensation Insurance. Exhibitor agrees to secure and maintain Workers' Compensation Insurance covering Exhibitor's employees at the IFCEE 2015. Exhibitor shall provide a Certificate of Insurance Coverage for such Workers' Compensation Insurance or other evidence of such insurance before the event and as may be reasonably requested by ADSC. In the event that any employee of Exhibitor sustains an injury during any phase of the IFCEE 2015, Exhibitor shall file a claim with Exhibitor's Workers' Compensation Insurance Carrier.

Limitation of Liability and Indemnity. Exhibitor, on behalf of itself and its officers, directors, employees, representatives, invitees, assigns and successors (collectively hereinafter, "Exhibitor"), agrees to and shall indemnify, defend and hold harmless IFCEE 2015 (ADSC, DFI, GI & PDCA) and their respective officers, directors, employees, agents, assigns and successors (collectively, the "Indemnified Parties"), from any and all claims arising from or relating to Exhibitor's use of the premises and from any activity, work, or things which may be permitted or suffered by Exhibitor in relation to the IFCEE 2015, and Exhibitor shall further indemnify, defend and hold the indemnified parties harmless from and against any and all claims (including, without limitation, for death or injury to person or persons or property damage) of third parties or otherwise arising from the actions and/or omissions of Exhibitor, and from any and all costs, attorney's fees, expenses, and liabilities incurred in the defense of any such claim or any action or proceeding brought thereon, excluding where such claim, cause of action, damage, injury or death is caused by the gross negligence or willful misconduct of the indemnified parties.

Exhibitor Insurance. Exhibitor shall obtain and keep in force during the term of the IFCEE 2015 a policy of comprehensive commercial liability insurance insuring Exhibitor, ADSC and JW Marriott San Antonio Hill Country Resort & Spa against any liability arising out of Exhibitor's use, occupancy, or maintenance of the IFCEE 2015 premises. Such insurance shall be in an amount of not less than $1,000,000.00 for personal injury to or death of one person in any one accident. Such insurance shall further insure Exhibitor, IFCEE Partners (ADSC, DFI, GI of ASCE, and PDCA) and the JW Marriott San Antonio Hill Country Resort & Spa against liability for property damage of at least $1,000,000.00. Proof of such coverage, by means of a Certificate of Insurance and/or Certificate of Additional Insured must be provided to IFCEE Show Management and JW Marriott San Antonio Hill Country Resort & Spa no later than November 28, 2014 and must show the name of the carrier and the Exhibitor involved. Without limiting the foregoing, Exhibitor shall be liable for any damage caused to building floors, walls, columns, standard booth equipment, or to property of other exhibitors. Exhibitor may not mark, tack, make holes, apply paint, lacquer, adhesives or other coating to building columns and floors or to standard booth equipment.

_____	_____	_____
Authorized Company Representative	Title	Date

Return to: Jan Hall mailto:jhall@adsc-iafd.com

SAFEGUARDING YOUR EXHIBIT

We are dedicated to making IFCEE 2015 safe and secure. We make every effort to provide security for this exposition without introducing major roadblocks to the entry and exit of everyone at the show.

Security is Your Responsibility

Although IFCEE 2015 Show Management will exercise reasonable care for the protection of your materials, neither the JW Marriott San Antonio Hill Country Resort & Spa nor IFCEE Show Management will be responsible for any bodily injury, damage or loss to your personnel or property during the move-in or move-out of your contracted booth space. Neither the JW Marriott San Antonio Hill Country Resort & Spa nor IFCEE Show Management will carry insurance on your behalf. If you desire that your booth and/or personnel be insured, you must acquire and maintain such insurance at your expense.

Security during Installation

Entrances and exits to the hotel property will be placed under security starting at Midnight on Friday, March 13, 2015. During installation and dismantle, please place all valuable items in a locked compartment of your booth or remove them from the show area. Irreplaceable prototypes should be placed under special guard, at your own expense, while exhibits are closed.

Security during Show Hours

The primary function of the security personnel is to check attendee's badges – not to guard your products. Don't leave anything of value in your booth while you are gone! Don't turn your back on personal items stored in your booth! Items placed behind curtains or underneath draped tables aren't safe. Also, put your name and address on personal items so if they are lost and turned in, they can be returned to you.

Safeguarding Equipment

Don't leave ANY equipment unattended. Secure all equipment in your booth after the show closes each evening. You have several options to secure your equipment:

- Hire a guard
- Security containers are available for rent from Freeman, the official show contractor
- Do not leave easily carried items lying around where they can be taken by unauthorized personnel. Particularly vulnerable items are cameras, electronic devices, purses, tools, etc.
- Do not store anything of value in cartons or crates marked with an "empty" label
- Assign a specific member of your staff to be responsible for security
- Prepare and use an inventory checklist while packing and unpacking equipment.

