

2024 Exhibitor Information Packet



INTERNATIONAL
CONFERENCE ON
MISSIONS

November 13-16, 2024
Central Bank Center & Rupp Arena
Lexington, KY

2024 Exhibitor Registration:
Wednesday, December 13, 2023
at 12:00 pm EST.

2024 Booth Space Pricing

Non Profit: \$650
Full Commercial: \$900
Prime Path: adds \$100/space
Booth Sales: \$100 flat fee

Official Decorator

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ICOM Contacts

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INFORMATION & GUIDELINES

We expect all exhibitors to follow the guidelines outlined in this document.

- Each exhibit space includes 4 registration badges.
- Full payment for the space is due at the time of reservation.
- **Move-in:** Wednesday, November 13th from 12pm to 7pm and Thursday, November 14th from 8am to 12pm.
 - For safety reasons, no one under the age of 14 is permitted to be in the hall during move in/out.
- **Move-out:** Saturday, November 16th, beginning at 9:00 pm
- The exhibit hall is open all day Thursday from 1-10pm, Friday from 8am-10 pm & Saturday, 8am-9pm - except during main sessions. *Lights may be lowered to security status during the ICOM main sessions.*
- **Cancellation Policy:** All cancellations are charged a 10% processing fee.
 - Cancellations received on or before September 6, 2024 will be refunded the full amount less a 10% fee. Written notice must be sent to emily@theicom.org or postmarked by September 6, 2024.
 - Refunds requested from September 7, 2024 through November 1, 2024 will only be granted if cancelled spaces are resold.
 - No refunds will be given after November 1, 2024.



INFORMATION & GUIDELINES CON'T

- Each booth is 10-feet wide and 8-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 includes:
 - One sign that is 44-inches wide by 7- inches high with the exhibit name.
 - One 6-foot table and two folding chairs. All are optional.
- You are allowed to put anything in your booth within 4 ft of the back curtain.
- You are not allowed to block the line of sight by going past the first 4 feet towards the aisle.
- Per industry standards, no exhibit is to be seen over the back drape from the other side.
- Hanging banners will incur an additional charge.



End Cap Booths

- 10-feet deep by 16-feet wide with a centered 8-foot back drape that faces the main aisle.
- The 4 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.
- You must be able to see over or through anything in the line-of-sight areas behind your space.
- If you have multiple booths, and there are other exhibitors in front or behind you, there must be a clear and visible line of sight down the aisle.

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 in closer proximity to another group if they desire. These "Big Rock" exhibitors purchase their booth in the fall before the previous conference. You will see these organizations in the included map.
- Sharing Booths: Only one (1) organization may utilize each exhibit space. No one is permitted 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.
- Food Samples: Exhibitors serving food and drink samples will need to submit a request to be able to do so. Please contact the ICOM Office for catering information.
- 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's representative must be the one to cancel, not the organizer.
- Exhibitors will be published in multiple locations including the program book, the virtual platform, the ICOM app, and www.theicom.org. Booth reservations received after October 11, 2024 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 ICOM.

