



# IAIA Conference Promotional Fees (IAIA11)

Annual Conference

IAIA11 Deadline for reservations: 31 March 2011

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**(A) Standard exhibition booth  
US\$ 1,020**

Basic equipment includes a 3m x 2m shell stand (walls made of trovicel with aluminum frames); with 1 table, 2 chairs, and fascia board with company name in standard black text.

Fee includes registration for one booth attendant. Contact IAIA HQ for an exhibitor registration form. Benefits include:

- Attend all conference sessions
- Daily morning/afternoon coffee breaks
- Daily lunches
- Satchel
- Company name listed in final program and on web
- Invitation to the opening reception (if applicable).
- Delegate list on site
- Exhibitor nametag ribbon

**(B) Premier exhibition booth  
US\$ 2,220**

Fee includes the same benefits and equipment as the standard booth, plus:

- Company name *and* logo in final program and on web
- 1 additional registration for a booth attendant (total of 2)
- ¼ page ad in the final program
- Booth amenities: rug, 1 extra table with tablecloth, 1 bouquet or 2 plants, and 10 water bottles per day

**(C) Display table  
US\$ 705**

Standard equipment is 1 table (2.44m long x .46m wide, no skirt or tablecloth) and 2 chairs.

Fee includes registration for one attendant. Contact IAIA HQ for exhibitor registration form. Benefits include:

- Attend all conference sessions
- Daily morning/afternoon tea breaks
- Daily lunches
- Satchel
- Company name listed in final program and web
- Invitation to the opening reception (if applicable). International networking Night tickets may be purchased separately.
- Delegate list on site

Note: A table is provided for IAIA members to display materials that are *non-commercial* and distributed free of charge. There is no fee to IAIA members. This table is shared with other IAIA members. Members must be in attendance at the conference to display materials. No advertising is permitted. IAIA reserves the right to remove inappropriate materials.

**(D) Poster panel  
US\$ 95**

Poster panels are 2.44m high x 1m wide. Removable double-sided tape or blue sticky gum is recommended to affix materials to the surface. You are responsible for providing the materials to hold your poster and any additional materials (such as envelopes or brochure holders) in place on the panel. Use of IAIA-provided panels is required.



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## Arrangements for options A, B, and C

1. Contact Jennifer Howell ([jen@iaia.org](mailto:jen@iaia.org)) at IAIA HQ to reserve and pay for your space.
2. Jennifer will forward your reservation to the local exhibition vendor, who will coordinate the equipment and furniture.
3. Note: IAIA will handle basic options as listed above. If you need equipment or furniture beyond the basic items listed, contact Jennifer first; you will need to pay IAIA for the standard package. It is then your responsibility to arrange and pay for any additional equipment or furniture directly with the vendor. Jennifer will provide the vendor's contact information to you upon request.

**(E) Brochures/flyers/CD-ROMs** (to be included in delegate packs)  
**US\$ 1,800** Contact IAIA HQ for quote if material is larger than letter/A4 size.

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## Arrangements for option E

Please contact Jennifer Howell ([jen@iaia.org](mailto:jen@iaia.org)) at IAIA HQ to arrange for a delegate bag insert and payment. Jennifer will provide IAIA's policy note on criteria for materials that are appropriate for distribution in delegate packs. Please note that material to be included in delegate bags is subject to approval by IAIA HQ by 31 March.

Please plan to provide 600 copies. If pre-registration indicates that the number of delegates may be significantly higher than 600, IAIA will contact you. If the number is higher and you have extra copies and time allows, you are welcome to send additional copies (at no extra fee). Extra materials will be recycled.

## Shipping information

The conference center does not have storage areas and does not accept materials in advance of the conference.

Therefore, please plan to ship so materials arrive at the venue Thursday, 26 May.

Delegate packs will be prepared Friday, 27 May. IAIA takes no responsibility for delegate pack inserts arriving after 26 May.

Packages should be clearly marked "IAIA11" on both the inside and outside of packages, and the name of the person picking them up should be noted.

If the materials are for delegate bags, they should be clearly marked "IAIA11 delegate bags" on both the inside and outside of the packages.

The shipping address is

CENTRO de CONVENCIONES  
Boulevard Héroes des 5 de Mayo No. 402  
Paseo de San Francisco – Centro Histórico  
CP 72000  
Puebla, Pue. MÉXICO