Security During Dismantle

Don't leave valuable equipment sitting in your booth unattended. Once your equipment is packed and waiting to be picked up for shipment, responsibility for protecting products rests with you until the official show contractor takes possession of your shipment. Turning in a bill of lading at the service desk does not constitute "taking possession." Therefore, expensive equipment left uncaged and unattended is your total responsibility for which there is no recourse except through your insurance company if such equipment is missing.

Reporting Theft

If something is missing from your booth, report it immediately to Show Management located in the JW Marriott San Antonio Hill Country Resort & Spa. Stolen items may be recovered if an exhibitor reports the theft in time for Security to take action. If you have lost an item, please check the Lost and Found located at the JW Marriott San Antonio Hill Country Resort & Spa. IF YOU HAVE ANY QUESTIONS OR SPECIAL CONCERNS REGARDING THE SECURITY OF YOUR EXHIBIT, PLEASE CONTACT: Jan Hall 469.359.6000 E-mail: jhall@adsc-iafd.com

SAFETY IS VERY IMPORTANT…

The IFCEE 2015 is committed to safety. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an IFCEE staff person. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors. Below you will find a list of Loss Prevention Guidelines that we request you follow while at the show site. These guidelines will enhance the overall safety of the show and help prevent injuries to you, your employees, and other exhibitors. Enjoy the show and do it safely!

Safety Guidelines

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is prohibited. The furniture is not designed to support your standing weight. Please use a ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

Thank you in advance for your cooperation!

HOSPITALITY SERVICE INFORMATION

Deadline: February 7, 2015

The JW Marriott San Antonio Hill Country Resort & Spa catering department has extensive options for your event. Please contact the hotel for your booth and hospitality suite food and beverage needs.

It is the policy of the JW Marriott San Antonio Hill Country Resort & Spa that all food and beverage be purchased through the resort.

Payment Policy:

Please complete the attached credit card authorization form. All payments on estimated total must be made seven (7) business days prior to the conference.

Tax & Gratuity Charges:

All food and beverage is subject to a 24% taxable service charge and applicable taxes that are currently 8.25%.

Catering Contact:

JW Marriott San Antonio Hill Country Resort & Spa
Serhan Tatman, Director of Event Planning
E-mail: Serhan.Tatman@marriott.com
Phone: (210) 491-5871

IFCEE 2015

AMERICAN TRADESHOW SERVICES

Deadline: November 12, 2014

For More Information Call-985-809-0600, dial 1

Optimize your ROI with Lead Retrieval

Collect **Quality Leads** in a format You Can Use **Instantly**

MORE SALES

EXPO PRO MOBILE ™

Included in your exhibit space

- Wireless Handheld Unit
- Large Color Touch Screen display
- Allows personalized note taking
- Extended Life Battery
- Paperless, Green option
- Leads on USB

Be Mobile. Be Green.

Additional Products and Services

Delivery & Training

ATS technicians deliver pre-ordered equipment prior to and after the event. In addition, our technician will train booth personnel on how to best use the unit.

Custom Qualifiers

ATS creates a list of exhibitor's custom qualifiers that can include products and/or services and loads it into the unit; can be easily attached to a prospect's record.

Custom Survey

Available on the ExpoPro Mobile option **ONLY**: ATS creates a custom survey that can include up to 10 personalized questions.

The ATS Standard…

*Leads on 64mb USB drive, yours to keep

*Easily imported into Excel, Outlook, ACT! And other major sales tracking programs

*Each lead may contain Name, Company, Title, Address, Phone, Fax, Email, Qualifiers, and personal note(determined by the association)

*Random Drawing Raffle Feature on all units

*20 Standard Qualifiers for Easy Follow-up

*Free Technical Support Before, During & After the show

IFCEE 2015

LEAD RETRIEVAL ORDER FORM

Discount Deadline: November 12, 2014

1 Choose Your Unit(s)

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL

Included in your exhibit space fees for IFCEE 2015 is one (1) Lead Retrieval Unit per Company. A Credit Card is Required to reserve the scanner and to order any of the Optional Services. Please fill out the attached Payment Authorization Form and submit it along with your order form.

EXPOPRO MOBILE™

Be Mobile. Be Green.

- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Leads downloaded to USB Memory Card
- Extended Life Battery
- Includes 20 Standard Qualifiers (See Page 4)

We would like to reserve the ExpoPro Mobile™ ☐

2 Add Optional Services

(Exhibitor responsibility)

	DISCOUNT	REGULAR	QUANTITY	LINE TOTAL
EXPOPRO MOBILE™ *Additional Unit(s) - Wireless*	$ 295.00	$ 325.00	x _____	= _____
EXPOPRO MOBILE™ *Package price for 3 or more*	$ 225.00	$ 255.00	x _____	= _____
EXPOPRO MOBILE™ *Package price for 6 or more*	$ 195.00	$ 225.00	x _____	= _____
Delivery & Setup	$ 65.00	$ 85.00	x _____	= _____
Custom Qualifiers	$ 60.00	$ 80.00	x _____	= _____
Custom Survey	$ 60.00	$ 80.00	x _____	= _____

3 Add It Up

Sub-Total		= $ _____
Add San Antonio, TX Sales Tax	8.25% Tax	+ _____
Total Due (in US Funds)		= $ _____

All fields are required. Please include a Payment Authorization Form with your order.

4 Fill It Out and Sign

COMPANY _____ BOOTH NO. _____

THIS LINK WILL BE SENT TO ALL ATTENDEES SCANNED BY YOUR SCANNER
WEBSITE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PHONE NO. _____ FAX NO. _____

ORDER CONTACT _____

EMAIL ADDRESS _____

ONSITE CONTACT _____ ONSITE CELL _____

Order Online:
www.atsleads.com
User Name: IFCEE2015
Password: 9215

Fax Credit Card Orders to:
985-809-1888

Email Order:
orders@american-tradeshow.com

Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions:
985-809-0600, dial 1

IFCEE 2015

PAYMENT AUTHORIZATION FORM

BOOTH NO.

COMPANY

ORDER CONTACT

PHONE NUMBER

***A credit card is required on all orders as a security deposit on rental equipment.** See Terms and Conditions at the bottom of this page.*

CHOOSE PAYMENT METHOD:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Wire Transfers will incur an additional $40.00 for handling and bank fees. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

* Credit Card Details - Required for All Orders*

☐ AMERICAN EXPRESS

☐ MasterCard

☐ VISA

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ **Use as Security Deposit Only**

Cardholder Name: _____

Expiration Date: _____ / _____ Security Code: _____

Cardholder Signature: _____

! Terms and Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged $100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a $75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.

Checks are due in the office ten (10) days prior to show start.

Order Online:
www.atsleads.com
User Name: IFCEE2015
Password: 9215
Fax Credit Card Orders to:
985-809-1888
Email Order:
orders@american-tradeshow.com
Mail Check Orders to:
American Tradeshow Services
Attn: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471

To Call Order In or Ask Questions:
985-809-0600, dial 1

IFCEE 2015

Custom Qualifiers Template

Fax To: 985-809-1888

DISCOUNT DEADLINE:
November 12, 2014

$60 before deadline
$80 after deadline
(COST PER UNIT)

The following is a list of the standard action codes that are included with your unit rental.

Add to Mailing List
Current Customer
Distributor
Has Purchasing Authority
Have Sales Rep Call
Hot Lead!
Inquiry Only
Interested Buyer
OEM
Product A
Product B
Product C
Product D
Product E
Product F
Schedule Demonstration
Send Literature
Send Pricing Info
VAR
Wants Presentation

To personalize these codes, or use your own codes, please fill in this template.

Below please list your custom action codes. These custom codes will be ready for you when you pick up your reader at the show. (Please type or print legibly, maximum 28 characters per code.) To guarantee availability at show site, please fax this template in seven (7) days prior to show start.

The Following Characters May Not Be Entered As Part Of An Action Code:
Apostrophes (‘), Slashes (/), Backslashes (\),
Dots (.), Carrots (^), and Quotes (“)

Company

Booth Number

1	
2	
3	
4	
5	
6	
7	
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9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

If you have any questions concerning any of the products or services being offered for lead collection, please feel free to call us at (985) 809-0600 and we will make certain your questions are answered promptly.

IFCEE 2015

AMERICAN TRADESHOW SERVICES

LEAD RETRIEVAL

REGISTRATION

ATTENDANCE TRACKING

RFID

REPORTING

NEW Feature Included with your order!

ExpoRecall™

We want to Maximize ROI without You Lifting a Finger! Let ATS Help Keep Your Name in Front of Potential Customers.

- ExpoRecall™ sends attendees a personalized list of companies visited at the show and direct links to your website.
- ExpoRecall™ sends reminder immediately after the show.
- ExpoRecall™ comes standard with your lead retrieval service as a no-charge/value added feature.
- ExpoRecall™ is an email that is sent to the attendees immediately after the show reminding them of the exhibitors that they were scanned by at the Expo. Included in this email will be your company name and a link to your website.

