**IACP 2015 - ADVANCE BOOTH SELECTION INSTRUCTIONS**

The IACP 2015 Advance Booth Selection will begin August 25 through September 30, 2014.  All 2014 exhibitors are eligible to participate.

Advance Booth Selection appointment for **HT Srl**:

 **Date                                                               Time**

 Thursday, September 2511:30 a.m.(**Central Standard Time**)
We encourage you to review the [2015 floor plan](IACP%20Expo%20Hall%20-%202015%20Chicago.pdf) prior to your appointment time to familiarize yourself with the facility and to set your best strategies, however you will not have access to log in and select space until your appointment time.

BOOTH RATE AND PAYMENT TERMS

**Advance Rate:**

Inline booths          $22.00 s/f                             Island Booth          $26.00 s/f

**New**Booth rates have been restructured so that there are no premium corner charges. Advance Booth Selection ensures you receive the best booth location possible. Your account must remain current with scheduled payments for the advance rate to apply.

**Advance Rate Terms:**

        **New**50% deposit upon reserving space. Credit card payments are processed upon your booth reservation; an invoice will be sent electronically to exhibitors paying by check – Deposit is due 10 days of reserving space.

        Balance is due March 13, 2015.

**Reserve early and save!**  The 2015 Standard Rate goes into effect November 1, 2014.

**Inline booths**       $22.75 s/f                             Island Booth          $26.50 s/f

**Login Directions to Reserve - IACP 2015 Booth Space                             (August 25 – September 30)**

Exhibitors will only be able to select one (1) exhibit space during this process.  If you are contracting more than one space or need to combine booths, please contact Tarrie Chambers at 703-647-7222.

•  Begin by clicking on [Space Application](http://www.theiacpconference.org/iacp2015/public/e_boothsales.aspx)

•  Enter your Password **167CHFD2**

•  Click Login

**Company Information**•  If the information on the screen is incorrect, click “Edit” to update

**Contact Person**•  Select a primary contact and/or a secondary contact or add a new contact using the drop down menu

**Booth Choice**•  Click in the grey field beside “Select Booth” to display the floor plan



•  Click on the booth space you want to reserve to populate the form (remember the system will only let you choose one). To select more than one booth or to combine booths, please contact Tarrie Chambers at 703-647-7222.

**Review your Order Details**•  Once your selection has been made, review your order total prior to payment

**Payment Information**•  Click the drop down menu to select your payment method, “Pay by Credit Card” or “Sending Check within 10 Days”

**Agreement Information**

•  Please enter First Name, Last Name, and Title of the person authorized to reserve booth space

• Scroll down and read 2015 Rules and Regulations

• At the bottom of the page “CLICK HERE” to review the terms and conditions before checking the Box



• Submit

**IMPORTANT NOTES**

The following booth types are not permitted:  End-Caps or Peninsula Booths (combining two or more corner booths at the end of an aisle, creating a booth exposed to aisles on three sides)

**Vehicles or Trailers**Exhibitors who plan to have a vehicle or trailer as part of their display are required to contract a 20’ x 20’ island booth or larger to accommodate appropriate space for display and to allow clear access into the booth.

**Combining Booths**Show Management is authorized to create spaces on the floor plan.  Booths will only be combined as follows:

1.   Inline/linear booths may be combined to create larger spaces such as 10’x20’, 10’x30’ etc. End cap and peninsula booths are not available at IACP 2015.

2.   Island booths may be combined to create larger islands, but must maintain a 10’ aisle on all sides.  No island space may be created which leaves an aisle larger than 10’ on any side.