## Fall Professionals Conference Exhibitor Information

**Exhibit hours:** November 20, 2023, 7:00 a.m. to 3:30 p.m.

The Fall Professionals Conference
JW Marriott Grand Ballroom 5-6
JW Marriott Indianapolis
10 S. West Street,
Indianapolis, IN 46204 | 800-204-2873

**Set up:** Please NO set up during the reception.  
**Set Up begins AFTER 6:00 p.m. on November 19,**  
or when the hall opens on  
**Monday, November 20,** at 6:00 a.m.

### All Booths

| Show Contractor: Smith Expo, LLC,  
www.smithexpo.com  
317-362-6890  
email: hsmith@smithexpo.com | Order your electrical needs directly from the Indianapolis JW Marriott.  
The Wireless internet code is provided at no extra charge day of conference. |
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Each exhibitor will receive a packet of information from Smith Expo, detailing additional items and services that are available.  
**Including shipping display materials to your booth.**

| Please Note do not ship any materials directly to the exhibit hall. Unfortunately, the hotel will NOT be able to accept exhibitor materials.  
Contact Smith Expo for assistance with their delivery service. | Meal options: There are restaurants in the JW Marriott or you may purchase a breakfast ticket for $55 per person and/or lunch ticket for $70 per person in advance or at registration. (We understand these are high prices but are less than our actual cost.) |

**Booth 1-77; $500 each**

Please see Exhibit Hall [map](#).

Request a complimentary electronic roster for the Fall Professionals Conference attendees by emailing Beth Moore at [mailto:emoore@iasp.org](mailto:emoore@iasp.org). The list is will be as of the date requested.

Each Exhibitor is requested to provide a door prize(s). Door prizes will be awarded at Monday evening’s celebration. Door prize(s) can be left at the conference registration desk before you leave. Please have a business card or note recognizing your company attached to the door prize(s) so that the recipient will know who provided their prize. Thank you for supporting our principals.

### IASP EXHIBITOR BOOTH and SPONSORSHIP SELECTION PROCESS:

At [http://www.iasp.org/](http://www.iasp.org/) go to Principal Programs, scroll down to Exhibit Information for details. To select your booth or sponsorship click “Exhibitor Registration” Submit the electronic registration form.

### Questions? Email: emoore@iasp.org

### Cancellation Policy

Refunds or credits will be given only for cancellations made in writing (mail, fax, or email to emoore@iasp.org)

- **On or before Oct. 10** 90% Refund  
- **Between Oct 11 and Nov.1** 50% Refund  
- **After 4:00 p.m. on Nov. 2** No Refund