Your Website is just a Click Away!

IFCEE 2015
PROMOTIONAL POSTCARD

Free Promotional Postcards

Actual size 4x6

Utilize these FREE postcards to promote your company's presence at IFCEE 2015.

Deadline to Order Postcards is November 3, 2014

Postcard Order Form

Deadline to Order Postcards November 3, 2014

Utilize these postcards as part of your advertising, sales, and marketing campaign to promote your presence at the show. The earlier you begin your campaign, the more potential customers you can reach. The back side of the postcard has space for you to insert your company's message and booth number before you mail to your customers.

The printable area is: 2 1/3 x 3 1/4. Postcard orders will be sent to you in January.

Please Send Me _____ Free Postcards *(up to 1,500)*

Company Name: _____

Contact Name: _____

Shipping Address: _____

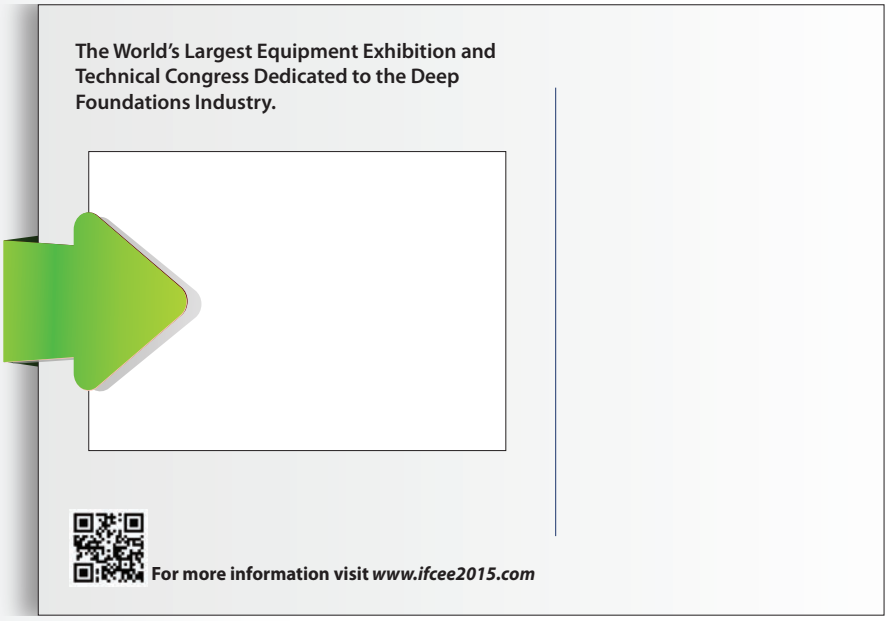
City: _____ State: _____ Zip/Postal Code: _____

Country: _____ Email Address: _____

Phone: _____ Fax: _____

Complete this form and email to ematthews@adsc-iafd.com or fax to 469.359.6007.

Use the blank space on the back of the card to add a message or your booth number.



Not to scale

www.ifcee2015.com

IFCEE 2015
CUSTOMER DAY PASS

Exhibits Only Customer Day Pass

Encourage existing and potential customers to attend the show by offering these Exhibits Only Day Passes

Actual size 3 3/4 x 6 1/4

IFCEE 2015 is offering a "6-pack" of Exhibits Only Day Passes (a value of $510) for only **$350 per set**, for you to send to existing and potential customers, encouraging them to attend and visit your booth. You can buy up to three sets (18 Passes). ***These Passes must be used by non-exhibiting companies and are not for booth personnel.***

www.ifcee2015.com

Exhibits Only
Day Pass Order Form

Deadline to Order Day Passes is November 3, 2014

I would like to order:

❏ 1 set = 6 Passes ❏ 2 sets = 12 Passes ❏ 3 sets = 18 Passes $350 per set = $_____

Company Name: _____

Contact Name:_____

Shipping Address: _____

City:_____ State:_____Zip/Postal Code:_____

Country: _____ Email Address:_____

Phone:_____ Fax:_____

Charge $_____ to the following Credit Card:

Please indicate one of the following: ❏ American Express ❏ MasterCard ❏ Visa

Credit Card No.: _____Exp.:_____ ID#: _____

Name on Card: _____

Address on Card:_____City:_____State:_____Zip:_____

Signature: _____

Complete this form and email to ematthews@adsc-iafd.com or fax to 469.359.6007.

ORDER TODAY!!

www.ifcee2015.com