



INTERNATIONAL CONFERENCE ON --- MISSIONS

2017 ICOM Exhibitor Packet

November 16-19, 2017
Peoria Civic Center
Peoria, Illinois

Exhibitors: Please read all of this document carefully!

This document will answer almost every question you might have about exhibiting with ICOM in Peoria, IL. Prices, the decorator, furniture, electricity, staffers for your booth - everything! Please look it over carefully before registering for ICOM!

Our Decorator for 2017 is:

Peoria Flag and Decorating - 920 E. Glen Ave. Peoria Heights, IL 61616
Phone: 309-685-8989 - Web: www.peoriaflag.com

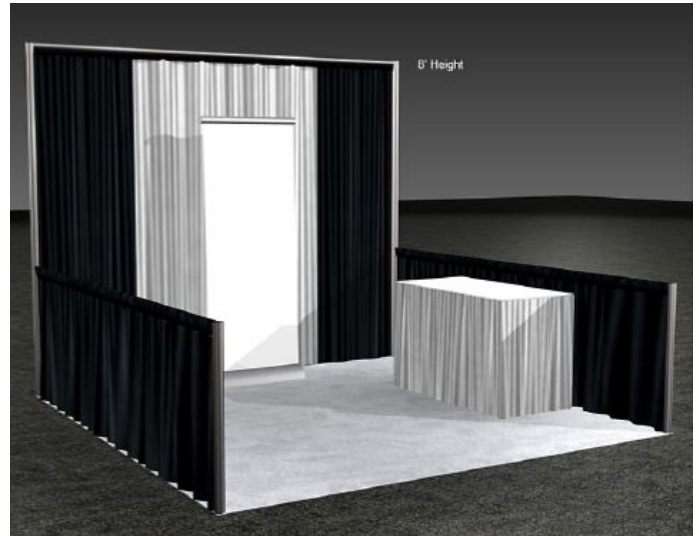
Peoria Flag is the exclusive provider of: telephone, internet, all food and beverage, booth cleaning, electricity, and banner hanging. **No outside food or beverage is permitted in the center.**

Guidelines:

- ▶ **We expect everyone will follow the guidelines outlined in this document.**
- ▶ Each exhibit space gets 4 registration badges.
- ▶ Full payment for the space is due at the time of reservation.
- ▶ **Exhibitor Move-in: Wednesday the 15th, 12-8 pm and Thursday the 16th, 8a-3p**
 - ▶ For safety reasons, no one under the age of 14 is allowed in the hall during move in/out.
- ▶ Teardown times: Saturday night 10 pm to midnight (Optional) & Sunday beginning at 11 am. *Please do not tear down during the main sessions.*
- ▶ The exhibit hall is open Thursday from 3-10 pm, Friday & Saturday, 8 am - 10 pm, and Sunday from 8 - 11 am. **We consider the exhibit hall open all day, except during the main sessions.** *Lights may be lowered to security status.*
- ▶ Exhibitors are not allowed to give their booth space away to another exhibitor. It must be turned in back to ICOM. You also cannot share a booth with someone else.

Booth Descriptions

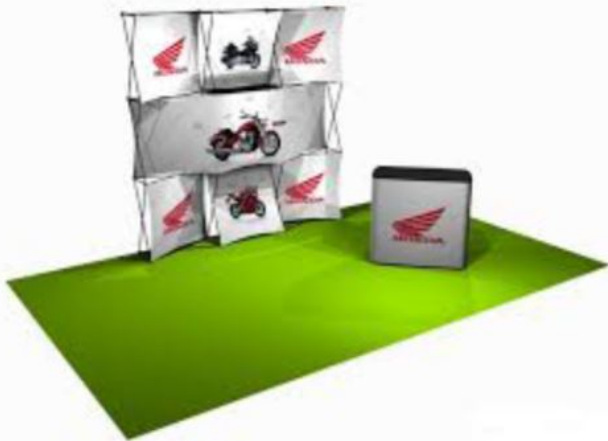
- ▶ Each booth is 9 feet wide and 10 feet deep.
- ▶ The back drape is 8 feet high and the side rails are 3 feet high. The drapes will be blue, yellow and white.
- ▶ Each booth will be given:
 - ▶ One sign that is 44 inches wide by 7 inches high with the exhibit name.
 - ▶ One 8 foot table and two folding chairs. All are optional.
- ▶ You are allowed to put anything in your booth within 5 ft of the back curtain.
- ▶ You are not allowed to block the line of sight by going past the first 5 feet towards the aisle.
- ▶ **According to industry standards, no exhibit should be seen over the back drape from the other side.**
- ▶ Hanging banners will incur an additional charge.



End-cap Booths

Based on 2 booths facing the aisle

- ▶ 10 feet deep by 18 feet wide with a 9 foot back drape.
- ▶ You still get 2 skirted tables, 4 chairs and 2 trash cans.



Things to consider for this booth style:

- ▶ You only get 9 foot of back drape.
- ▶ As shown in the picture to the left, the 4.5 feet on either side of the back drape display must remain open for clear line of sight for those booths down the aisle behind you.
- ▶ As seen in the picture, the green carpet shows the size of the space you have to decorate, but once again, you must be able to see over or through anything in the line of sight areas behind your space.
- ▶ If you have multiple booths, as long as there are other exhibitors in front or behind you, there must be a clear and visible line of sight down the aisle. The only exception is if you have all the booths in a particular section.

Exhibitor Information Publication

- ▶ Exhibitors will be published in both the program book and the ICOM App. Booth reservations received after October 14th are not guaranteed to be included in the program book.
- ▶ Exhibitors are not permitted to advertise outside of their booth. For example: Homemade signs, cards or posters left in public areas, items in seats of the main session area or handed out to attendees entering the main session area are prohibited without permission of the ICOM Office.

Things to Note

- ▶ **Exhibit Hall Floor Plan:** The floor plan is designed to spread out the larger exhibitors to allow room for smaller exhibitors to be in high traffic areas and also in closer proximity to another group if they desire. This allows for exhibitors who might be affiliated with a larger organization to secure a space next to them. These "big rock" exhibitors are set in the fall before the previous conference. To learn about becoming a big rock, contact the office.
- ▶ **Sharing Booths:** There is 1 organization allowed in each exhibit space. You are NOT allowed to share a booth with another organization.
- ▶ **Subletting Booths:** Exhibitors are not allowed to sublet their booths to other organizations once paid. Booths must be returned to ICOM.
- ▶ **Cancellation Policy:** All cancellations are charged a 10% fee. Cancellations received on or before the date 60 days prior to the first day of the conference are refunded the full amount less a 10% fee. A written cancellation must be received or postmarked by October 21st, 2017 and confirmed by ICOM that a notification has been received. Refunds after October 21st, 2017 are only given if canceled spaces are resold.
- ▶ **Prime Paths:** Booth spaces that are determined to be in high traffic area, some being endcaps, are \$100 more per space.
- ▶ **Multiple Exhibit Spaces:** If you are organizing exhibit spaces for several missions, it is very important that accurate information is given to the office for each space. If a mission cancels their booth space(s), that mission representative must be the one canceling, not the organizer.
- ▶ **Food Samples:** Exhibitors serving food and drink samples may need to submit a request form and receive approval from Peoria Flag.
 - ▶ Please contact Carol Cook with Savor.
 - ▶ Phone: 309-680-3534 - Email: cook@peoriaciviccenter.com